

PUBLIC AFFAIRS, MPA

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 12 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. The credits from this work will appear on a UW-Madison transcript as transfer credits into the Graduate career but does not count toward graduate career GPA.

Undergraduate Credits Earned at Other Institutions or UW-Madison

Students in the MPA program may transfer up to 7 credits from their undergraduate career at UW-Madison toward the MPA 42 degree credit total. Credits from other institutions are permitted to transfer, provided grades of B or higher are earned and credits relate to core coursework.

Note: Only students in the Accelerated MPA pathway are permitted to transfer a maximum of 18 credits including graduate Public Affairs coursework completed during their undergraduate career at UW-Madison towards the MPA 42 degree credit total.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

Credits Earned as a University Special Student at UW-Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

PROBATION

Students must make satisfactory progress in their La Follette School program and be in good standing, or they may be placed on probation. The La Follette School regularly reviews the records of students who earn grades with associated grad points of less than 3.00, e.g., BC, C, D, F or I in courses numbered 300 or above. This review may result in academic probation or a hold on future enrollment, and may lead to dismissal from the La Follette School.

Students must maintain a minimum cumulative GPA of 3.0 each semester/term of enrollment, including summer. Students whose cumulative GPA falls below this level will be placed on academic probation by the Graduate School. Students who do not obtain a subsequent term and cumulative GPA of 3.0 to come off probation may be dismissed from the program. Please also refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

ADVISOR / COMMITTEE

Every graduate student will have one faculty advisor in addition to one graduate program staff member assigned to support their academic progress.

CREDITS PER TERM ALLOWED

Two-Year MPA: Credit load by term varies. Students typically take 10 credits in their first semester in the program, increasing to 12 credits for the next two semesters so that they can plan a lighter load of 9 credits when in their final spring semester due to demands from their workshop course. Students need advisor approval to take 15 credits.

TIME LIMITS

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) policy.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
 - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (<https://kb.wisc.edu/lis/22258/>).
- Incidents of bias or hate, hostile and intimidating behavior (<https://hr.wisc.edu/hib/>), or discrimination (Title IX (<https://compliance.wisc.edu/titleix/>), Office of Compliance (<https://compliance.wisc.edu/eo-complaint/formal-investigations/>)). Direct these to the linked campus offices appropriate for the incident(s).

Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
 - a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
 - b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
 - c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their

website: Grievances and Appeals (<https://grad.wisc.edu/documents/grievances-and-appeals/>) (see: Graduate School Appeal Process).

OTHER

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