

MASTER OF PUBLIC POLICY



Graduate Program Handbook

Department of Political Science
Department of Economics

Michigan State University

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I. AN OVERVIEW OF THE MASTER OF PUBLIC POLICY PROGRAM AT MICHIGAN STATE UNIVERSITY

The goal of the Master of Public Policy (MPP) Program at Michigan State University (MSU) is to produce graduates who will pursue professional careers in policy analysis, program management, and policy advocacy. In order to accomplish this goal, the program provides high-quality graduate-level instruction in quantitative analysis, program development, policy implementation, public finance, and policy evaluation.

Students in the MPP program benefit from relatively small class sizes. This enables them to interact with the program's faculty and engage in serious dialogues about public policy issues. In addition, the program draws upon a diverse population of students with both on-the-job experiences as well as more recent college graduates interested in professional development. This allows students to share experiences with one another, engage in collective discussions, work together on team projects, and apply the skills and ideas that they learn in the classroom to real-world issues and problems.

The Master of Public Policy is administered jointly by the Department of Economics and the Department of Political Science. Faculty members from both Departments are involved in admissions decisions, course instruction, and program development. One of the key strengths of the MPP program is the collaboration that exists between these two departments. Both departments are committed to producing well-informed, well-equipped students who will have a positive impact on public policy making and analysis at the local, regional, and national levels.

II. MPP DEGREE REQUIREMENTS

Students must take 39 credit hours in order to fulfill the degree requirements of the MPP program. A set of core courses provides students with a firm foundation in the skills of policy analysis. Students supplement this instruction with courses in specific policy areas or in more advanced analytic techniques. In addition, students who do not have sufficient public or non-profit experience are required to complete a field experience practicum. Taken together, these courses teach students to address complex societal problems, reconcile conflicting political and ethical values in policymaking, make informed decisions about program activities, provide effective leadership in policy development and implementation, and develop expertise in a specific policy area.

Course Requirements for the MPP Degree

Required/Core Courses.....	24 Credits
PPL 801 Quantitative Techniques I	3
PPL 802 Quantitative Techniques II.....	3
PPL 805 Microeconomic Theory	3
PPL 806 Policy Evaluation	3
PPL 807 Public Policy	3
PPL 808 Policy Development and Administration.....	3
PPL 813 Public Finance.....	3
PPL 890 Policy Workshop.....	3
Supplemental Courses	15 Credits
PPL 891 Issues in Public Policy.....	6
(2 courses; 3 credits each course)	
Elective Course Credits	9
(3 courses, could include PPL 803 and/or additional PPL 891 courses)	
Field Experience Practicum Course	3 Credits
(for students who have not had sufficient public/nonprofit experience)	
PLS 894 Field Experience Practicum.....	3

Field Experience Practicum

An internship in a public or non-profit agency is an integral part of the MPP program, and it is required for all MPP students with no previous management or policy analysis experience. The internship gives the student a practical perspective on policy and management problems and is an important supplement to classroom learning. The internship should be done in a public or non-profit agency related to the student's area of interest. However, flexibility exists in internship

selection and scheduling. For example, students may hold a full time internship position during the summer months (40 hours per week for at 10 weeks), or they may engage in “part-time” internships by working from 10-20 hours/week for longer periods (across semesters). Most MPP students receive paid internships, although valuable opportunities may arise in the form of unpaid internships, particularly in the non-profit sector.

The internship requirement may be waived for in-service students who are employed in public or nonprofit sector positions with significant administrative and/or policy analysis responsibilities at the time they are in the program or who have held such positions prior to entering the program. Students must enroll for three credits of PPL 894 (Field Experience Practicum) while serving their internship or immediately afterward. The specific requirements of the internship and for the successful completion of the field work practicum are provided in the course materials for PPL 894.

III. POSSIBLE COURSE SEQUENCE

YEAR ONE:

FALL			9 CREDITS
	PPL 801	(3 credits)	
	PPL 805	(3 credits)	
	PPL 807	(3 credits)	
SPRING			9 CREDITS
	PPL 802	(3 credits)	
	PPL 806	(3 credits)	
	PPL 813	(3 credits)	
SUMMER *			3 CREDITS
	PPL 891	(3 credits)	

YEAR TWO:

FALL			9 CREDITS
	PPL 808	(3 credits)	
	PPL 803	(3 credits)	
	PPL 891	(3 credits)	
SPRING			9 CREDITS
	PPL 890	(3 credits)	
	PPL 891 or Elective Course	(3 credits)	
	PPL 891 or Elective Course	(3 credits)	

* Students who need practical experience would also normally take PPL 894 during the summer between their first and second years in the Program.

IV. DESCRIPTION OF MASTER'S OF PUBLIC POLICY COURSES

PPL 801 QUANTITATIVE TECHNIQUES I

Logic and practice of public policy analysis. Basic research, measurement, design, and data collection issues. Specific skills and techniques for analyzing univariate data. Techniques for examining relationships among variables.

PPL 802 QUANTITATIVE TECHNIQUES II

Intermediate understanding of the logic and practice of public policy analysis. Basic research, measurement, design, and data collection issues. Specific skills and techniques for analyzing multivariate data.

PPL 803 QUANTITATIVE TECHNIQUES III

Advanced understanding of the logic and practice of public policy analysis. Continuation of PPL 802.

PPL 805 MICROECONOMIC THEORY

Decision-making by consumers, firms, and governments, and the effect of these decisions on the allocation of market failure and possible government responses.

PPL 806 POLICY EVALUATION

Theoretical foundations for evaluation research and the practical aspects of conducting evaluations.

PPL 807 PUBLIC POLICY

Introduction to public policy and the policy-making process.

PPL 808 POLICY DEVELOPMENT AND ADMINISTRATION

Substance and dynamics of public policy-making in the United States. Conceptual foundations of and the practical constraints on governmental activity. Theories, models, and explanations of the policy process.

PPL 813 PUBLIC FINANCE

Economics of the public sector: how governments tax and spend revenues and the effects of these decisions on the economy.

PPL 890 POLICY WORKSHOP

Application of substantive and analytic skills to a concrete issue. Students act as a consulting firm to review some specific public policy and produce a summary report capable of informing future policy design.

PPL 891 ISSUES IN PUBLIC POLICY

Practices and methods of policy analysis applied to specific policy issues.

PPL 894 FIELD EXPERIENCE PRACTICUM

Experience in administrative settings in the student's field of application. Opportunities to evaluate theories of public policy and administration by engaging in participant observation of the management of public policy.

V. OTHER MPP COURSE OPTIONS

Elective Courses

Students may have interests that cannot be pursued within the context of established courses. Hence, students are encouraged to take appropriate graduate-level courses offered in other departments on campus. The program will assist students in finding possible elective courses during the registration process each term.

Independent Study/Readings Courses

At Michigan State University, Independent Study is a highly individualized, meticulously planned course of study that is not addressable through any other course format. Independent study can be used to fulfill *supplemental* credits in the program. **REQUIRED MPP CORE COURSES CANNOT BE TAKEN AS INDEPENDENT STUDY.**

In consultation with the MPP Director, a student can submit a proposal for an independent study project. The MPP Director will work with the student to identify a full-time faculty member who has expertise in the proposed topic. The faculty member must then sign an Independent Study Form indicating a willingness to work on the proposed project. The student must present a copy of this form to the MPP Director for final approval. If approved by the MPP Director, the Graduate Programs Secretary will register the student for the independent study.

VI. ACADEMIC POLICIES

The Academic Advisor and the Program of Study

The MPP Director will serve as the academic advisor for each student in the MPP program. The MPP Director will assist the student in planning a program satisfactory to meet the needs of the student and to fulfill the requirements of the MPP degree.

In order to facilitate this process, all MPP students are required to fill out a "Program of Study" which identifies the students' academic plan for the duration of the time they are in the program. A copy of this form can be found on the MPP webpage (www.polisci.msu.edu/mpp/mpp.htm). Students are to meet with the MPP Director to discuss this plan no later than their second

semester in the program. Both the student and the MPP Director must sign this form: The original will be placed in the student's file and a copy will be given to the student.

Any changes in the student's program plan may be made only with the approval of the MPP Director.

Assessment of Academic Performance

All students in the MPP Program have a right to periodic evaluation of their academic progress, performance, and professional potential (GSRR 2.4.8). Therefore, the MPP Program has established procedures designed to facilitate the review of graduate student performance on a regular, ongoing basis.

First, students are required to meet with the MPP Director at least once each year they are in the program. It is each student's responsibility to initiate, schedule, and arrange this annual meeting with the MPP Director. It is the responsibility of the MPP Director to review the student's progress in the program, as well as plan for courses in the coming year (GSRR 2.4.8). A report on the results of this review should be prepared and signed by the MPP Director and the student. This report, along with any response that the graduate student may attach to it, will be filed with the MPP Director. The Graduate Program Secretary will place a copy of this report in the student's file.

Academic Credits and Grades

Graduate courses in the MPP Program are three semester credit hours except for variable credit reading courses (i.e., PLS 993). Students holding graduate assistantships may take three graduate courses per semester, but they must complete at least two courses (6 hours of credit) each semester in order to retain their assistantship. Students holding fellowships should take three courses per semester, prior to writing their proposal and dissertation.

University grades are issued in numerical form, ranging from "0" to "4.0" in steps of .5. (There is, however, no grade of 0.5.) In Political Science, the shared understanding of what these grades mean is as follows:

- 4.0 indicates superior performance
- 3.5 indicates satisfactory performance
- 3.0 is the minimum acceptable grade, but a predominance of such grades suggests inability to complete the graduate program
- 2.5 or less indicates unsatisfactory performance.

Courses may also be taken on a Credit/No-Credit basis. If two or three graduate courses per semester are taken for credit and grades, it is possible to take other *non-MPP* courses of interest on the Credit/No-Credit system. The Credit/No-Credit system is intended to allow students to study in areas outside the major field of study without jeopardizing their grade point

averages. An instructor will expect graduate students to perform at or above the 3.0 level in order to earn credit for the course. Students must register for the course in advance on this basis if you choose this option.

For incomplete coursework, either an “I” (Incomplete) or a “DF” (Deferred) can be given, according to the instructor’s announced criteria and University regulations. Deferred and incomplete grades are strongly discouraged, especially in required courses. Where an instructor must choose between a deferred and an incomplete grade, the latter is to be preferred. A deferred grade should be limited to unforeseen circumstances beyond the student’s control.

An “I” automatically converts to a permanent I/0.0 if the work is not completed by the middle of the student’s next semester of attendance, if that semester is within one calendar year of receiving the incomplete. If the incomplete work is not made up within one calendar year, the course must be repeated to receive credit for the course. A “DF” must be removed within the time limit set by the instructor, with a grade reported within two calendar years. After two years, the DF will automatically change to a DF/U (no grade).

MPP students who have more than one incomplete or deferred grade at the end of any given semester will be reviewed by the MPP Admissions Committee which will recommend appropriate action, which could include dismissal from the program.

Academic Standing

The minimum acceptable cumulative grade-point average for a student in the MPP Program is 3.00. A student who receives two 2.5 grades or one 2.0 grade or less will be reviewed by the MPP Graduate Committee and may be dismissed from the program. A student receiving three 2.5 or two 2.0 grades in MPP courses or who earns more than 8 credits below the grade of 3.0 will be dismissed from the MPP program.

Time Limits

The time limit for the completion of all of the requirements for the MPP degree is five calendar years from the date of enrollment in the course included for degree certification.

Transfer Credits

Graduate credits may be transferred from other accredited U.S. institutions or international institutions of similar quality if they meet all of the following university and program provisions:

- (1) Only graduate-level courses in which at least a 3.0 (B) grade was received will be considered.
- (2) Only graduate-level courses from other accredited institutions will be accepted.

(3) Only graduate-level courses completed within the five-year time limit approved for earning a master's degree at Michigan State University.

(4) Only graduate-level courses which are appropriate to a student's program of study in the MPP Program.

In order to obtain program approval for transfer credits, students must submit syllabi, other relevant course materials, and official transcripts showing grades received for all of the courses that they would like to have transferred to the MPP Director. The MPP Director will evaluate all requests to transfer courses in terms of the student's particular program of study and career goals. If the MPP Director approves a student's request to transfer a course, then it is forwarded to the Registrar's Office for final approval.

In no case shall a student transfer more than NINE hours of course credit into the MPP program at MSU.

Waiver of Courses

Students who have already completed courses which are equivalent to courses in the MPP Program can request that MPP course requirements be waived. Students must submit syllabi and other relevant materials, as well as official transcripts showing grades received, from the previously completed coursework to the MPP Director. The MPP Director will review these materials and make a determination about whether the waiver request is approved and what specific MPP program requirement has been waived. Even if a course requirement is "waived," students must still complete the total number of credit hours required in the program to receive the MPP degree.

Applying for Graduation

Students should submit an application for graduation by the first week of the semester that they expect to complete their degree requirements. If students are going to complete the degree requirements during the summer, they should apply for summer graduation by the first week of the preceding spring semester. Both spring and summer applications will be included in the spring commencement ceremonies. Students can fill out the graduation application form online (<http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>). For more information, see: <http://www.msu.edu/~acadevnt/commencement/>.

Departmental Records

The Graduate Program Secretary maintains an academic file on each student in the MPP program. Academic files contain information on each student's progress in the program, including application materials, assistantship and fellowship letters, Program of Study reports, annual review materials, any assistantship evaluations, and course grades. It will be helpful to students

later if their files also contain relevant information (i.e., resumes, research agendas, career plans, etc.) that faculty may use when asked to write letters of recommendation for them.

At minimum, students have the responsibility to see that the following are in their academic files:

- (1) Recommended Action Form for Admission to Graduate Studies
- (2) All Program of Study reports.
- (3) Reports of the MPP Graduate Studies Committees
- (4) Any changes in the fields or courses initially agreed upon by the MPP Director and the student.
- (5) Requests to transfer or waive course requirements and the MPP Director's response
- (6) Any correspondence related to assistantship or fellowship support

Students have a right to access the materials in their own academic files. In order to do this, they should submit a request to the Graduate Program Secretary.

Dismissal from the Program

All students pursuing MPP degrees must meet the requirements and standards identified in this Program Handbook. Dismissal from the MPP program can occur:

1. If a student does not make satisfactory academic progress in the program as identified by the MPP Director and confirmed by the MPP Graduate Studies Committee.
2. If a student does not maintain the minimum acceptable grade point average for master's students in the Department of Economics and Political and the College of Social Science—a cumulative grade point average of 3.0.
3. If a student fails to complete all of the requirements for the degree within the 5 year time frame.
4. If a student fails to adhere to responsible and ethical conduct, as specified in the University's publication *Spartan Life* (www.vps.msu.edu/SpLife/default.pdf).
5. If a student has more than one incomplete or deferred grade at the end of any given academic semester.

The Graduate Program Secretary also maintains a second set of Personnel files for graduate students who are employed by the Department of Political Science and Economics on graduate assistantships. Graduate student personnel files contain appointment forms and evaluations of student performance as teaching or research assistants. Students also have a right to access the materials in their own personnel files. According to the Graduate Employment Union contract these requests must be in writing and each student is limited to three reviews of personnel files a year. In order to access one's personnel file, a student should submit a request to the Chair of the Department of Political Science.

Grief Absence Policy

It is the responsibility of the student to: a) notify the MPP Director and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the MPP Director and faculty, and c) complete all missed work as determined in consultation with the MPP Director and faculty. It is the responsibility of the MPP Director to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TA, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

VII. GRADUATE ASSISTANTSHIPS

Graduate assistantships are awarded on a competitive basis for students in the MPP Program. All assistantships are dependent on the availability of funds. They may be renewed if funds are available and the student is making satisfactory progress toward the degree and has received satisfactory evaluations from the supervising faculty member.

Students receiving these awards provide support for the department's teaching and research. The graduate assistant's responsibilities require 10 hours per week for a quarter-time appointment, 20 hours per week for a half-time appointment, and 30 hours per week for a three-quarter-time appointment. Graduate assistants are provided a monthly stipend, a nine-credit tuition waiver for each semester the assistantship is held (five-credit tuition waiver for summer semester if the assistantship continues during the summer), with in-state tuition rates for any credits above those waived, and student health insurance. Matriculation fees are also waived.

Graduate assistants are expected to be on campus during the length of the appointment. Days off should be discussed with the student's supervisor well in advance, and makeup time scheduled. Appointment dates will be as follows:

Fall Semester – August 16 through December 31

Spring Semester – January 1 through May 15

Summer Semester – May 16 through August 15

There are three levels of stipend rates, which are determined by University regulation.

Level 1 – Graduate students who have earned their Bachelor's degree and have less than one year's experience as a graduate assistant. May teach, do research, or are assigned supervised assistant's duties such as reading and grading papers, proctoring exams, etc.

Level 2 – Graduate students who have earned their Master's degree or equivalent and/or two semesters' experience as a graduate assistant. May teach, do research, or perform administrative tasks with moderate supervision.

Level 3 – Graduate students who have earned their Master's degree or equivalent and at least two years' experience as a Graduate Assistant. May teach, do research, or perform administrative tasks with minimum supervision. Advancement to Level 3 is on a merit basis, with the above prerequisites being considered minimal.

Checks are distributed the 15th of the month. Changes in stipend or percentage of time become effective only at the beginning of a semester.

Support sources come in five main types:

- Teaching assistantships eligible to join the Graduate Employees Union (TA)
- Teaching assistantships not eligible to join the Graduate Employees Union (TE)
- Research assistantships (RA)
- MSU fellowships
- External fellowships

Student offered a teaching assistantship (TA) must decide whether to join the Graduate Employees Union (GEU). Please visit www.geuatmsu.org for more information about the GEU.

Graduate assistants must be registered each semester in which they hold graduate assistantships. The minimum and maximum credit-loads are as follows:

1. For a quarter-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 999); maximum enrollment is 16 credits (excluding credits in CJ 999).
2. For a half-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 999); maximum enrollment is 12 credits (excluding credits in CJ 999).
3. For a three-quarter-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 999); maximum enrollment is 8 credits (excluding credits in CJ 999).

A more detailed description of assistantship benefits and regulations may be found in Michigan State University's *Academic Programs*, Financial Aid for Graduate Students section (available at <http://www.reg.msu.edu/read/UCC/Updated/gradedfinaid.pdf>), the Graduate School website at www.grad.msu.edu/prospect.htm.

Mandatory Training: All TAs and RAs must complete the on-line training on the Relationship Violence and Sexual Misconduct Policy. To Access the training, login to the ORA training website at: <http://goo.gl/pLh01o>. Click “Register,” “Complete Registration” and then “Launch”

to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy - Faculty, Staff Training. (If it indicates that you have already registered, use “In Progress Training” then “Launch”). If you need assistance, contact the Helpdesk at 517-884-4600 or train@ora.msu.edu.

VII. STUDENT GRIEVANCES AND CONFLICT RESOLUTION

Most of the problems that occur within a graduate program are due to miscommunications or conflicts between graduate students and faculty or among fellow graduate students. Such conflicts can arise over a variety of issues, and they can be difficult to resolve. Hence, it is important to find ways of avoiding such conflicts before they develop into intractable situations.

Students should try to resolve the problem within the MPP Program. Students should consult with the Director of the MPP Program regarding those issues that they might find difficult to discuss with instructors or fellow students. They should also seek the advice of the Chair of the Department of Political Science or the Chair of the Department of Economics who have ultimate responsibility for the successful functioning of the MPP program.

Matters which cannot be handled by the MPP Director or the Chairs of the Department of Political Science and Economics shall be handled through the grievance procedures detailed in Appendix A. The grievance committee will be established and composed of the Director of the MPP Program, one faculty member from the Department of Political Science, one faculty member from the Department of Economics, and two graduate students who are currently active in the MPP Program. If any members of the grievance committee are involved in the case, they may not serve on the grievance committee.

The grievance can hear and adjudicate cases brought by and against MPP graduate students in the following areas: (a) academic rights and responsibilities; (b) professional rights and duties of graduate assistants not covered by the Graduate Employees Union collective bargaining contract; and (c) university regulations pertaining to the professional rights and duties of other graduate students. Matters relating to the academic performance of graduate students will be handled by the MPP Graduate Studies Committee. Matters related to sexual harassment or discrimination will be handled by the appropriate MSU units.

Students can also obtain advice and information about conflict resolution, sexual harassment, and antidiscrimination policy from the following university sources, all of which are available on the MSU Web site (www.grad.msu.edu): *Adjudication of Cases Involving Graduate Student Rights and Responsibilities* (located in *Guidelines for Graduate Student Advising and Mentoring Relationships on the Graduate School*, <http://grad.msu.edu/all/ris04relations.pdf>), *The Graduate Student Resource Guide* (available in the Graduate School Offices), *Graduate Student Rights and Responsibilities* (www.vps.msu.edu/SPLife/index.htm), or the *Office of the Ombudsman* (www.msu.edu/unit/ombud).

IX. UNIVERSITY RESOURCES

Bicycles

The University maintains bicycle racks throughout the campus. Should you choose to utilize them, know that bicycle registration through the MSU Department of Public Safety is required. You can register your bike on-line at: <http://www.dpps.msu.edu/mgtserve/bikeimpound.asp>

Campus Parking

(www.dpps.msu.edu)

Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required and parking is more available. During the day, parking is available in a commuter lot, which has bus service to campus. To use this lot, you must register your car with the Parking and Safety Bureau. To register a vehicle you need the vehicle registration, proof of insurance, and if you have an assistantship a copy of your signed appointment form which is given to you by the Graduate Secretary. Parking on campus for graduate students is limited. You will find more parking and permit information at www.dpps.msu.edu, or you may call 517-355-8440, e-mail parkinfo@dpps.msu.edu, or go to 87 Red Cedar Road.

The City of East Lansing operates a parking ramp just off Grand River, which is within walking distance of campus. Their rates are reasonable.

Career Services Network

(<http://careernetwork.msu.edu>)

Career Services Network provides a range of services to help students explore career opportunities and possibilities. Students can obtain help developing a resume, seeking internships or other experiential learning opportunities, and getting interviews with employers from business, industry, government, social services, and education.

MySpartan Career offers on- and off-campus job listings for full-time, part-time, seasonal, and paid internship positions, as well as schedules of on-campus interviews, workshops, and other career events (<http://careernetwork.msu.edu/news/my-spartan-career>).

Center for Service Learning and Engagement

(<http://www.servicelearning.msu.edu/>)

The MSU Center for Service-Learning and Civic Engagement (CSLCE) has a long and dedicated history of linking students and faculty to community. The CSLCE assists students, faculty/staff, and community partners at every step of the way to create and manage service and engagement opportunities by linking students with appropriate service opportunities and providing orientation sessions regarding program expectations, logistics, safety, and other pertinent information.

Council of Graduate Students (COGS)

(<http://www.msu.edu/~cogs/>)

COGS is located at 316 Student Services Building and is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary

objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative at 353-9189 (353-COGS).

Counseling Services

(<http://www.couns.msu.edu/>)

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center has two locations on campus: one at 207 Student Services Building and one at 335 Olin Health Center. The respective telephone numbers are 355-8270 and 355-2310. Regular office hours are 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday at both locations. Walk-ins are seen for crisis counseling on Wednesdays, 10:00 to 11:00 a.m. and 2:00 to 4:00 p.m.

The Multi-Ethnic Counseling Center Alliance (MECCA), for minority students who wish to work with minority counselors, is located in 207 Student Services. MECCA assists students of all racial and ethnic groups who are experiencing cultural, social or personal conflicts.

The Sexual Assault Crisis and Safety Education program assists victims of rape/sexual assault and helps reduce such incidents in the University environment. An array of workshops, films and presentations are available upon request. Persons may contact the program coordinator in 207 Student Services. There is also a 24-hour crisis line available at 372-6666.

The Testing Office at 207 Student Services is not only a national test and testing information center, but also provides complete testing services for students working with counselors in the assessment of their personal attributes. Resources include interactive computer-based guidance systems that provide assistance in making informed major choices and career decisions. They can help gather information, explore options, and develop strategies for decision-making.

Major and Career Counseling with trained staff is available at both 207 Student Services and 335 Olin Health Center. Counselors assist in dealing with such issues as family pressures, issues of inadequacy, motivation, uncertainty concerning aptitudes and interests, or generalized problems in decision-making. Computer-based guidance systems are available on an appointment basis in these locations:

Career Development Center – 6 Student Services, 355-9510 ext. 335

Learning Resources Center – 204 Bessey Hall, 353-9089
Adult Services, Office of the Vice Provost for University Outreach
22 Kellogg Center, 353-0971
229 East Akers Hall, 353-6387
204 Bessey Hall, 353-9089
Counseling Center Self-Management Lab, 355-8270
Olin Counseling Center – 345 Olin Health Center, 353-5310
Main Library – Career Collection, no appointment necessary

Family Resource Center

(<http://www.frc.msu.edu/>)

The Family Resource Center, located at 1407 S. Harrison, Suite 225, is committed to policies, practices and programs supportive of the members of its diverse community as they balance their responsibilities of work and family. The Family Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents On a Mission) offers peer support for students with children (<http://www.msu.edu/user/studentp>). The FRC may be reached at 517-432-3745 ext. 146.

The Learning Resources Center

(<http://lrc.msu.edu/>)

The Learning Resources Center, located in Bessey Hall, provides advising and tutoring services on a multitude of subjects to help students achieve proficiency in various subjects and learn to perform better in stressful academic situations. They all host study-related seminars and workshops for all students.

MSU NETID

(www.netid.msu.edu)

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students should activate their MSU NetID even if they already have another email account. By setting up the MSU NetID, students can:

Receive official communications from MSU that are sent to students by email only

- publish a personal webpage
- access dial-up services
- access public computer labs
- access electronic resources on campus

You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to activate your MSU NetID.

The Office of Cultural and Academic Transitions (OCAT)

(<http://oresa.msu.edu/>)

The Office of Cultural and Academic Transitions coordinates a range of services and programs to help racial/ethnic minority students adjust and succeed at Michigan State University. They provide cultural programming, conferences, opportunities for student leadership, and student advocacy. For more information, you may visit them at 339 Student Services Bldg, or call 353-7745.

Office for International Students & Scholars (OISS)

(<http://www.oiss.msu.edu/>)

The mission of the Office for International Students and Scholars is to provide support services to MSU's international students and scholars and their families. Their office is located at 103 International Center or you can reach them by phone at 353-1720.

Office of Lesbian, Bi, Gay and Transgender Concern (LGBTC)

(<http://lbgtc.msu.edu/index.htm>)

The Office of LGBT Concerns leads and collaborates on university-wide initiatives that transform campus climate and enhance academic and student support services for Lesbian, Bi, Gay and Transgender students and their respective communities at Michigan State University. For more information please visit the office at 302 Student Services Building or call 353-9520.

Office of Supportive Services

(<http://oss.msu.edu/>)

The Office of Supportive Services (OSS) was developed to provide academic support, tutorial services and a computer lab for students in need of additional academic support. These facilities and services are offered to students who meet eligibility requirements. The eligibility guidelines include College Achievement Admission Program students (CAAP), handicapper students, minority students, students receiving federal financial aid, and/or students who have below a 2.5 MSU grade point average. Services available at OSS include: tutorial assistance, a computer laboratory and special computer programs, skill-enrichment programs, graduate school planning assistance, Summer Research Opportunities for Minorities Students (SROP/McNair) scholarships, and Summer University Program Encouraging Retention (SUPER) programs. For more information about any of these programs, please contact the Office of Supportive Services at 209 Bessey Hall or by calling 353-5210.

Resource Center for Persons with Disabilities (RCPD)

(<http://rcpd.msu.edu/>)

The RCPD has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicapper populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at 353-9642 (TTY: 355-1293). Services available are:

Volunteer Reading Services

Oral/Sign Interpreters

Taped Library

Transport Service (on-campus transport)

Optical to Tactile Converter

Environment Accommodation Info or Assistance

Talking Computer Terminal
Assistance in Housing Accommodations
TV Magnifiers
Personal Assistant Referral System
Enlarger/Copier
Student/Faculty Consultation
Kurzweil Reading Machine
Registration Assistance
Telecommunication Device for the Deaf
Campus Orientation

Student Affairs & Services

[\(http://www.vps.msu.edu/\)](http://www.vps.msu.edu/)

Student affairs and services is a helpful resource when seeking further information that is not otherwise categorized in this section. You can visit their office at 153 Student Services Building for more information, or contact them at 355-7535.

Student Identification Card

Identification cards may be obtained in Room 50 Administration Building and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

If you lose your ID card, contact the Registrar's Office immediately at 517-355-3300 and the Main Library at 517-355-2333. You are responsible for all materials checked out of the libraries with your ID card. The cost of replacement of a lost card is \$20, and the exchange of a damaged card is \$10 (no charge for the replacement of an electronically unreadable card that is not visibly damaged).

Questions concerning Michigan State University ID cards should be addressed to the Registrar's Office, 50 Administration Building, MSU, East Lansing, MI 48824; 517-355-3300.

Women's Resource Center (WRC)

[\(http://wrc.msu.edu/\)](http://wrc.msu.edu/)

The Women's Resource Center provides programming, events, and a myriad of helpful resources focused on women's issues for women at MSU. More information can be found in their office located at 332 Union Building or by telephone at 353-1635.

The Writing Center

[\(http://writing.msu.edu/\)](http://writing.msu.edu/)

The Writing Center at 300 Bessey Hall can provide assistance with any writing project at any stage. Writing center consultants can assist with selecting a topic, organizing ideas, editing a rough draft, or proofreading a final draft. Call 432-3610 for an appointment.

X. FREQUENTLY USED WEBSITES AND CONTACT NUMBERS

Admissions (<http://admissions.msu.edu>) Admission and Scholarship Info. 355-8332.

Controllers Office (www.ctrl.msu.edu) - Tuition and housing fees, fee payment schedule, deferred payment plan, etc. 517-355-3343 (Billing and Receivables).

Department of Police and Public Safety (www.dpps.msu.edu) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking).

Financial Aid (www.finaid.msu.edu) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940.

Graduate School (www.grad.msu.edu) - Graduate education at Michigan State University, forms, assistantship information, financial aid, graduate student resources, etc. 517-355-0301.

Housing (www.hfs.msu.edu/uh) - Graduate housing, University apartments, housing rates, food service, residential rental options, etc. 517-355-9550 (University Apartments and Hall Assignments).

Library <http://www.lib.msu.edu/> - MSU main library & information
Information Desk: 353-8700 Library Hours: 432-6123.

Michigan State University (www.msu.edu) - General information about Michigan State University, catalogs, enrollment and registration, student organizations, student services, University policies and procedures, search site, etc.

Office for International Students and Scholars (www.oiss.msu.edu) - Admission, travel, immigration rules and regulations, scholarship and grant information, etc. 517-353-1720.

Olin Health Center (<http://olin.msu.edu/>) The Student Health Service is located in Olin Health Center and is the primary location for student health services on campus. 517- 355-7573.

Student Insurance Questions: (<http://www.hr.msu.edu/>) More information can be obtained at Benefits Administration, 140 Nisbet Bldg 353-4434 x170.

Registrar's Office (www.reg.msu.edu) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300.

APPENDIX A

Graduate Student Academic Grievance Hearing Procedures For the Master of Public Policy (MPP) Program

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the **Master of Public Policy** Program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE MASTER OF PUBLIC POLICY PROGRAM HEARING BOARD:

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE HEARING BOARD:

- A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)
- B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)
- C. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student

has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within **5** class days, the Chair of the Hearing Board will:
 - 1. forward the request for a hearing to the respondent and ask for a written response;
 - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);
 - 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;
 - 4. send the Hearing Board members a copy of the request for a hearing and the respondent's written response, and send all parties a copy of these procedures.

- C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
1. accept the request, in full or in part, and promptly schedule a hearing.
 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
 3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)
- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.

- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4. and 5.4.11.)

V. HEARING PROCEDURES

A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
 - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
 - In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
 - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)
2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)
3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or, only

in unusual circumstances, hear the case in his or her absence. (See GSRR 5.4.9-b.)

4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.
8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.
10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.

12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)
2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean

of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C. **Written Report:**

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

VII. APPEAL OF THE HEARING BOARD DECISION:

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

Approved by Faculty (May 13/2015)