

PhD in Public Policy

PROGRAM HANDBOOK AY 2025-26

Department of Public Policy and Public Affairs
McCormack Graduate School of Policy and Global Studies
College of Liberal Arts
University of Massachusetts Boston



About PhD in Public Policy Program Handbook

The Public Policy PhD Student and Faculty Handbook outlines policies and procedures established by the [Public Policy PhD Program](#), Department of Public Policy and Public Affairs, and requirements set by the University.

Public Policy PhD students should familiarize themselves with rules and regulations of the University, as well as the policies in this Handbook. Many of the University rules and procedures are listed with hyperlinks to appropriate web resources. It is strongly recommended that you review all the linked websites as well.

A complete listing of the University's graduate degree requirements can be found on the Graduate Studies website and a full listing of the University's academic policies can be found on the Registrar's website. If University requirements conflict with those specified by the Program, University requirements take precedence. In situations where the University requirements are broad, but the Program requirements are specific, the requirements of the Public Policy Ph.D. Program apply.

Students who entered the doctoral program in Fall 2018 or before will graduate under previous program requirements. This edition discontinues reproducing the distinction as they do not apply to the newer cohorts. They are adequately documented in the previous editions of this handbook produced between 2019 to 2023. This PhD handbook is assembled as a resource for PhD in Public Policy students and will be updated as and when needed. If there is any ambiguity or lack of clarity that requires interpretation, we strongly recommend consulting the Graduate Program Director and Graduate Program Administrator for guidance rather than making your own assumptions.

Dear PhD Students,

It is our distinct pleasure to welcome the newest cohort to the Public Policy PhD Program at the University of Massachusetts Boston's Department of Public Policy and Public Affairs.

PhD in Public Policy is a very well-established program that welcomed its inaugural cohort in 1992! You are joining a strong community of inspiring alumni who are serving the communities locally and globally as public policy professionals and 45 current students at various stages in the program that are aspiring to bring the change through public policy in their respective fields.

In last 32 years, our students and faculty have produced impactful dissertations to influence the scholarship and practice to advance social justice through public policy. We are committed to contribute to public policy discourse through excellence in research and education. We thrive to make the communities all around the world inclusive, equitable, and sustainable.

Our program takes pride in offering highly relevant and state of the art public policy core curriculum while providing flexibility to chart your individualized intellectual path through electives, internship, and dissertation research.

We take your decision to join our program very seriously and remain committed to do everything we can while you are with us as students and beyond when you become proud members of our alumni. It is our privilege to support your personal, professional, and intellectual growth as you emerge as independent scholars and leaders in the public policy field.

We are excited and looking forward to working with you throughout your doctoral journey!

Best Regards,

A handwritten signature in blue ink that reads "Heather MacIndoe".

Heather MacIndoe, Ph.D.
Associate Professor of Public Policy and Public Affairs
Graduate Program Director, Public Policy Ph.D. Program

Ruth Anderson
Graduate Student Administrator, Student Services & Retention
Department of Public and Policy Affairs
Ruth.Anderson001@umb.edu

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I. Program Mission and Governance

The Public Policy Ph.D. program mission is to train future academics, researchers, and policymakers through the interdisciplinary study of a range of political, social and economic theories, and an immersion in social science research methodologies and analytic approaches. With our program's commitment to social equity, students conduct interdisciplinary research and examine a wide range of policy issues including economic development, education, immigration, health care, housing and urban affairs, nonprofit organizations, and racial justice. The core coursework draws on theoretical and empirical inquiry into the policy process, extrapolating to local, national and global contexts.

The Graduate Program Director, who is selected by the program faculty with the approval of the Dean of the McCormack Graduate School and the Dean of Graduate Studies, is principally responsible for the administration of the program. The standing faculty committees of the Ph.D. program include: 1) Academic Affairs Committee, 2) Admissions Committee, 3) Comprehensive Exam Committee, and the 4) Program Committee. The Ph.D. Program Committee is comprised of the Graduate Program Director, the Department Chair, and appointed department and affiliated faculty who teach and advise students in the Public Policy Ph.D. Program. The principal policymaking authority for the Public Policy program is the PhD Program Committee.

II. Academic Advising

The Graduate Program Director (GPD) advises all first year Ph.D. students. At the conclusion of their first year of doctoral study, students select an academic advisor in conjunction with the GPD before the Spring semester ends. The student will work with their new academic advisor until their dissertation committee is formed. Students are expected to select members of the departmental faculty as academic advisors. In exceptional circumstances, with the approval of the GPD, program affiliated faculty may serve as an academic advisor. Once an advisor is chosen and approved, students are responsible for completing the Academic Advisor Form (Appendix A).

III. Program Requirement: Courses and Credits

A. Credit Load Policy

[University policy](#) on credit load requires that Graduate Students may enroll for no more than twelve (12) credits. Students wishing to enroll in more than 12 credits must have written permission from their Graduate Program Director. The program director notifies the Registrar's Office if permission is granted. Graduate Students are considered full time at 9 credits or more and part-time at 6 credits. Office of Graduate Studies decides the number of credits covered by tuition waiver for Graduate Assistantships. Currently, 12 credits are covered for Fall and Spring for full-time Graduate Assistantships.

B. Credit Requirements for PhD in Public Policy

A student must successfully complete a minimum of 67 credits that includes 60 course credits and a minimum of 7 dissertation credits. Out of 60 course credits, 42 credits are from 14 required core courses, and 18 credits are from courses of 3 credits each in the form of electives, internship and/or independent study except for students with advanced standing (explained in section III. E). To Summarize:

Core requirements	42 credits (13 courses + 1 credit Pro-Seminar 3 times)
Electives	18 credits (6 courses: electives, internships, independent study)
Dissertation	<u>7 credits (taken over multiple years with variable credits)</u>
Total Minimum	67 credits

Dissertation credits are variable (1-12 credits), non-instructional, and offered every semester. They may be taken at any point during a student's time in the PhD program. However, students on assistantship are encouraged to take all required dissertation credits (PPOL-G 899) while tuition waiver is available (in year 1-3). Students without Graduate Assistantship should take them at the time that suits their financial planning. All other core courses should be taken in a suggested sequence. Please note that we follow a cohort model and offer core courses in specific semester. It is strongly recommended to follow the suggested sequence of courses to avoid delayed coursework completion.

C. Suggested Course Schedule for Full-time Students

A typical course schedule for full-time students without any course waivers, advanced standing, or transfer credits is represented below. Core courses are marked with asterisk (*).

YEAR 1

Fall (5 Courses – 12 Credits)

- [PPOL-G 604L](#)* Statistical Methods in the Analysis of Social Problems I (3 Credits)
- [PPOL-G 611](#)* Introduction to Public Policy Processes: Environments, Power and Outcomes (3 Credits)
- [PPOL-G 711](#)* Multi-Disciplinary Topics in Public Policy (3 Credits)
- [PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit)
- [PPOL-G 899](#)* Dissertation (2 Credits)

Spring (4 Courses – 12 Credits)

- [PPOL-G 602](#)* Political Economy of Class, Race and Gender (3 Credits)
- [PPOL-G 605L](#)* Statistical Methods in the Analysis of Social Problems II (3 Credits)
- [PPOL-G 612](#)* Approaches to Public Policy: Epistemology, Theory and Institutions (3 Credits)
- [PPOL-G 630](#)* Research Methods I for Policy (3 Credits)

YEAR 2

Fall (5 Courses – 12 Credits)

- [PPOL-G 621](#)* Microeconomics for Policy Analysis (3 Credits)
- [PPOL-G 760](#)* Sociological Perspectives on Public Policy and Social Justice (3 Credits)
- [PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit)

[PPOL-G 899](#)* Dissertation (2 Credits)
Elective I (3 Credits)

Spring (4 Courses – 12 Credits)

[PPOL-G 631](#)* Research Methods II for Public Policy (3 Credits)
[PPOL-G 622](#)* Public Finance and Budgeting (3 Credits)
[PPOL-G 609L](#)* Qualitative Methods and Field Research (3 Credits)
Elective II (3 Credits)

Summer

Comprehensive Examination (Note: this is not a course for credits)

YEAR 3

Fall (5 Courses – 12 Credits)

[PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit)
[PPOL-G 891](#)* Dissertation Workshop for Public Policy (3 Credits)
[PPOL-G 899](#)* Dissertation (2 Credits)
Elective III (3 Credits)
Elective IV (3 Credits)

Spring (3 Courses – 12 Credits)

Elective V (3 Credits)
Elective VI (3 Credits)
[PPOL-G 899](#)* Dissertation (3 Credits to maintain full-time status)

YEAR 4,5,6,7,8 (and beyond if statute of limitations is extended)

Fall

[CAS 600](#) Program Fees (required to remain active in the program)

Spring

[CAS 600](#) Program Fees (required to remain active in the program)

D. Suggested Course Schedule for Part-time Ph.D. Students

The program requirements are the same for part-time students. Courses will be offered during the day as the program does not offer evening, weekend, off-semester or on-line courses. Part-time students are typically expected to take two courses per semester. Part-time students should expect to be on campus on class days. This may require you to discuss with your supervisors the ways that your employment responsibilities can accommodate a campus presence consistent with full participation in the Public Policy PhD program. A typical course schedule for part-time students without any course waivers, advanced standing, or transfer credits is represented below. Core courses are marked with asterisk (*).

YEAR 1

Fall (3 Courses – 7 Credits)

[PPOL-G 604L](#)* Statistical Methods in the Analysis of Social Problems I (3 Credits)
[PPOL-G 611](#)* Introduction to Public Policy Processes: Environments, Power and Outcomes (3 Credits)
[PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit)

Spring (2 Courses – 6 Credits)

[PPOL-G 602](#)* Political Economy of Class, Race and Gender (3 Credits)

[PPOL-G 612](#)* Approaches to Public Policy: Epistemology, Theory and Institutions (3 Credits)

YEAR 2

Fall (3 Courses – 7 Credits)

[PPOL-G 621](#)* Microeconomics for Policy Analysis (3 Credits)

[PPOL-G 711](#)* Multi-Disciplinary Topics in Public Policy (3 Credits)

[PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit)

Spring (2 Courses – 6 Credits)

[PPOL-G 605L](#)* Statistical Methods in the Analysis of Social Problems II (3 Credits)

[PPOL-G 630](#)* Research Methods I for Policy (3 Credits)

YEAR 3

Fall (3 Courses – 7 Credits)

[PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit)

[PPOL-G 760](#)* Sociological Perspectives on Public Policy and Social Justice (3 Credits)

Elective I (3 Credits)

Spring (2 Courses – 6 Credits)

[PPOL-G 631](#)* Research Methods II for Public Policy (3 Credits)

[PPOL-G 622](#)* Public Finance and Budgeting (3 Credits)

YEAR 4

Fall (2 Courses – 6 Credits)

Elective II (3 Credits)

Elective III (3 Credits)

Spring (2 Courses – 6 Credits)

[PPOL-G 609L](#)* Qualitative Methods and Field Research (3 Credits)

Elective IV (3 Credits)

Summer

Comprehensive Examination (Note: this is not a course for credits)

YEAR 5

Fall (2 Courses – 6 Credits)

[PPOL-G 891](#)* Dissertation Workshop for Public Policy (3 Credits)

Elective V (3 Credits)

Spring (2 Courses – 6 Credits)

Elective VI (3 Credits)

[PPOL-G 899](#)* Dissertation (3 Credits)

YEAR 6

Fall (1 Course – 4 Credits)

[PPOL-G 899](#)* Dissertation (4 Credits)

Spring

[CAS 600](#) Program Fees (required to remain active in the program)

YEAR 7, 8 (and beyond if statute of limitations is extended)

Fall

[CAS 600](#) Program Fees (required to remain active in the program)

Spring

[CAS 600](#) Program Fees (required to remain active in the program)

E. Transfer Credits

PhD in Public Policy students may transfer up to 6 credits from courses completed at accredited universities **other than UMass Boston**. **Additionally**, students may request a transfer of up to 6 additional credits from graduate coursework completed **at UMass Boston** prior to matriculation into the Public Policy PhD program. For both cases, courses will be considered only if they meet the following requirements:

- 1) Courses where the student received a grade of B or higher.
- 2) Courses which have not been used to fulfill requirements for another degree.
- 3) Courses completed no more than 7 years prior to their matriculation into the PhD in Public Policy Program at UMass Boston.
- 4) Courses must be at Ph.D. level and policy related.

Application Process: By October 15th in the first semester in the program, students submit a written request by email to the Graduate Program Administrator for review by the Academic Affairs Committee. Emailed requests should state the courses and name of the institution(s) for transfer credit approval and must include the following attachments: 1) unofficial copies of the student's transcript; and 2) the syllabi for the courses being reviewed. Transfer credit decisions are made on a case by case and course by course basis.

Decisions are made and communicated to students by November 30th, at which time the student must provide official, sealed transcript(s) to the Graduate Program Administrator for the courses to be added to the student's UMass Boston transcript. Upon receipt of the official transcripts, the Graduate Program Administrator works with the Registrar to formally add the transferred credits to the student's official UMass Boston transcript before December 31st. **Please note that this process is contingent upon timely receipt of the official transcript. It is student's responsibility to coordinate with the Graduate Program Administrator at all stages to ensure successful and timely completion of this process.**

F. Advanced Standing

Students entering the Ph.D. program with a master's degree in a field related to Public Policy that was **earned no more than seven years prior to matriculation**, are eligible to apply for Advanced Standing. Relevant advanced degrees include MA degrees in

social sciences, public policy, public administration, social work, labor relations, public health, education, and criminal justice. Depending on the focus of the program, a JD, MBA, or other completed degree with a significant policy component, could be considered for Advanced Standing.

Students granted Advanced Standing will have up to 9 elective credit hours waived (3 courses). Courses are waived on course-by-course depending on equivalency and relevance as determined by the Ph.D. in Public Policy Academic Affairs Committee.

Courses associated with the completed master's degree submitted for Advanced Standing consideration must be:

- 1) Courses taken at an accredited institution.
- 2) Courses where the student received a grade of B or higher.
- 3) Courses which have not been used to fulfill requirements for another degree.
- 4) Courses completed fewer than seven years prior to their matriculation into the PhD program.

If the Master's degree has been earned more than seven years prior to admission, or the student wishes to seek credit for a degree not typically approved by the Academic Affairs Committee, they may still submit a request to the Academic Affairs Committee for a credit reduction, the decision is at the Committee's discretion.

Application Process: Public Policy Ph.D. students can apply for advanced standing after the successful completion of their first semester in the program. Students should complete the Office of Graduate Studies and Graduate Admissions Advanced Standing Form for Course Waivers and submit it with official, sealed transcripts to the Graduate Program Administrator by March 15th of the first year in the program. Up to 9 credits of advanced standing may be awarded at the Academic Affairs Committee's discretion. Notifications of the advanced standing are communicated to students and submitted to the Registrar for recording to students' records by May 31st.

Note: the same courses cannot be submitted for both Advanced Standing and Transfer Credits. Transfer credits are for courses that were **NOT** used towards completion of a degree whereas Advanced Standing is for the courses taken **for a completed degree**.

G. Course Waivers

A student may seek a waiver from a specific course in the Public Policy Program if they have completed a course with substantially equivalent content at another institution. If a course waiver is granted, the student will receive **ZERO credits** toward their degree requirements. An additional elective course must be completed for each waived course. A maximum of three courses may be waived. Course waivers will be decided on a case-by-case basis, by the faculty member teaching the course from which the student seeks waiver.

Application Process: Students must complete the Course Waiver Request Form (see **Appendix B**) and submit it via email to the instructor of the course and the Graduate Program Administrator as soon as possible but no later than the first day of classes during the semester the course is offered. The instructor will review the request and communicate to the student and the Graduate Program Administrator within the same week of the request but no later than the add/drop period ends for the semester. Appeal of a denied waiver may be made to the Graduate Program Director. Appeal of a denial by the Graduate Program Director may be made to the Academic Affairs Committee. Please note that the appeal process is only feasible if an early application is made. It is advisable to begin the process as soon as the student has recognized the possibility for a waiver.

H. Elective Courses

The Ph.D. in Public Policy program offers a limited number of elective courses each semester. Electives are offered on a rotating basis depending on student interests and faculty availability. Given the small size of the program and the wide variety of student interests, students can also choose to complete elective requirements through other means as described below.

Note: All elective requirements fulfilled any way other than through Public Policy-approved elective courses require Graduate Program Director's approval.

Students must submit ELECTIVE STUDY AGREEMENT FORM (see **Appendix C**) via email to the Graduate Program Administrator to begin the process.

Options to meet elective requirements of the program include:

- **On-campus courses offered by other UMass Boston PhD programs.** The course will appear on the student's transcript with the course title and grade.
- **On-campus courses offered by Master's programs which are at the 600 level or above.** The student will be expected to complete additional readings and/or assignments above those ordinarily expected of master's level students. The course will appear on the student's transcript with the course title and grade.
- **An independent study course under the direction of a PhD program faculty.** This course should consist of an amount of study and work equivalent to a doctoral-level 3 credit elective course. It should have a specific written product resulting from the semester's work (e.g., a project report, a literature review). The student and faculty member must agree to the scope of the work and the amount of supervision required (e.g., weekly or biweekly meetings) and draw up a written agreement to be filed in the student's academic record with the program office. Students can take up to two independent study courses towards elective requirements. Exceptions to this policy must be approved by

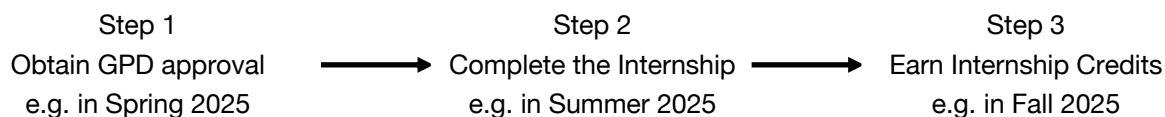
the Graduate Program Director.

- **Off-campus graduate courses taken for credit.** If a student wishes to enroll in a policy-related course at another graduate school and plans to transfer credits toward their doctoral degree, the course should be approved by the GPD before the student registers for the course. **A maximum of 6 total credits from other institutions may be transferred towards the doctoral degree. This means that students who transfer 6 credits from another institution at the beginning of the program are not eligible to transfer additional courses from other institutions later in the program.**
- **Off-campus graduate-level courses that are audited.** Students can receive credit for off-campus 600-level or above courses that are audited, with the permission of the instructor. Students should consult the Graduate Program Director and obtain permission from the instructor at another institution who is teaching the course. Outside faculty members may choose to grade papers and exams and assign grades. However, some will only agree to class participation for audited courses. In either case, students must register for **PPOL-G 795 Independent Study** at UMass Boston with a faculty member at UMB who will agree to review the work and award the grade given by the off-campus faculty member, or to evaluate the student's work and assign a grade on their own. Please note that original course number and course name used by off-campus instructor will not appear on the transcript.

I. Internship

Students can also fulfill elective coursework requirement through an internship (3 credit hours for one internship). Students must secure prior approval from their academic advisor to complete an internship in the semester immediately preceding the semester when they will complete their internship. Students who receive approval for a summer internship experience must get permission from the Graduate Program Director during the spring semester immediately preceding the internship experience. The internship should demonstrate applied work on a public policy research related issue. Students may complete a specific public policy project in a setting where they are currently employed, volunteering, or conducting research.

Process: There are three steps of the internship to receive credit: i) obtain approval from GPD; ii) complete the internship; iii) earn course credit for internship. Please see an example below to understand the timeline and note that the full cycle requires actions prior to and after the completion of internship.



Step 1: To obtain approval to earn internship credits, students must submit a written proposal to the Graduate Program Director in the semester prior to internship by completing the **INTERNSHIP PROPOSAL** form (see **Appendix D**). The proposal must: (1) identify a department faculty member who has agreed to evaluate the paper in the semester immediately followed by the completion of internship, (2) identify the organizational setting for the policy work, (3) describe the student's role and responsibilities (including amount of time spent on the project), (4) discuss the type and nature of the policy issue(s), and (5) identify the work supervisor and/or others at internship location who can attest to the nature and extent of the student's work.

Step 2: Complete the internship as proposed.

Step 3: To receive credit for a completed internship (stage 3): (1) Register for PPOL-G 898 Internship course in the semester immediately followed by internship completion, (2) submit a research paper based on their internship experience which meets the criteria of a substantive and critical research paper, and (2) present the project to a seminar of department faculty and students. Grade will be determined by the instructor based on the quality of submitted research paper and student's presentation to the department.

J. Concentrations

PhD in Public Policy program offers two concentrations. Each concentration has a requirement of three elective courses. While concentrations are not a requirement for PhD in Public Policy, students can select their electives to earn up to two concentrations. Concentrations and requirements are described below. Concentration requirements can be met by taking electives from master's programs. However, as detailed in **Section H** on electives, students must receive prior approval from the GPD and course instructors to do extra work beyond that is required for master's level courses to receive elective credits in the Public Policy PhD program.

1. Concentration in Organizations and Social Change: Organizations are at the heart of societal governance; they develop, contest, implement, and evaluate public policy. Organizations are also frequent targets of public policy, as sites that generate, reproduce, or sustain social and economic inequality. Some organizations, such as government agencies, are where public policies are enacted. Other organizations, such as community-based nonprofit organizations or advocacy groups, can act as agents of resistance and social change in the policy process. An understanding of organizations, their sources of power, role in governance, and structures and processes, is fundamental for public policy analysts and public managers. An organizational perspective enables students of public policy to apply a range of theories from different disciplinary perspectives, including sociology, political science, and economics, to the analysis of a wide range of policy issues in which organizations play a central role.

Process: Students interested in this concentration should meet with [Professor Heather MacIndoe](#) and their academic advisor for advising and determining appropriate electives to meet the concentration requirement.

2. Concentration in Conflict Resolution: Increasingly, state and local governments and non-profit community organizations have recognized the role and importance of conflict resolution in their administrative and public policies. The faculty of the Department of Conflict Resolution, Human Security and Global Governance, which administers master's programs in Conflict Resolution, provide coursework for this concentration.

Process: All students interested in this concentration are required to take the following course as a requirement and a prerequisite for the concentration that will count as one elective.

- [CONRES 621](#) Negotiation

In addition, students will take two additional electives from the Conflict Resolution curriculum. Students should meet with [Professor Eben Weitzman](#) (Department of Conflict Resolution, Human Security and Global Governance) for advising and determining appropriate electives to meet the concentration requirement.

IV. Program Requirement: Comprehensive Examination

Students must successfully complete the Ph.D. in Public Policy Comprehensive Exam at the end of their required coursework except [PPOL-G 716](#)* Public Policy Pro-Seminar (1 Credit) and [PPOL-G 891](#)* Dissertation Workshop for Public Policy (3 Credits). For full-time students, the comprehensive exam occurs at the end of the second year of coursework; for part-time students it may occur at the end of the third or fourth year in the program, depending on when they complete their core coursework. The exam requires students to demonstrate theoretical mastery, methodological mastery, and to translate learning into policy and practice. To take the comprehensive exam, students must be in good standing in the program and have fulfilled all required core coursework (except one offering of PPOL-G 716 and PPOL-G 891) with final grades assigned prior to the exam dates. University policy allows one year for completion of Incomplete grades. However, any student who has Incomplete grade (INC) at the time of the exam, will be required to postpone their comprehensive examination until the following year. Students can petition to the Academic Affairs Committee to take the exam even if they have not successfully finished all the requirements, but they must provide compelling reasons and evidence.

A. Description and Rationale of the Comprehensive Exam

Through successful completion of the Comprehensive Exam, doctoral students demonstrate:

- mastery of the foundational theoretical and methodological material from required core coursework, and an ability to apply what they have learned to a discrete policy issue;
- ability to think on their feet, engage in logical and critical thinking, build a convincing argument, recognize and consider the biases and assumptions they bring to a policy topic or research plan, and write persuasively and well; and
- readiness to start the journey of carrying out scholarly, independent research that holds up to peer scrutiny.

B. Timing and Structure of the Comprehensive Exam

The exam will take place during one week in June for five full days in a row. The exam will be organized around one policy issue and will have three parts as described below:

- **Theoretical mastery:** This section requires the application of at least two theories from core public policy coursework to the policy issue at hand. Students will be required to draw upon readings from their coursework. The exam presents students with a current policy debate and asks them to analyze a few well specified issues related to this debate from at least two theoretical perspectives drawn from three disciplines: political science, sociology, and/or economics. Each theoretical discussion should be separate, i.e. the committee is not going to ask students to integrate theoretical approaches.
- **Methodological mastery:** This section requires the development of an integrated research design, using both quantitative and qualitative methods if appropriate, on the policy issue at hand. This segment of the examination requires students to generate relevant research questions and testable hypotheses and to determine, for each research question, the data needed, appropriate data collection strategies, sampling plans, and analytical tools.
- **Translation into Policy and Practice:** This final element of the exam requires the development of specific policy and practice implications related to the policy issue at hand, considering the theoretical and methodological perspectives considered in the previous two segments described above.

C. Preparation for the Exam

The chair of the Comprehensive Exam Committee meets with students taking the exam in the Spring semester prior to the comp exam. At this meeting, the Committee Chair provides information about the exam and answers questions about the process and general framework of the exam. In preparation for the exam, students may choose to review class notes, assignments, and key readings from the core courses.

D. Code of Conduct

Students are required to sign a Pledge of Academic Honesty which indicates that they are familiar with the rules of academic integrity. Students pledge that they will work on the comp exam without assistance from other students, faculty, or anyone else. In the past, the most common violation of the pledge has been students having another party

edit their exam before turning it in. The use of other parties to edit the comprehensive exam is absolutely prohibited and is covered under item 3 in the Pledge. The work that students submit must be entirely their own and must abide by the rules of appropriate academic attribution that regulate intellectual activity, including appropriate citations and bibliographic information. Violation of academic integrity may result in penalties ranging from exam failure to expulsion from the University.

Once students pick up the exam, they must complete it and turn it in on time. Failure to return the exam will result in a failing designation. If there are extremely compelling reasons for non-completion of the exam that emerge during the exam period, a student must notify the GPD and the Chair of the Comprehensive Committee immediately with a specific request for extension or stoppage without penalty (so that the exam can be taken again a year later) and documentation to support their request, if necessary.

E. Evaluation and Grading of the Comprehensive Exam

The Comprehensive Exam Committee works to develop the specific exam, to collect necessary bibliographic material or data sets, and to evaluate students' work. While the committee chair knows which students plan to take the exam, the rest of the committee members may not. Students are assigned a letter of the alphabet by the Graduate Program Administrator when they pick up their exam. They are instructed to identify their exams only with this letter. This process assures that each student's identity is not known to comprehensive exam readers.

The Comprehensive Exam Committee evaluates the content of each section of the exam individually and then consider the exam as a whole. The completed exams must demonstrate a level of writing proficiency that would be expected from anyone receiving a Ph.D. in the social sciences. The Comprehensive Exam Committee meets and thoroughly discusses each exam. Exams are designated by the level in which they demonstrate proficiency with the material: High Pass, Pass, Conditional Pass, or Fail. When exam evaluation is completed, the identity of each student is revealed to all committee members, including the Committee Chair.

All students are given written feedback on their work. Exams that receive a High Pass demonstrate high levels of proficiency throughout the exam. Exams designated a Pass indicate the student has demonstrated proficiency in all or almost all the exam areas. Students whose exams are designated with a High Pass or Pass are completed with the exam. Students who receive a Conditional Pass will need to revise and resubmit their exam by a specified deadline in the following fall semester. The goal of these revisions is to deepen the analysis and demonstrate the ability to critically examine one's own work.

Students whose exam is designated as "Fail" have not demonstrated competency on most or all areas of the exam. These students receive detailed written feedback and are encouraged to talk to all committee members. The Comprehensive Exam Committee Chair works with students who fail to chart specific plans to gain core

competencies before taking the exam again. Students who fail the exam have one opportunity to re-take the exam in the subsequent academic year. Students who fail the comprehensive exam twice cannot continue in the doctoral program. They may, however, write a master's thesis and receive a terminal master's in public policy (MPP) degree described in Section IV.

F. Grievances

All grievances regarding any aspect of the Comprehensive Exam will be handled by the Graduate Program Director, the Comprehensive Exam Committee, and the Ph.D. in Public Policy Academic Affairs Committee. Consultation with other academic governance bodies outside the Department and the School may be necessary.

G. Successful Completion

Successful completion of the comp exam is required for students to become eligible for *En route* Master's in Public Policy (MPP) Degree as well as for continuing their PhD in Public Policy.

V. Program Requirement: Dissertation

A Ph.D. dissertation must make an original contribution to the body of knowledge in the interdisciplinary field of public policy. The dissertation should introduce and motivate the primary research question(s) within current theoretical and practical understanding of a policy issue, as well as generate original ways of interpretation and/or implementation of the findings. The dissertation should demonstrate the candidate's ability to effectively incorporate theoretical and methodological tools in addressing research questions related to a substantive area in public policy.

The process below describes five main stages of dissertation, and corresponding documentation with the Office of Graduate Studies using [Dissertation Tracking Forms](#).

A. Stage 1 - Notification of Candidacy

A student achieves candidacy after successful completion of all the required coursework and passing the PhD in Public Policy Comprehensive Exam. Students should work with the Graduate Program Administrator to file [Dissertation Tracking Form Stage 1 - Notification of Candidacy](#) with the Office of Graduate Studies.

B. Stage 2 - Establishing a Dissertation Committee

After achieving the candidacy, student should establish a dissertation committee as soon as possible. The program requires the committee to consist of at least three members, meeting the following guidelines:

- The chair of the committee must be a faculty member in the Department of Public Policy and Public Affairs (DPPA).
- At least two members of the committee shall be PhD in Public Policy Program

Faculty.

- The committee shall also include a third member who is external to the PhD in Public Policy Program. The external member can be either from UMB or from outside UMB.

If the student feels that it is appropriate for a non-departmental UMB faculty to chair their dissertation, the student must request written approval from the Graduate Program Director. GPD's decision may be appealed with the Ph.D. Academic Affairs Committee.

Once the Dissertation Committee is formed and all the members have agreed, the candidate should work with the Graduate Program Administrator to file [Dissertation Tracking Form Stage 2 - Notification of Proposed Dissertation Committee](#) for GPD and Associate Vice Provost for Graduate Education's approval. For any committee members external to the university, this form must be accompanied with external members' CVs.

C. Stage 3 – Dissertation Proposal Preparation and Defense

Upon approval of the Dissertation Committee, the candidate should prepare and submit a research proposal to the Chair of the Dissertation Committee. It is expected that the student will have several discussions with the chair of their committee as part of dissertation proposal development process. While the length of the proposal can vary, it will typically take no fewer than 30-40 pages (most proposals are considerably longer). The proposal should include:

- a 300–400-word abstract
- introduction and overview of the study
- literature review that demonstrates a solid command of the current research on the topic
- a conceptual framework and set of research questions or hypotheses
- a detailed statement of the qualitative or quantitative procedures to be used
- a description of the study population or group
- sources and methods of data collection or means of collecting evidence, and
- a discussion of the policy significance of the proposed topic of study.

Once the Dissertation Committee Chair, in consultation with the Dissertation Committee, has determined that the proposal is satisfactory, the student will schedule a date for the proposal hearing with all committee members. The proposal hearing is a public event, where all members of the Dissertation Committee are required to be in attendance. The student should take the following steps in scheduling the defense:

1. The candidate is responsible for coordinating a date with their dissertation chair and all committee members.
2. Once the proposal defense date is identified, the student should contact the

Graduate Programs Administrator for reservation of a room for the proposal defense. Candidates should make their request at least 4 weeks prior to the defense date to provide adequate time to identify and book a room.

3. The candidate should provide the copy of their dissertation proposal to all the committee members 4 weeks prior to the defense date.
4. Three weeks prior to the defense, the candidate should work with the Graduate Program Administrator to prepare the proposal announcement who will then advertise the hearing to the University Community two weeks prior to the event.
5. The candidate is responsible for all set up, material preparation, and other details for the hearing.

The proposal defense hearing is typically scheduled for 1.5 to 2 hours and can be held any time during the calendar year. The Chair of the Dissertation Committee will chair the proposal defense meeting. A typical presentation format includes:

- Dissertation Committee Chair calls meeting to order and introduces the committee members. If the audience is smaller, chair may invite the audience to introduce themselves.
- The Chair invites the candidate to present the dissertation proposal for the duration they have agreed upon, typically 30-45 minutes. Candidates are expected to use appropriate audio-visual aids such as handouts, overheads, or PowerPoint presentation slides.
- the Dissertation Committee including the chair provides comments and asks questions to the candidate (30-45 minutes)
- Dissertation chair invites comments and questions from the audience (30-45 minutes)
- Chair calls the end of the defense
- Committee members convene separately to discuss the outcome of the hearing.
-

All Committee members including the chair must vote individually with one of three recommendations: 1) Approve (“A”); 2) Approve with reservations (“AR”); or 3) Do not Approve (“N”). Recommendations must be recorded on the [Dissertation Tracking Form Stage 3 - Notification of Proposal Acceptance](#).

There are several possible scenarios that may emerge from the committee’s voting process. PhD in Public Policy program specifies following actions for each possible result:

Dissertation Proposal Outcome	Action
No majority for one specific recommendation	The Chair will convene the Dissertation Committee to discuss the proposal until a consensus is reached.
Approve –majority vote “A”.	The candidate may proceed with the Dissertation, an electronic copy of the final dissertation proposal must be submitted to the Graduate Program Administrator, along with a Completed Dissertation Tracking Form 3.
Approve with reservations – majority vote “AR”.	<p>The Chair in consultation with the committee determine whether reservations require minor or major revision of the proposal.</p> <p>Minor revision: Within three months, the candidate must make suggested revisions and resubmit the proposal to the <u>Chair only</u>, unless specifically requested to resubmit to other Committee members.</p> <p>Major revision: Within three months, the candidate must make suggested revisions and resubmit the proposal <u>to all committee members</u>.</p> <p>In either case, upon approval, the Chair must forward a letter to the GPD stating that the proposal has been approved. An electronic copy of the final proposal must be submitted to the Graduate Programs Administrator, along with the Dissertation Tracking Form 3 that records revised votes.</p>
Do Not Approve –majority vote “N”	The committee will meet with the candidate and decide how to proceed.

D. Stage 4 - The Dissertation and Defense Preparation

After successfully defending dissertation proposal, it is expected that the candidate works closely with the Chair and the Committee throughout the dissertation process. All research involving human subjects must be reviewed and approved by the UMass Boston [Institutional Review Board](#) (IRB) before the study begins. Candidates are advised to consult with the IRB early in the dissertation process. A typical public policy dissertation involves data collection, analysis, and writing led by the student with close guidance from the Dissertation committee chair and members.

Once all the Committee members agree that the dissertation is sufficiently complete, it is time to schedule dissertation defense. The dissertation defense serves as a final oral examination for the candidate, as well as provides an opportunity for the doctoral candidate to share their research with the wider public policy community. This public presentation should be of the quality we associate with job talks. Participation by the

audience is welcomed and encouraged, subject to ground rules set by the chair of the dissertation committee.

The Dissertation Defense is a public event, where all members of the Dissertation Committee are required to attend. The student should take the following steps in scheduling the defense:

1. The student is responsible for choosing a date with their dissertation chair and the committee members. Students are advised to schedule their defense at least 3 weeks before the Office of Graduate Studies' dissertation submission deadline.
2. Once the dissertation defense date is identified, the student should contact the Graduate Programs Administrator for reservation of a room for the defense and complete the [Dissertation Tracking Form Stage 4 - Notification of Intent to Defend Dissertation](#). Please note that students should make their request at least 4 weeks prior to the defense date to provide adequate time to all the parties to approve the proposed defense as well as for the administrator to identify and book the room.
3. Copies of the final draft dissertation must be provided to all members of the Committee no less than 4 weeks prior to the defense hearing.
4. Three weeks prior to the defense date, the student should work with the Graduate Program Administrator to prepare the dissertation defense announcement who will then advertise the defense to the University Community two weeks prior to the event.
5. The student is responsible for all setup, material preparation, and other details for the defense.
6. It is advised that the student also bring the signature page of the dissertation to the defense to obtain committee member signatures should the dissertation gets approved. ***It is the student's responsibility*** to keep this page and include it as part of the final dissertation submitted to Graduate Studies.

The dissertation defense hearing is typically scheduled for 2 hours. The Chair of the Dissertation Committee will chair the dissertation defense meeting. A typical presentation format includes:

- Dissertation Committee Chair calls meeting to order and introduces the committee members. If the audience is smaller, chair may invite the audience to introduce themselves.
- The Chair invites the candidate to present the dissertation for the duration they have agreed upon, typically 30-45 minutes. Candidates are expected to use appropriate audio-visual aids such as handouts, overheads, or PowerPoint presentation slides.
- the Dissertation Committee including the chair provides comments and asks questions to the candidate (30-45 minutes)
- Dissertation chair invites comments and questions from the audience (30-45 minutes)

- Chair calls the end of the defense
- Committee members convene separately to discuss the outcome of the hearing.

All Committee members must vote on one of the two recommendations: 1) Approve; 2) Disapprove. Recommendations must be recorded on the [Dissertation Tracking Form Stage 5 - Results of Dissertation Defense](#).

The University requires unanimous vote of the Committee for the candidate to pass the final oral examination. There are several possible scenarios that may emerge from the committee’s voting process. PhD in Public Policy program specifies following actions for each possible result:

Hearing Recommendation	Student Action
Approve – Unanimously voted to approve	The candidate has successfully completed the dissertation and may proceed with final submission to the Office of Graduate Studies. An electronic copy of the final dissertation must be submitted to the Graduate Programs Administrator, along with a completed Dissertation Tracking Form 5.
Disapprove – when at least one member has voted to approve but one or more have voted to disapprove	<p>The Chair in consultation with the committee determine whether minor or major revision of the dissertation is required.</p> <p>Minor revision: Within three months, the candidate must make suggested revisions and resubmit the dissertation to the Chair only, unless specifically requested to resubmit to other Committee members.</p> <p>Major revision: Within one year, the candidate must resubmit the dissertation to all committee members. Upon approval, a <u>second defense</u> must be scheduled and successfully delivered.</p> <p>In either case, upon approval, the Chair must forward a letter to the GPD stating that the dissertation has been approved. An electronic copy of the final dissertation must be submitted to the Graduate Programs Administrator, along with a completed Dissertation Tracking Form 5. The student may proceed with final submission to the Office of Graduate Studies.</p>
Disapprove – unanimously voted to disapprove	The committee will meet with the candidate and decide how to proceed.

Once approved, dissertation must be submitted to the University to complete the degree requirement. The dissertation must conform to university guidelines for style and format. The Office of Graduate Studies provides [Standards for the Preparation of Theses and Dissertations at the University of Massachusetts Boston](#). You are expected to carefully review this document and follow the guidelines. According to this document, you must submit your defended, completely revised (if required by your committee), and fully formatted thesis or dissertation to the Office of Graduate Studies (OGS) via the UMass Boston/ ProQuest/UMI ETD website by the following dates:

April 20 for a May degree date

July 20 for an August degree date

December 1 for a December degree date

Office of Graduate Studies has also provided a [Step-by-Step Guide on How to Submit Your Thesis or Dissertation using UMass Boston/ProQuest ETD](#).

Students should order at least two bound copies of the dissertation: one for the PhD in Public Policy program office and one for the Healey Library. It is strongly recommended that students also order one copy for their dissertation chair, though students may consult their chairs and other committee members on a case-by-case basis.

Please note that the University requires that no dissertation defense be scheduled less than seven months after submission of the approved dissertation proposal to the Office of Graduate Studies. This means that the dissertation proposal hearing must take place no later than early September of the academic year a student plans to complete his/her degree for a May/August graduation.

VI. Program and Important University Policies

A. Students Code of Conduct

It is every student's responsibility to familiarize themselves with university codes, policies and regulations. Please refer to the [University Policies & Student Rights](#) for more information on university policies. Dean of Students Office's webpage on [Student Code of Conduct](#) is another important webpage that you must review carefully. For information on academic policies, visit the [Registrar's](#) website.

B. Academic Honesty and Integrity

Students are responsible to review [Student Guidance on Academic Integrity](#) and [Student Code of Conduct, Appendix B: Academic Honesty](#) policy of the University of Massachusetts Boston. If you are unclear about any aspect of academic honesty, please ask your instructors for guidance. **In accordance with UMB policy, PhD in Public Policy program instructors must formally report all instances of suspected academic misconduct to the University and impose sanctions.** Please review the

[types of academic integrity errors](#) that are commonly observed and reported by instructors. You are required to review academic integrity policy and relevant sections of course syllabi and other instructional documents to ensure that your work conforms to the standards of academic integrity described therein throughout your time in the program. Academic integrity standards must be observed in all academic work including assignments, exams, comprehensive exam, dissertation, and research for graduate assistantships.

C. Program Policy on Using Work in More than One Course

Students may use the same topic to demonstrate work in more than one course (usually not more than two). However, when this is proposed, the student must:

1. Obtain prior agreement of the faculty member in each course.
2. Inform both faculty members in writing at the time of turning in the assignment in what ways the papers differ from each other.
3. Provide a copy of each completed paper to the Program Office; and
4. Make sure that substantial additions and revisions of the topic occur in each version of the work and are sufficient to meet the different requirements of each course.

If a topic is being revised and added to in a subsequent semester to the one in which it was first presented, the student must inform the faculty member from the prior course; obtain agreement from the current faculty member to complete the work in this manner; state in writing at the time of turning in the assignment to the new faculty member the ways in which the paper is different; and follow steps 3 and 4 above.

Turning in essentially the same work for credit in more than one course or Independent Study constitutes a violation of the Code of Student Conduct.

D. Statute of Limitations

Ph.D. in Public Policy students are expected to earn their degree within **eight** calendar years of entering the program. [University policy](#) states that student may request an extension in extenuating circumstances. To apply for an extension, students should submit a [statute of limitations extension form](#) to GPD with a letter of explanation accompanied by a detailed schedule for completion. If supported, the form is then reviewed by the Office of Graduate Studies and Admissions and submitted to the Registrar's Office for processing if approved by the Dean of Graduate Studies.

Students requesting a statute of limitations extension should submit the following to the GPD: (1) completed Graduate Statute of Limitations Extension form, (2) a progress report and timeline for completion of their degree requirements that should be reviewed and approved by the student's Dissertation Committee Chair (approval demonstrated via the Dissertation Committee Chair's signature on the progress report/timeline, or an email of support from the Dissertation Chair stating they have reviewed the plan and timeline, attached to the form).

E. Program Fee for Continuous Registration

University policy requires that each matriculated graduate student maintain continuous registration until the degree has been formally awarded. If a graduate student does not register for course, thesis, or dissertation credits during any semester, the student must maintain continuous registration by [registering for program fee](#) (CAS 600 Program Fee). Please note that the payment of the program fee does not extend the time limit for completion of the degree. Any student who is required to pay a program fee and does not do so by the last day of the Add/Drop Period will be subject to administration withdrawal from the University. If the student later seeks readmission or applies for graduation, the student must pay all accumulated program fees.

Once all coursework and dissertation credits are complete, students are required to register for CAS 600 Program Fee each semester to maintain an active status in the program. Students are responsible for enrolling for CAS 600 Program Fee in WISER each semester after they have completed their coursework.

F. Leave of Absence

If circumstances arise that cause an interruption in graduate study, a student may apply for a leave of absence (LOA). Approved LOA includes automatic statute of limitations extension. To apply, students should submit the [leave of absence request form](#) to the GPD with a documented basis for the leave.* If supported, the form is then reviewed by the Office of Graduate Studies and Admissions and submitted to the Registrar's Office for processing if approved by the Dean of Graduate Studies.

G. Full-time vs. Part-time Status

The University defines full-time status for graduate students as enrollment in at least 9 credits per semester. Part-time students are expected to enroll in 6 credits per semester. The University considers graduate students engaged in dissertation research as full-time students even if they are registered for less than 9 credits per semester or are enrolled in program fee. Please note that students are responsible for maintaining and updating their program status. For example, for loan deferral purposes, some lenders do NOT consider less than 9 credits to be full-time enrollment. For students who need to continue to defer academic loans, they must contact the Graduate Programs Administrator and request that a letter from the department stating their full-time status be sent to the Registrar **by the registration deadline**. The Registrar's Office will notify lenders of the student's full-time status for loan deferral.

H. Tuition, Fees, and Financial Aid

Tuition and Fees: A complete breakdown of current tuition and fee charges is posted on the [Bursar's website](#), please note that Massachusetts residents are billed differently than out-of-state students. Please see the University Bursar's website for current fees. Commonwealth of Massachusetts employees [are eligible for free tuition](#) at state colleges and universities. State employees will be required to pay for all fees and books. For information on how to apply, contact your employer's Human Resources

Department.

Financial Aid: For information on Financial Aid for UMass Boston graduate students, visit the [Financial Aid and Scholarships](#) website.

I. Graduate Assistantships

Limited number of full-time students accepted into the program are offered with Graduate Assistantships. Graduate Assistants are provided with three years of support which includes a modest stipend, full waiver of tuition and educational operations fees, and a credit to cover most of the University-offered health insurance in exchange for 18 hours per week of administrative, research or teaching assistant support. The Graduate Assistantship is considered a form of income and must be treated as such for the purposes of loans, scholarships, tax reporting, and any other financial considerations.

Assistantships Beyond Guaranteed Support: Students who have used all guaranteed support and have not yet completed coursework may request to be considered for partial assistantships from the department. Requests will be considered based on financial need, availability, history of satisfactory performance in previous assistantships, and performance in coursework.

Applying for an Assistantship: Students admitted without assistantships are encouraged to look for positions posted by the Office of Graduate Studies and apply to appropriate positions.

Assistantship Expectations & Evaluation: While every effort is made to assure that assistantships provide valuable learning experiences for students, some assignments and a portion of the work for most assignments may consist of administrative tasks such as library searches, duplicating materials, conducting work for the department, etc. The program urges faculty supervisors and students to develop a written agreement each semester using the sample letter of understanding provided in Appendix E.

At the end of each GA assignment, student assistants will be evaluated on dependability, initiative, quality and quantity of work, relations with others, judgment, attendance and overall performance. This evaluation, along with the student's assessment of his/her own assistantship experience, will be considered before awarding future assistantships. Unsatisfactory performance in an assistantship may result in termination from the assistantship and forfeit of any guaranteed future funding.

J. Academic Progress and Course Policies

Required Grade Point Average: Graduate students must maintain a GPA of 3.0 or higher. University policies state that a student who has two semesters, consecutive or otherwise, with a GPA of 2.8 or below, may be dismissed from the program. Graduate

students whose cumulative grade point average falls below 3.0 will automatically be placed on academic probation by Graduate Studies. While on academic probation, a student shall be ineligible to hold a graduate assistantship, to hold office in any recognized student organization or recognized professional association, or to represent the university in any sense on or off campus. Students will be removed from academic probation either when their cumulative grade point average meets or exceeds 3.0 or upon approval of a formal request by the relevant graduate program director to the Dean of Graduate Studies. A student who in any two semesters, consecutive or otherwise, has been placed on academic probation is subject to academic dismissal upon recommendation of the graduate program director to the Dean of Graduate Studies.

Incompletes: A grade of Incomplete (INC) is *not* automatically awarded when a student fails to complete a course. Incompletes are usually awarded when satisfactory work has been accomplished, and the student is unable to complete course requirements due to circumstances beyond his/her control. Incompletes are given at the discretion of the instructor. The student must negotiate with and receive the approval of the course instructor to receive a grade of Incomplete. While the University policy allows up to one calendar year, program recommends that incomplete grades from the fall semester should be completed prior to the start of the spring semester and vice versa to maintain pace in the program.

The initiative in arranging for the removal of an Incomplete grade rests with the student. At the end of the one-year period, if a grade is not submitted, an “IF” (incomplete/failure) grade will be recorded by the Registrar’s office, and the student will be required to register and pay for the course again to complete the course.

Students with Incomplete work in more than one course may be suspended from the program. Specifically, they may not be allowed to enroll in other courses until such time as all incomplete work from the prior year has been made up. A student with three or more Incomplete or INC/F grades is subject to a registration hold and may not register without permission from the Dean of Graduate Studies.

Any graduate student who has accumulated 4 or more INC or IF grades will be considered not to be making satisfactory progress toward the degree, will be placed on academic probation, and will normally be barred from registering for additional classes until the INC/IF grades are cleared. Students will be removed from academic probation either when their INC/IF grades are cleared or upon approval of a formal request by the GPD to the Dean of Graduate Studies.

Course Audit Policy: A graduate student may audit any class on a space-available basis but may not use that course to complete any degree requirement. Registration for audits is not permitted during pre-registration. To register as an auditor, a student must complete the regular registration or add/drop form (including written permission from the instructor to audit the course), write “AUD” in the course credit column, and

submit the form to the Graduate Programs Administrator and Registrar's Office by the end of the add-drop period. Once the course is designated "AUD," the student cannot receive a grade for it. Students are assessed full tuition and fees (including lab fees) for an audited course. Conditions for the audit are negotiated by the student and the instructor.

Retaking a Course: A student may repeat any course, provided the student has not taken and passed a more advanced course for which it is a prerequisite. The course may be repeated regardless of the grade received, but there may be only one such repetition. If a student repeats a course, both grades will appear on the student's transcript, but only the second grade will be computed in the student's cumulative average.

Academic Review: The Academic Affairs Committee will review 1st year student progress at the end of each academic year. After such a review, the Committee will inform each student in writing who is not meeting minimum academic standards and will prescribe a course of action to be completed to remedy the situation.

Non-compliance with University and program standards will result in suspension from the program. Re-instatement will be conditional upon the successful completion of all outstanding work and the approval of the Graduate Program Director.

K. Grade Appeals

The instructor of a class has full responsibility for grading and is the best judge of student performance; there may, however, be instances in which a graduate student believes that a grade has been assigned unfairly. In such cases, the student should discuss the grade directly with the course instructor. If they are unable to resolve the issue, the student should make a written request to the Graduate Program Director asking for a meeting with the faculty member to discuss a fuller explanation of the grade and/or reconsideration of the grade. Although the Graduate Program Director serves as mediator in this meeting, the faculty member remains the final authority for any grading decision.

L. Students with Disabilities

The Program encourages students with disabilities to work with the [Ross Center for Disability Services](#) to determine necessary accommodations.

VII. Master's Degree for PhD in Public Policy Students

A. En Route Master's in Public Policy (MPP) Degree

The Public Policy PhD Program does not admit students who intend to complete the master's degree only. After successful completion of **all required core courses** (with the exception of the [PPOL-G 891](#)) and **successful completion of the comprehensive exam**, the student are eligible to earn *En Route Master's in Public Policy (MPP)*.

Students should inform the Graduate Program Administrator about their intent to earn *En Route MPP* and apply for graduation following [the guidance](#) provided by the Registrar's Office. Please review the [Graduate Graduation Checklist](#). Students must submit the completed Graduate Degree Application to the Registrar by the application deadline. Please use *En Route Degree Application* listed on [Graduate Student Forms Website](#) instead of applying in WISER since you are earning MPP "along the way" and remaining a student in the PhD in Public Policy program.

B. Terminal Master's in Public Policy (MPP) Degree

The terminal degree may be awarded to a student in the unusual situation in which a student has successfully completed required coursework but has failed the comprehensive examination twice. Terminal MPP requires completion of a master's thesis.

Students who wish to pursue the terminal master's in public policy (MPP) will submit a petition to the Chair of the Academic Affairs Committee of the Public Policy Program **by December 1**. The Academic Affairs Committee will review the student's complete academic record, including his/her course work and any graduate assistantship evaluations. The Academic Affairs Committee will additionally request a recommendation from the Comprehensive Exam Committee, which will review the last attempt of the failed exam and decide (by majority vote) whether the student's performance on the exam demonstrates sufficient promise of success in completing a master's thesis. The Academic Affairs Committee's decision on whether the student should be allowed to complete a master's thesis to earn terminal MPP will be final.

If approved to write a thesis for a terminal MPP, the student has until March 1st to choose a thesis advisor and submit an approved proposal. A student may choose his/her thesis advisor from the department faculty and should notify the Graduate Program Director in writing. In consultation with the thesis advisor, the GPD will assign a second reader. The student has one year to complete the terminal master's thesis.

The thesis should be a major research paper that includes a review of literature and appropriate use of qualitative or quantitative data. Students may expand on a topic pursued during their graduate studies; however, the work must be original, solely theirs and contain substantial new research. The length of the paper should be no less than 30 pages. Students should also refer to the *Standards for the Preparation of Theses and Dissertations at the University of Massachusetts Boston*, produced by and available at the [Office of Graduate Studies](#).

VIII. Department and University Resources

A. Space and Facilities

Graduate Student Study Space: The Department of Public Policy and Public Affairs

has a common student-only office and lounge in McCormack Hall, third floor. Room 435 is the location of the lounge and space for peer tutor/mentoring. Code to enter the lounge space can be obtained from the Graduate Program Administrator.

Computer Lab: The Department of Public Policy and Public Affairs has a computer lab in McCormack Hall, third floor, room 414. This room has nine computer workstations, desk space for three laptop computers and a printer. This room is available 24 hours a day, seven days a week. It is accessible with a code, available from the Graduate Program Administrator.

Healy Library: The Healy Library hosts a computer lab for graduate students on their 5th floor. All graduate students at the university are free to access this lab during the library's regular working hours. Each student is also entitled to 200 pages of free printing in the library, as well as one free professional/conference poster printing per semester. Present your student ID and the library staff will print it for you.

In addition, the Collins Center is sharing their space for graduate student study. They are located on the 10th floor of Healy Library. The code for the Center's keypad can be requested from the Graduate Program Administrator.

Public Policy Department Conference Room: The Department of Public Policy and Public Affairs has a conference room in McCormack Hall, third floor, room 440. It seats up to 18. You are welcome to use this room when there are no classes or department events scheduled in this room. It is accessible with a code, available from the Graduate Program Administrator.

B. Institutions and Culture

Public Policy and Public Affairs Students Association: Students in the programs in the Department of Public Policy and Public Affairs (MPA, MPP, and PhD in Public Policy) have formed a graduate students association in 2024. You are encouraged to join the association and participate in their activities for professional growth and engaging with public policy and public affairs student community.

Public Policy Research Seminars: The department hosts job talks and research seminars once a month. Seminars are open to the Public Policy community. First-, second-, and third-year students are required to attend, and attendance by all students is strongly encouraged.

Student Life: Visit [Campus Life](#) for information on campus life and community benefits, such as student housing, clubs and organizations, student IDs, dining services, health services, student news, athletics & recreation, parking, the interfaith campus ministry, links to blackboard, the bookstore and the library, discount tickets to museums, cinemas, sporting events and various shows, and much more!

Graduate Student Assembly (GSA): GSA is UMass Boston's graduate student government representative assembly. Visit their [website](#) for more information.

B. Financial and Other Resources

Graduate Research, Fellowships, Scholarships, and Grant Information: The [Office of Research and Sponsored Programs](#) helps graduate students seeking financial support for their dissertation research. On this [webpage](#), they list fellowships, grants and other funding opportunities. In addition, the Program routinely emails listings of internships, fellowship, scholarship, and grant opportunities.

Funding for Public Policy Ph.D. Students Presenting at Conferences : Active students in the Public Policy PhD program **who are presenting a research paper at an academic conference** can apply for limited funds to support these professional development activities. The availability of these funds changes from year to year.

Process:

(1) Students should **first** apply to the UMass Boston Graduate Student Assembly (GSA) for Professional Development Grant. See this link:

<https://umb.campuslabs.com/engage/organization/graduatestudentgovernment>

From GSA website: **“Professional Development Grants** – Reimbursement grants for conference travel. Students attending or presenting at conferences may apply for this grant before traveling and be reimbursed up to \$250 for attending and \$400 for presenting. Applications are rolling. See GSA page for details.

(2) Second, students should also investigate funds from the **Graduate Employee Organization Scholarly Support Fund** (GEO SSF). See: <https://geoumb.org/scholarly-support-fund/>

The GEO SSF provides financial support to graduate employees who attend and/or present posters, papers, or talks at academic or professional conferences. Graduate employees who are presenting at a conference can receive a reimbursement of up to \$500 for their expenses. Graduate employees who are attending but not presenting at a conference can receive a reimbursement of up to \$250 for their expenses.

(3) Third, students should investigate any **grants that the professional association (such as APPAM, ASPA, etc.)** sponsoring the conference may provide for graduate students.

(4) After applying for other sources of funding, students should complete the Department Funding Request Form available from the Graduate Program Administrator and email it to the Ph.D. GPD with their request, including the title and abstract of the paper they are presenting, the conference name, location and dates. For papers co-

authored by two students, funding will be provided for one student to present the paper. Students must confirm on the form that they have applied for funding under 1 and 2 above. Active students who meet the above criteria will be eligible for funding up to pre-set amount depending on the availability of department funds each year.

Writing Resources: Writing resources including information on UMass Boston’s Graduate Writing Center can be found from Services for Students website [here](#).

Career Services at UMass Boston: UMass Boston offers career counseling services and resources. Please visit their website [here](#).

National Center for Faculty Development and Diversity: In Spring 2018, UMass Boston became an institutional member of the National Center for Faculty Development and Diversity (NCFDD). NCFDD’s webpage describes their mission as: “The National Center for Faculty Development & Diversity is an independent professional development, training, and mentoring community for faculty members, postdocs, and graduate students. We are 100% dedicated to supporting academics in making successful transitions throughout their careers.”

Through this membership, Public Policy Ph.D. students can access NCFD’s “Dissertation Success Curriculum” free of charge. The website does include some pay/subscription coaching and other services. Depending on your stage in the Ph.D. program, you could focus solely on the dissertation-related resources or explore the website more broadly.

As a UMass Boston graduate student, you can join free of charge to access a range of services on their website. Follow these steps:

1. Go to <https://www.facultydiversity.org>
2. Click “Become a member” in the top right of screen
3. Select “University of Massachusetts Boston” in the next screen
4. Click “Activate my membership”
5. Complete form with your information to start your individualized account.

University Forms for Graduate Students

Relevant forms for graduate students are on the Registrar’s website here: <https://www.umb.edu/registrar/forms/graduate/>

IX. Course Descriptions

A. Core Courses

PPOL-G 602 Political Economy of Class, Race and Gender

This required course introduces students to political economic theories of class, gender, race, ethnicity and their intersection with each other and with policy. The course explores various theoretical explanations for the existence and persistence of

class, gender, racial and ethnic inequality in the United States, largely within the economics and sociology literature (including Marxist, feminist and critical race theorists). Particular attention is paid to the way these inequalities shape the notions of citizenship as well as employment. Students will be asked to explore how theoretical understandings of race, class and gender underlie various policy prescriptions and to use various theories to explore the ways policies can or do result in class, gender and /or racially/ethnically based disparities.

PPOL-G 611 Public Policy Processes: Environments, Power and Outcomes

This required core course introduces students theories of public policy processes, highlighting the intellectual development of the interdisciplinary field of public policy. The course focuses on the social, economic, and political environments of policy systems that shape policy processes and policy outcomes. The course is a survey of the theories and topics related to key public policy processes including issue framing, agenda setting, and policy design. The course also introduces the role of power in policy processes and how various actors such as government, non-profit organizations, advocacy groups, and private organizations influence policy outcomes in variety of contexts. A key focus of this seminar is on tensions between conflicting values arising from the requirements of democracy and capitalism, and how they are resolved through policy processes.

PPOL-G 612 Approaches to Policy Analysis: Epistemology, Theory and Institutions

This required core course surveys the major epistemological approaches and theoretical foundations used by scholars in the interdisciplinary field of public policy. It is organized into four sections: (1) epistemological foundations; (2) theoretical approaches; (3) defining and emerging debates/considerations within the field with an emphasis on the role of institutions; and (4) a short section on how students conceptualize themselves as policy scholars and define their epistemological and ontological commitments. The course introduces students to the variety of theoretical and epistemological approaches available to policy researchers, helps students develop both an ability to recognize and critique them in empirical work, and to understand the institutional influences of public policy in the American case.

PPOL-G 621 Microeconomics for Policy Analysis

This required core course covers the issues in microeconomics, behavioral economics, public finance, and (to a small degree) macroeconomics that are relevant to policy analysts. The course begins by discussing consumer choices and producer behavior in a competitive market setting. The course then explores circumstances of market failures, first within the neoclassical economic model and then in the context of alternative economic theories. The discussion of consumer and producer behaviors in a competitive market provides students with a reference point for the subsequent discussions of market failures since it describes an abstract, optimally working market setting. The course critically examines market efficiency and the elimination of

market failures as normative criteria on for policy development and evaluation. The course specifically considers the policy implications of other, potentially competing goals such as equity.

PPOL-G 622 Public Finance and Budgeting

This required core class covers both public finance and budgeting. The course discusses theories of optimal tax design under rational optimization and efficient public spending with rational consumers. The course also critically examines alternative reasons, other than market-oriented efficiency, for the existence of specific taxes and particular spending programs, such as politics and equity. This course further considers ways by which governments may be able to manage taxes, spending and deficits in line with citizens' preference. This includes long-term budget planning, decentralization, privatization and performance-based budgeting.

PPOL-G 711 Multi-Disciplinary Topics in Public Policy

PPOL-G 711 is a multi-disciplinary course which will take advantage of policy expertise among the department faculty to address current policy topics. The course introduces students to inter-disciplinary perspectives on a current policy topic. The course will consider how theoretic and methodological frameworks employed to examine specific policies may be transferable to other the study of other policy arenas. Examples of current topics and the Public Policy department faculty might teach about include (this is a non-exhaustive illustrative list):- immigration policy - housing policy - education policy - nonprofits and public policy - international development - gender and public policy - social welfare policy.

PPOL-G 716 Pro-Seminar

This course is a 1-credit required course in the Public Policy PhD program which is required in the fall semester of each of the three years of required coursework (for a total of 3 credits). The Pro-Seminar provides students with skills and knowledge that will help them to succeed in the PhD program and their career. About half of the class will focus on policy relevant academic research, while the other half will emphasize professional skills.

PPOL-G 760 Sociological Perspectives on Public Policy and Social Justice

This course introduces students to sociological perspectives relevant to the study of public policy with a focus on the relationship between public policy and social justice. We will focus on theoretical and empirical work from core aspects of the sociological discipline that are pertinent to these concerns, including urban sociology, political sociology and stratification. The course will cover the following topics:+ How do various sociological traditions understand the role of the state and public institutions in relation to structures of inequality in society? Under what conditions do public institutions reproduce social inequality, act as agents of social control, work as a force for greater equity and inclusion, or otherwise support or oppose movements for social justice?+ How have contemporary processes of social inequality, such as concentrated

poverty, educational failure, mass incarceration and undocumented peoples, presented new challenges to equity-oriented policy-makers?+ In what ways have marginalized populations organized to influence public policy to address inequality and to advance equity and social justice?+ What models exist for researchers and policy-makers to collaborate with community-based organizations and for citizens to participate in the formation and implementation of public policy more generally? This course is designed as a seminar, where the professor serves as a guide and commentator on a set of texts that students examine. We will work to build a learning community in the classroom where students support and challenge each other. Students will be required to explore a theoretical or policy issue relevant to the course through a piece of original research. The course will primarily (although not exclusively) focus on the public policy/social justice relationship in the U.S. context. But students, in their research projects, are welcome to pursue their own interests internationally or comparatively.

PPOL-G 899 Dissertation

Research conducted under faculty supervision that leads to the presentation of a doctoral dissertation.

B. Core Research and Methods Courses

PPOL-G 604L Statistical Methods in the Analysis of Social Problems (Statistics I)

This required core course introduces foundational concepts in statistics for social science research including descriptive statistics, probability distributions, hypothesis testing, bivariate inferential techniques, and multiple linear regression. The course focuses on understanding the components of a dataset, selecting appropriate descriptive and inferential techniques, evaluation assumptions of these techniques, generating statistical analyses, interpreting results, and presenting findings. The course familiarizes students with statistical software commonly used in social science research.

PPOL-G 605L Statistical Methods in the Analysis of Social Problems (Statistics II)

This required core course explores widely used regression methods in statistics and social science research including ordinary least squares, probit, and logit regression models. Additional topics may include time series analysis, weighted least squares and non-linear transformations. The course focuses on how to select an appropriate model, specify its mathematical form, and use the model to test hypotheses and estimate outcomes. The course explores a variety of issues related to estimating regression models including omitted variables, multi-collinearity, heteroskedasticity, and diagnostic procedures to identify and address these issues.

PPOL-G 609L Qualitative Methods and Field Research

This course is designed to introduce students to qualitative research methods; its specific focus is on policy research and aging. Students practice the skills needed to observe the world around them by attending to social phenomena, descriptively and

analytically. The course functions as both a seminar and a research workshop, and students learn by engaging in a field work project.

PPOL-G 630 Research Methods I for Policy

This required course offers an introduction to research methods and design from a social science perspective. The primary objective is to improve students' ability to become better producers and consumers of public policy research by introducing an array of methodological issues and approaches to policy research. In this course, students will compare different approaches to scientific inquiry and highlight their implications for selecting topics of research, framing research questions, choosing tools, and collecting and analyzing data. The course examines the main components of adequate research designs and will discuss and critique the research design and methodological approach of numerous pieces of published research. Finally, the course addresses an often-neglected aspect of the research enterprise: how to write effective proposals for various purposes and audiences.

PPOL-G 631 Research Methods II for Policy

This required core course will prepare students to produce professional quality research and will provide exposure to a variety of special topics in policy analysis. The course will focus in part on applied research methodologies and prescriptive approaches to the study of public policy. Students will design and implement a research project suitable for conference presentation that is relevant to their field of interest.

PPOL-G 891 Dissertation Workshop for Public Policy

Required core course that is designed as a workshop for third year doctoral students in the Public Policy Ph.D. Program to assist them in developing their dissertation proposals. The class will facilitate the transition of students from class work to the dissertation stage, helping students choose and define a dissertation topic. During the course of the semester, students will create first drafts of all the parts of their proposals, including literature review, research questions, methods and policy implications. In addition, the course will facilitate students' understanding of how the dissertation fits into their career goals.

C. Elective Courses

Electives are offered on a rotating basis depending on student interests and faculty availability.

PPOL-G 603 Community-based and Participatory Research

This course provides graduate students with an introduction to the history, theory, epistemology, and methods of community-based and participatory research for social justice. Attention will be paid to the processes of building equitable partnerships with community members and to the ethics, power dynamics and rigor of action research.

This course will model and give students experience with core elements and principles of participatory research, including participation, reflection, co-learning, learning by doing, relationship-building and collaboration. The course features practical application in conducting this type of action research. Students will work in partnership with a community organization to conduct a project that supports the racial equity and social justice goals of the organization. Using apprenticeship-style and group-based learning, students will work as a team to develop and conduct the project together, guided and supported by the instructor. Reflecting upon the experience of conducting participatory research, students will deepen their understanding of community engaged scholarship, foster the skills and orientations necessary to practice it, and consider the role it will play in their research and professional career as well as their lives as members of diverse communities.

PPOL-G 697 Special Topics

This course offers study of selected topics within this subject. Course content and credits vary according to topic and are announced prior to the registration period.

PPOL-G 753L Epidemiological Thinking and Public Health

Introduction to the concepts, methods, and problems involved in analyzing the biological and social influences on behaviors and diseases and in translation such analyses into population health policy and practice. Special attention given to social inequalities, changes over the life course, and heterogeneous pathways. Case studies and course projects are shaped to accommodate students with interests in diverse fields related to health and public policy. Students are assumed to have a statistical background, but the course emphasizes epidemiological literacy with a view to collaborating thoughtfully with specialists, not technical expertise.

PPOL-G 795 Independent Study

Study of a particular area of this subject under the supervision of a faculty member.

PPOL-G 898 Internship in Public Policy

Students carry out supervised internships in such settings as state and local governments quasi-public and non-profit organizations, and some areas of the private sector. Students are given credit for their internships on the basis of a detailed research paper written about their experience and a presentation in the Public Policy Department.

X. Faculty Directory

Faculty in the Public Policy Ph.D. Program may reside in the Department of Public Policy and Public Affairs (“department faculty”) or in other departments and degree programs but are affiliated with the program (“program faculty”). Departmental faculty teach most courses within the department and are responsible for most of the graduate teaching and advising in the Public Policy Ph.D. program. Affiliated faculty

teach in the Public Policy Ph.D. program, perform program service, and advise doctoral students.

A. Departmental Faculty (alphabetical)

Michael Ahn, PhD, *Syracuse University*

• e-Government • e-Democracy • Public Organization • Quantitative and Qualitative Research Methods • Comparative Public Administration • Performance Management

Peter Federman, PhD, *University of Kansas*

• Citizen-state Interactions • State Executive Orders • Media and Policy • State and Local Government

Michael Johnson, PhD, *Northwestern University* (MPA Graduate Program Director)

• Housing and community development • Human services • Community-based operations research • Decision support systems.

Heather MacIndoe, PhD, *University of Chicago*

• Nonprofit Organizations • Philanthropy • Organizational Theory • Public and Private Funding for Social Services • Research Methods

Trevor Memmott, PhD, *Indiana University*

• Nonprofit Organizations • Philanthropy • Organizational Theory • Public and Private Funding for Social Services • Research Methods

Amit Patel, PhD, *George Mason University*

• Health and Housing Disparities • International Development • Urban Development • Urban Poverty

Amy Smith, PhD, *State University of New York at Albany*

• Public Management • Social Networks Impact on Regulatory Settings • Organizational Behavior and Theory

Mark Warren, PhD, *Harvard University*

• Community organizing • Education Reform • Race and Racial Justice • Faith-Based Initiatives

Christian Weller, PhD, *University of Massachusetts Amherst* (Department Chair)

• Private Pensions • Social Security • Retirement Income Security • Wealth Inequality and Asset Development • Financial Institutions • International Economic Development

Emerita

Connie Chan, PhD, *Boston University*

• Mental Health Policy • Racial and Ethnic Health Disparities • Ethics

B. Affiliated Faculty (alphabetical)

Edward Miller PhD, *University of Michigan*

(Department of Gerontology)

- Aging and Long-Term Care • Telemedicine and e-Health • Intergovernmental Relations
- Program Implementation and Evaluation • Medicaid

Erin O'Brien, PhD, *American University*

(Department of Political Science)

- Politics of Poverty and U.S. Social Welfare Policy • Stratification, Politics, and Policy
- Theoretical Approaches to Public Policy • American Politics

Dania Francis, PhD, *Duke University*

(Department of Economics)

- Racial economic disparities • Economics of education • Stratification economics

Eben Weitzman, PhD, *Columbia University*

(Conflict Resolution Program)

- Intra-Group Conflict in Mediation • Cross-Cultural Conflict on Campus • Cultural Differences in Attitudes toward Conflict • Effects of Cooperation and Competition on Small Group Processes • Computer-Aided Data Analysis in Qualitative Research.

APPENDICES

Appendix A: Academic Advisor Approval Form | PhD in Public Policy

The GPD of the Public Policy PhD program serves as the academic advisor for students during the first year of study. Students are required to choose an academic advisor for academic years two and beyond at the end of their first year in consultation with GPD. Students are encouraged to choose academic advisors whose research interests overlap with their own. Students are expected to select departmental faculty for academic advisors. In exceptional circumstances, with the approval of the GPD, affiliated faculty in the Public Policy Ph.D. program may serve as an academic advisor.

Student Name: _____

Cohort Year: _____ UMS number: _____

Signature of Public Policy PhD Student:

_____ Date: _____

Faculty Advisor (please print full name):

Signature of Faculty Advisor:

_____ Date: _____

Signature of GPD:

_____ Date: _____

Note: Return the completed form to the Graduate Program Administrator BY May 30th of the spring semester of the first year. Part-time students may complete the form at the end of their second year of coursework.

Appendix B: Course Waiver Request | PhD in Public Policy

Please print or type.

Date submitted: _____

Student Name: _____

UMS Number: _____

(1) *Insert course number, title and faculty member who teaches the Public Policy Course for which you are requesting a waiver:*

PPOL G _____

Professor: _____

(2) *Substantially equivalent course:*

University/College: _____

Semester and year: _____

Course number and title: _____

Grade received: _____

(3) *Have you requested a course waiver before?* Y N

If so, how many courses have been waived? ____

Please attach copies of transcript, catalogue description and course syllabi for the substantially equivalent course and submit all copies with this form to the professor above.

Student signature: _____

FOR ADMINISTRATIVE USE ONLY:

Faculty decision: (check one): ___Approved ___Disapproved

Notes:

Faculty signature: _____

GPD signature: _____

Student should return this form and attachments to the Graduate Program Administrator.

Appendix C: Elective/Independent Study Agreement | PhD in Public Policy

Please print or type.

Date: _____

Semester to be credited: _____

Student name: _____

UMS Number: _____

Elective option chosen (check one):

On-campus non-Public Policy Ph.D. elective or 600-level or above MA course

Name and number of course: _____

Department/Program: _____

Register for course if approved by Faculty Advisor. No other action is necessary.

On-campus 300-level or above course

Name and number of course: _____

Name of faculty member: _____

Signature of faculty member: _____

Register for an independent study with the faculty member; consult Program staff for the appropriate number. This professor agrees to provide and grade extra assignments to assure work is equivalent to doctoral level work and will obtain a Public Policy Independent Study number or forward the grade to the Public Policy Program to be credited.

On-campus independent study

Type of work proposed: _____

Name of faculty member: _____

Signature of faculty member: _____

Register for Independent Study with the faculty member; consult Program staff for the appropriate number. This professor agrees to conduct an Independent Study with a specified amount of supervision and a written product and that s/he will assign a grade using a Public Policy Independent Study number.

Off-campus informal audit

Register for Independent Study with a UMB faculty member; consult Program staff for the appropriate number. This indicates that the faculty member agrees to evaluate and issue a grade for assignments completed off campus. Please attach a copy of catalogue description and syllabus for the off-campus course.

Institution: _____

Faculty Member: _____

Name and level of course: _____

Signature of UMB faculty member to provide credit: _____

Student signature: _____

GPD signature: _____

Student should return this form and attachments to the Graduate Program Administrator.

Appendix D: Internship Proposal | PhD in Public Policy

Please print or type.

Student name: _____
UMS Number: _____
Semester of Internship(s): _____
Location of Internship: _____
Internship Supervisor (external) Name: _____
Telephone: _____
Email: _____

Proposed role/responsibilities:

Proposed focus of analysis:

Semester registering for PPOL-G 898 Internship: _____
Instructor for PPOL-G 898 Internship: _____

Attach any supporting materials.

Student signature: _____
Date: _____

Instructor* signature: _____
Date: _____

GPD signature: _____
Date: _____

*This department faculty member has agreed to evaluate the student's internship work and assign a grade as an instructor for PPOL-G 895 Internship course.

***Deadline: end of the semester PRIOR to internship (e.g. end spring semester for a summer internship).**

Student should return this form and attachments to the Graduate Program Administrator.

Appendix E: Letter of Understanding – GA | PhD in Public Policy

Please print or type.

Student name: _____

UMS number: _____

Faculty Supervisor name: _____

Department/Center: _____ Phone: _____

(1) Summary of responsibilities/tasks/deadlines:

(2) Agreed upon weekly schedule (to whom, hours, times, days):

(3) Logistics (location of work, access to computer and phone, etc.):

(4) Other activities and possible benefits (conferences, travel, etc.):

Student signature: _____

Date: _____

Faculty/Supervisor signature: _____

Date: _____

Student should return this form and attachments to the Graduate Program Administrator.