

Master of Public Policy
REQUIREMENTS FOR GRADUATE STUDENTS
(August 2017)

The Public Policy program trains students to become professional policy analysts and program evaluators for government agencies, non-profit advocacy and research groups, and private firms. An interdisciplinary curriculum exposes students to policy and research fundamentals that stress the identification, evaluation and implementation of policy initiatives. Participation in the Policy and Evaluation Lab gives students hands-on experience, and an ongoing Policy Seminar provides a forum for student collaboration, integration with the local policy community, and the inculcation of professional values and norms.

I. STRUCTURE

The MPP program is an interdisciplinary program jointly offered by Economics, Political Science, Public Administration, and Sociology, hereafter referred to as the **Participating Units**.

The **MPP Program Committee** develops policies and procedures for the program, conducts the admission process, and advises MPP students. The Program Committee consists of one representative from each of the Participating Units. Current Program Committee members are:

	Title	Phone	email
Dr. Melissa Binder	Associate Professor of Economics, Director of MPP	505-277-3548	mbinder@unm.edu
Dr. Lisa Broidy	Professor of Sociology	Email only	lbroidy@unm.edu
Dr. Tim Krebs	Professor and Chair of Political Science	505-277-5104	tbkrebs@unm.edu
Dr. Bruce Perlman	Professor of Public Administration and Director of the School of Public Administration	505-277-1092	bperlman@unm.edu

The **MPP Director** oversees the program and makes decisions on routine matters. The current Director is

	Title	Phone	email
Dr. Melissa Binder	Associate Professor of Economics, Director of MPP	505-277-3548	mbinder@unm.edu

The MPP director reports to an **Executive Board** consisting of the Dean of Graduate Studies, a representative from the Office of the Provost, and the Dean(s) and Director(s) of the Colleges that house the Participating Units.

The **MPP Graduate Coordinator** helps students comply with MPP program and University rules. The current MPP Graduate Coordinator is

	Title	Phone	email
Shoshana Handel	Graduate Coordinator for MPP (and Sociology and Race and Social Justice)	505-277-2501	shandel@unm.edu

The **MPP Advisory Board** is made up of local policy stakeholders whose feedback helps keep the program aligned with employer needs. Current Advisory Board members are:

Julia Morgas Baca	Bernalillo County Manager
Gabriel Campos	City of Albuquerque Office of Diversity and Civil Rights
James Lewis	UNM Alumni Association President and former State Treasurer
Fred Nathan	Founder and Executive Director, Think New Mexico
Leslie Porter	Cabinet Director, New Mexico Governor's Office
Jennifer Ramo	Founder and Executive Director, New Mexico Appleseed
Neal Rosendorf	Associate Professor of Government at NMSU, representing the Domenici Institute at New Mexico State University
Charles Sallee	Deputy Director, New Mexico Legislative Finance Committee
Kricky Szczepaniec	Knowledge Manager & Indigenous Education Specialist, NACA Inspired Schools Network
Dr. Bill Taylor	Dean, New Mexico Highlands University School of Business, Media, and Technology

II. ADVISING

The MPP Director assigns all incoming graduate students to a faculty advisor who is a member of one of the participating units. Faculty advisors will help students choose their complementary policy areas and serve as a resource for policy projects. Faculty advisors are central to graduate study, and students are encouraged to build a relationship with their faculty advisors.

Students must meet with their advisors at least once a semester to prepare an **MPP Advisement Sheet**, which is due by the last week of the semester. Students are strongly encouraged to meet with their advisors every month during the Fall and Spring semesters. Students should seek out advisement by requesting meetings or stopping by during office hours. Faculty members are juggling numerous commitments and are unlikely to remember if you checked in last month or not. Note also that faculty advisors may be unavailable during the summer.

After completing their first semester, students may choose a different faculty advisor from the MPP Program Committee by completing the **Change of Advisor** form. This form requires the

signatures of the student, new faculty advisor, and the MPP Director and must be filed with the MPP Graduate Coordinator.

Speaking of forms and everything official, your best source for that sort of information is the Graduate Coordinator for the MPP.

III. UNM GRADUATE STUDIES REGULATIONS

Graduate Studies is a UNM unit that oversees all graduate degrees. Graduate Studies enforces all of the university-wide regulations for graduate students. Graduate Studies also provides support services for graduate students. See the Graduate Studies website <http://grad.unm.edu/home/>.

Each graduate student is responsible for complying with all regulations and meeting all deadlines required by Graduate Studies.

Every student should read the Graduate Program section of the UNM Catalog. The catalog is available on-line at <http://catalog.unm.edu/catalogs/2017-2018/>.

Students should give careful attention to the sections in the UNM Catalog on General Academic Regulations and Master's Degrees and, in particular, the following items from those sections.

- Students must maintain a cumulative GPA of at least 3.0 in all courses offered for graduate credit at UNM. Failure to maintain a 3.0 GPA will result in a student being placed on Academic Probation, and may lead to dismissal from UNM by Graduate Studies.
- UNM requires that all work applied to a Master's degree, including transfer work from another institution or work taken as a UNM non-degree student, must be completed within a seven-year period.
- Incomplete ("I") grades must be resolved within one year from the published end date of the semester in which the grade was assigned. An unresolved "I" grade reverts to an "F".
- Students must be registered for at least one credit of graduate course work at UNM during the semester in which they complete their degree requirements.

For additional information regarding campus services, grievance procedures and other UNM policies, students should refer to *The Pathfinder – the UNM Student Handbook* (<http://pathfinder.unm.edu/>).

THE PROGRAM OF STUDIES FORM

Every student is responsible for filing a **Program of Studies** form for the Master's Degree. Although this is a transaction between the student and Graduate Studies (see the UNM Catalog and Graduate Studies website), it also requires relevant departmental signatures as indicated on the form itself.

The Program of Studies form must be completed no later than the semester before planned graduation. ***Please note that you cannot graduate unless you completed the Program of Studies form during the previous semester.***

Here are the guidelines, copied from the Graduate Studies webpage on the Program of Studies <https://grad.unm.edu/resources/gs-forms/pos-masters.html> :

Deadlines: You can submit your completed Program of Studies after you have completed a minimum of 12 hours of graduate courses in graduate status.

However, you **must submit** it to Graduate Studies by the following deadlines:

- March 1 for Summer graduation
- July 1 for Fall graduation
- October 1 for Spring graduation.

Failure to submit this form on time will delay your graduation. Your department will require some time to review and approve the form, so we highly recommended that you submit the form to your department well in advance of the Graduate Studies deadline.

The MPP Graduate Coordinator can assist in clarifying the rules and regulations for this document and will submit it to Graduate Studies on behalf of the student. The student's faculty advisor should also review it prior to submission to ensure that any projected courses are appropriate and the timeline for completion is realistic.

A copy of the Program of Studies form should be filed with the staff Graduate Coordinator prior to its submission to Graduate Studies.

Full-time students completing the MPP in two years need to complete the Program of Studies form by October 1 in the Fall semester of the second year.

Graduate Studies will be moving this form to an electronic process in the near future. The Graduate Coordinator will notify students and faculty of any changes to the submission procedure.

GRADUATION REQUIREMENTS & DEADLINES

All graduation requirements, including the presentation of the Policy Report, and except for completion of courses in progress, must be completed by:

- November 15 for Fall graduation
- April 15 for Spring graduation
- July 15 for Summer graduation.

Students should plan to have the written Policy Report requirement completed one month in advance of these deadlines, in order to have ample time for coordinating a presentation before the Master's Examination Committee, and for the committee to review the Report. See below for more information about the Master's Examination Committee. In addition, students must submit an **Announcement of Exam** electronic form at least 2 weeks prior to the presentation.

A student can schedule his/her Policy Report presentation after these dates, however the degree date will be pushed to the following semester. For example, a student who defends her Policy Report after April 15 would receive her degree in August (the end of the summer semester).

A student must be registered for at least one credit of graduate course work during the semester in which graduation occurs, although this requirement is waived for students who have completed all degree requirements in the previous semester, but after the deadline for graduation in that semester.

IV. MASTER OF PUBLIC POLICY REQUIREMENTS

The requirements for the Master in Public Policy degree are spelled out in the Catalog <http://catalog.unm.edu/catalogs/2017-2018/>. Students may follow the requirements of the Catalog under which they entered, even if later editions vary, or they can choose to follow the requirements detailed in a later edition of the Catalog.

COURSEWORK

MPP students must complete 42 credits in the following courses:

Curriculum Requirement	Approved Courses	Credits
Quantitative and Empirical Methods I	ECON 508 or POLS 581 or SOC 581	3-4
Quantitative and Empirical II	ECON 509 or POLS 681 or SOC 582	3
Economic Analysis of Public Policy	ECON *445 or ECON *350	3
Organizational Behavior	PADM 521 or SOC 595 (with permission of faculty advisor)	3
The Political Context	POLS 510 or POLS 570	3
Public Policy and Diversity	POLS 511 (when relevant) or PADM 526 or SOC 520 or SOC 528 or SOC 595 (with permission of faculty advisor)	3
Public Policy and Ethics	PADM 500	3
Financial Management	PADM 544	3
Policy Seminar	PUBP 501	3
Policy and Evaluation Lab	PUBP 502	6
Complementary Policy Area	3 courses in consultation with faculty advisor	9

POLICY REPORT / MASTER'S EXAMINATION

The MPP is a Plan II degree as defined in the Catalog, which means that students must pass a Master's Examination. The MPP Master's Examination consists of a written Policy Report and an oral presentation of the Report. Students will receive guidance in preparing the Policy Report and presentation in the Policy Seminar (PUBP 501). Students should take one of the required PUBP 501 credits during the semester in which they plan to complete the Policy Report requirement.

The Master's Examination will be evaluated by the students' Master's Examination Committee. Students should select two faculty members in addition to their faculty advisor to sign off on the Master's Examination Committee Form. This Form is due to the Graduate Coordinator at least one semester prior to completion of the Policy Report requirement.

APPENDIX: SUMMARY OF REQUIRED PAPERWORK

Year	Semester	UNM	MPP
1	FALL	Students who had a B.A. pending upon admission must submit a final transcript to the Admissions Office	MPP Advisement Sheet due November 15
	SPRING		MPP Advisement Sheet due April 15
2	FALL (or semester before graduation)	Graduate Studies Program of Studies form due by October 1	Master's Examination Committee Form due by November 15
			MPP Advisement Sheet due November 15
	SPRING (or last semester)	Graduate Studies Announcement of Exam due 2 weeks prior to Master's Examination	