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## 1. ADMISSIONS

The La Follette School of Public Affairs encourages applications by individuals with a wide range of academic training and experiences. The Graduate Committee looks for evidence of sincere interest in public management and analysis, understanding of policy process, and ability to engage in graduate work. Admission decisions are based on the weighing of all evidence of academic and professional experience and performance. The Graduate Committee considers the relative merits of individuals in the pool of applicants. Meeting minimum requirements does not assure admission.

### 1.1 Materials Required of all candidates for Consideration for Admission

- On-line application
- Two official transcripts from all institutions of higher education attended
- Three letters of recommendation, at least one from an academic instructor or adviser who is familiar with the applicant's academic work and can speak directly to the applicant's ability to do graduate work. All letters should discuss the applicant's intent and promise for successful completion of the public policy degree.
- Statement of purpose (included in on-line application)
- Graduate Record Examination Scores (GREs). No subject test required
- TOEFL scores above 580, computer-based TOEFL test score above 237, TOEFL internet-based test score above 92, IELTS score above 7, or MELAB above 82 for international students; International students may be advised to take an English language assessment exam. If needed, they may be advised to take ESL courses while taking graduate courses.
- Resume
- Application fee, payable in U.S. dollars to University of Wisconsin-Madison Graduate School

Application materials become the property of the University of Wisconsin-Madison and will not be released, except to other campus departments at the student's request for admission to that department. Requests that files be sent to another UW-Madison graduate program must be made in writing to the Associate Director or the Student Services Coordinator. Students may view their files upon 24 hours notice to Student Services Coordinator. If the student has signed a waiver that promises confidentiality, letters of recommendation will be removed prior to student viewing. Files may not be removed from the office, and a staff member must be present at all times.

The Dean of the Graduate School admits students to the Graduate School of the University of Wisconsin-Madison. The La Follette School Admissions Committee, appointed by the Director of the La Follette School and chaired by the Associate Director, provides the Dean with a departmental recommendation.

### 1.2 Admission Requirements for Master of Public Affairs (MPA) Degree Program

- A minimum undergraduate GPA of 3.0 on a 4.0 scale
- At least one college-level course with a B or better, taken in the past 5 years, in each of the following
  - microeconomics
  - U.S. government
  - statistics (preferred) or calculus

### 1.3 Admission Requirements for Master of International Public Affairs (MIPA) Program

- At least one college-level course with a B or better, taken in the past 5 years, in each of the following
  - microeconomics
  - macroeconomics

- international relations or comparative politics
- statistics (preferred) or calculus
- For students from English-speaking countries, four semesters of a foreign language or demonstrated competence in a language other than English

#### **1.4 Other Criteria Taken into Consideration for Degree Applicants**

The admissions process is competitive in that the Graduate Committee selects those with the strongest records from the pool of applicants meeting the minimum requirements. In selecting applicants for admission and support, the committee considers as well the following:

- Significant relevant administrative, managerial, or policy analysis service in the public, non-profit, or private sector
- Quality of the applicant's undergraduate institution
- Undergraduate major & minor courses relevant to public affairs and policy
- Performance in prerequisite courses
- Post-graduate work that may have been completed
- Affirmative action goals
- Targeted class and degree program size

#### **1.5 Failure To Meet Admission Requirements**

Applicants who do not meet minimum course prerequisite for admission may be admitted, but they must complete the coursework prior to enrollment in the program. In rare cases and only upon the approval by the Associate Director these prerequisites will be completed during the first full semester of coursework. These course credits will not be counted as credits toward the graduate degree. Students should be aware that failure to meet prerequisites prior to entry will most likely delay completion of the degree.

If their GPA does not fulfill minimum eligibility requirements, students may be admitted on probation. Conditions for first-semester coursework and for terminating probationary status will be specified on the Admissions Recommendation to the Graduate School, as agreed to by the Admissions Committee. The Admissions Committee may recommend non-admission but suggest that the student take graduate-level courses that will convince the Committee of the student's ability to complete graduate work successfully. These recommendations are no guarantee of subsequent admission.

#### **1.6 Deferral of Enrollment**

Students who do not wish to enroll in the semester specified in their admission letter may request a one-year deferral in enrollment. Deferral is not routinely approved. Deferral of enrollment requires the submission of a new on-line application to the Graduate School including application fee by January 1st of the year they plan to enroll. Students who plan not to enroll in classes more than one calendar year must reapply to the Public Affairs degree program and be considered for readmission by the La Follette School Graduate Committee. Application materials will be held for 3 years. Additional documents may be requested by the Graduate committee.

#### **1.7 University Special Students**

Students taking graduate-level courses as University Special Students and who are later admitted to MPA/MIPA program should not expect course credits routinely to count toward the degree. In no case will more than nine credits earned as a Special Student count toward the degree. Students should be aware that by Graduate

School rules, they may be assessed additional tuition charges for any degree credits previously earned as a Special Student.

## **2. FELLOWSHIPS AND OTHER FINANCIAL AID**

The La Follette School Graduate Committee may nominate La Follette School degree applicants for two types of fellowships:

- University-wide Advanced Opportunity Fellowships (AOF) for students of color and for non-minority students from long-term educationally disadvantaged backgrounds as determined by the UW-Madison Graduate School Administration
- La Follette School Fellowships awarded by the La Follette Graduate Admissions Committee based on competition among La Follette School degree program applicants

Students will be notified if they have been chosen to receive an award at the same time they receive their acceptance letter.

### **2.1 Applicant Responsibility**

- Applicants must indicate their desire to be considered for fellowships on their initial application for admission.
- Complete admission applications received by January 1 will receive priority consideration for fellowship awards.

### **2.2 Authority**

The La Follette School Graduate Committee awards La Follette Fellowships and nominates for AOF support.

### **2.3 Fellowship Eligibility Requirements**

- Only students who expect to enroll full-time in a La Follette School degree program (minimum of 8 credits per semester) are eligible to apply for fellowships.
- The La Follette Graduate Committee determines the division of fellowship awards.
- Students in dual degree, double degree or certificate programs must be enrolled full-time and be taking a minimum of six credits that count toward only the La Follette School degree in any semester in which they receive La Follette Fellowship support.
- Fellowships are awarded in the beginning of the semester and for the period specified in the award letter and cannot be deferred. Students who do not accept a fellowship remain eligible for future competitions.
- Continuation into the second semester of a Fellowship that is awarded for more than one semester is contingent upon satisfactory progress towards the La Follette degree and continued full-time enrollment.

### **2.4 Fellowship Award Criteria**

Initial fellowship awards are based principally on merit. Criteria that are considered include:

- Undergraduate (and graduate, if applicable) GPA
- Undergraduate and graduate institutions attended
- Undergraduate and graduate coursework
- Grades in courses required for admission
- Letters of recommendation

- GRE scores
- Work and other experience
- Enrollment in dual and double degree programs and timing of courses to be taken in other program

## **2.5 Amount of Fellowship Awards**

- Awards are made for either one or two semesters.
- Amount of the awards will vary over time.
- The maximum support La Follette Fellowship students can receive is equivalent to a 50 percent project assistantship. Only in rare circumstances will the La Follette School approve higher support.
- Because La Follette Fellowships are intended to cover the cost of in-state tuition, paid by the Fellow, La Follette reserves the right to withdraw equivalent Fellowship support when other support received provides full tuition remission.
- The Fellowship is paid on a monthly basis. Fellows pay for their tuition in the beginning of each semester.

## **2.6 Project Assistantships**

For the University, the title of project assistant (PA) designates graduate students employed to assist with research, training, or other academic programs or projects. PAs are included in a labor agreement between the State of Wisconsin and the Teaching Assistants' Association (TAA). The university provides information about openings and application procedures for PAs to ensure that all interested graduate students are given an opportunity to apply. At the beginning of each academic year, the Academic Personnel Office posts a list of departments who employed project/program assistants in the previous year. Interested graduate students may follow up their interests at the department level. Contact the employing department directly for more information. La Follette does not hire its students as Teaching Assistants.

La Follette is granted a number of project assistantships specifically for La Follette graduate students. These positions are generally reserved for second-year students who were awarded La Follette fellowships. First-year students may apply in the spring of each year for any PA openings that may arise. The process is administered by the Associate Director of La Follette. Eligibility requirements are as follows:

- Students must apply in writing for the announced positions.
- Students applying for La Follette School-funded project assistantships must meet the fellowship criteria listed under item 2.3.
- Students who successfully compete for project assistantships must meet Graduate School guidelines regarding hours worked and the extent of other support.
- The same criteria will be considered in selecting project assistants as in making fellowship awards, but in addition, grades in PA 818, PA 880, PA 874 and/or PA 850, the appropriateness of the student's training, and experience for the particular project will be taken into account.
- The Associate Director, in consultation with faculty with whom students will work, will generally choose project assistants for positions funded by the La Follette School funds. In some cases, the project director will make such decisions.
- The La Follette Graduate Committee may establish limits on total support a holder of a La Follette School PA may receive.

PA Benefits: Project Assistantships are generally at 33% time, requiring about 13 hours per week. Students are paid through tuition remission for the year, including summer terms and a stipend of about \$8,200 (2008 figure based on a 9 month stipend). Health insurance is available to La Follette PAs and administered through the La Follette benefits administrator until July 31<sup>st</sup> each year.

## **2.7 Career Training Positions or External Project Assistantships**

Occasionally, paid positions become available for La Follette School students, generally funded by government agencies that are structured to provide tuition and benefits. These positions are referred to as External Project Assistantships. Selection for these positions is the same as other La Follette Project Assistantships although additional criteria established by the funding agency may also apply.

## **2.8 La Follette Summer Internship Support**

Limited funding is available to support out-of-state and out-of-country unpaid internships. To be eligible, a student must take the internship for 1–3 credits. The Associate Director and Career Services Coordinator administer the application and awarding process in the spring term each year.

## **2.9 Other Financial Aid**

Other support may be awarded in the form of loans or work-study, but such awards are made by the University of Wisconsin-Madison Student Financial Aid Office.

## **3. DEGREE PROGRAMS**

General program requirements apply to both the MPA and the MIPA degree. Other requirements are specific to the particular degree program.

### **3.1 General Program Requirements**

- 42 credits in the degree program are required to graduate.
- 18 credits must be earned in La Follette School courses, normally denoted with a PA prefix.
- 21 credits must be taken in courses numbered at the 700–900 level.
- By Graduate School criteria graduate credit is not given for courses numbered below 300 with the exception of intermediate-level language courses taken by MIPA students.
- Each course taken at the 300–600 level may earn no more than three credits toward the graduate degree, even if the course is taught as a four-credit course.
- Students must earn an overall GPA of 3.0 on all courses counting toward their graduate degree.
- All students take a 1-credit Career Development Seminar

### **3.2 Master of Public Affairs (MPA)**

#### *Core requirements*

All MPA students earn 19 credits by taking the following six required foundational courses and a one-credit seminar:

- PA 818 Quantitative Tools for Public Policy Analysis
- PA 874 The Policy-Making Process
- PA 880 Microeconomic Policy Analysis
- PA 878 Introduction to Public Management
- PA 873 Introduction to Policy Analysis
- PA 869 Workshop, Domestic Issues, the capstone course taken in the fourth semester
- PA 800, a 1-credit Career Development Seminar

MPA students are also strongly encouraged to build proficiency beyond the core analytical requirements by completing one or more of the following: PA 819 Quantitative Methods for Policy Analysis, PA 871 Public Program Evaluation, and PA 881 Benefit-Cost Analysis.

#### *MPA Electives: Policy Fields*

MPA students earn the remaining credits with a focus in a chosen field by taking elective courses offered within the La Follette School and across the university. Fields are represented in clusters of courses, which may include an internship, connected by their relevance to a coherent theme. MPA students choose electives in one or two policy focus fields that match their interests and career goals. The flexibility of the MPA program permits students to complete either a single focus field of four or more courses or two focus fields of three courses each.

Focus fields take advantage of the wide range of relevant courses offered across the university and build on the expertise of faculty at the La Follette School across a number of well-established policy fields. Some MPA students choose to pursue advanced courses in policy analysis or public management without a specific policy focus. Focus fields have included: Social and Poverty Policy, Public Finance and Budgeting, City Management and Urban Policy, Education Policy, Health Policy and Management and Environmental Policy. Typically, courses are taken in departments of Economics, Political Science, Population Health, Agricultural and Applied Economics, Statistics, Social Work, and Urban and Regional Planning, as well as in the Schools of Law and Business.

#### *Focus Fields*

Focus fields require review by the Associate Director. Early in the second semester of study, students will be asked to submit a statement of field interest and associated plan for elective coursework to the Associate Director. The focus field statement helps the student plan ahead and provides course planning information.

Students pursuing a dual degree in Law and Public Affairs (offered with the Law School), in Public Health and Public Affairs (offered with the School of Medicine and Public Health), in Neuroscience and Policy (offered with the Neuroscience Training Program), or a double degree in Urban Planning and Public Affairs (offered with the Department of Urban and Regional Planning) will have courses in these programs included in their focus fields. MPA students may also earn a Certificate in Energy Analysis and Policy (offered with the Gaylord Nelson Institute for Environmental Studies). As only certain courses can be counted for both degrees and only certain courses may be approved for the La Follette School degree, students in joint and dual degree programs should meet early on with the Student Services Coordinator to discuss course plans.

### **3.3 Master of International Public Affairs (MIPA)**

#### *Core requirements*

All MIPA students earn 16 credits by taking the following five foundational courses and one-credit seminar:

- PA 818 Quantitative Tools for Public Policy Analysis
- PA 850 International Policy and Public Management
- PA 880 Microeconomic Policy Analysis
- PA 854 Macroeconomic Policy and International Financial Regulation
- PA 860 Workshop, International Issues, the capstone course taken in the fourth semester
- PA 800 Career Development Seminar (1-credit)

MIPA students earn an additional 9 credits by taking three MIPA policy electives from this list or international policy related courses from other departments.

- PA 856 Trade, Competition, and Governance in a Global Economy
- PA 857 Political Economy of Corruption and Good Governance
- PA 867 Government Finance in Developing Countries
- PA 974 Institutions, Policies, and Politics of International Finance
- PA 974 International Special Topics Courses

MIPA students are also strongly encouraged to build proficiency beyond the core analytical requirements by completing at least two of the following: PA 819 Quantitative Methods for Policy Analysis, PA 881 Benefit-Cost Analysis and/or PA 873 Policy Analysis.

#### *MIPA Electives: Policy Fields and Regional Fields*

MIPA students earn an additional 18 credits with a focus in a chosen regional field—by taking courses offered across the university.

Fields are represented in clusters of courses, which may include an internship, connected by their relevance to a coherent theme. Policy fields develop knowledge in major substantive areas of international public affairs. Regional fields develop broad expertise in a geographic region and may include intermediate-level language courses. Most often courses are taken in departments of Economics, Political Science, and Agricultural and Applied Economics, Population Health as well as in area studies centers and the Schools of Law and Business. However, courses may be drawn from other departments consistent with the student’s interests and plans.

#### *Focus Fields*

Focus fields require review by the Associate Director. Early in the second semester of study, students will be asked to submit a statement of field interest and associated plan for elective coursework to the Associate Director. In cases where MIPA students have a well-developed and coherent policy interest that does not fit into any of the structured policy fields, an individualized policy field plan may be proposed for review by the Associate Director.

Policy focus fields may cluster together courses that explicitly examine international linkages or make comparisons across countries. Examples include international trade, international finance, international and comparative law, international development, and international political economy. Alternatively, policy fields may focus on a policy issue with substantial international content, by clustering together courses that address problems such as the environment, health, crime, or terrorism.

- *International Business and Government*  
Suggested MIPA policy elective: PA 974 Institutions, Policies, and Politics of International Finance and or PA 856
- *International Trade and Finance*  
Suggested MIPA policy elective PA 856: Trade, Competition, and Governance in a Global Economy
- *International Development*  
Suggested MIPA policy elective: Political Economy of Corruption and Good Governance and/or Government Finance in Developing Countries

Regional fields develop broad expertise in a geographic region by clustering together courses, including language courses, across several disciplines, typically emphasizing courses in the social sciences. In building regional fields, MIPA students take advantage of the university’s strong area studies centers:

- African Studies

- East Asian Studies
- European Studies
- Latin American, Caribbean, and Iberian Studies
- Middle Eastern Studies
- Russian, East European, and Central Asian Studies
- South Asian Studies
- Southeast Asian Studies

MIPA students may take up to two language courses at the intermediate to advanced level, for graduate credit toward the MIPA degree. Some elementary language courses are numbered above 300 however, only those language courses at the intermediate to advanced level regardless of course number will be counted toward the MIPA degree. To earn credit, courses must be taken for a grade. MIPA students may earn three credits toward the degree for each four-credit language course.

### **3.4 Accelerated Public Affairs Degrees**

The Accelerated Program, established in 2000, is a unique program of the College of Letters and Science and the Graduate School that allows students during their senior year to enroll in and satisfy undergraduate credit requirements with La Follette School of Public Affairs courses. Normally these courses are not open to undergraduate students—Accelerated Program students are deemed able to meet course expectations and thus have applied and been accepted into the program. Undergraduate departments are urged to count the Public Affairs courses in students' fourth year toward their undergraduate major. Those undergraduate departments designate which courses would be counted accordingly. Eligible undergraduates at the University of Wisconsin—Madison in a variety of fields and disciplines (International Relations, Political Science, and Economics, for example) can receive a Bachelor of Arts or Bachelor of Science degree after four years of study and a Master of Public Affairs or Master of International Public Affairs after a fifth graduate year.

Upon the Accelerated Student's admission to the MPA/MIPA degree program, the graduate courses taken for undergraduate credit will be considered as "transfer courses" (akin to courses some students have taken when starting a graduate program elsewhere) that meet La Follette degree requirements. Six credits of advanced undergraduate work including honors thesis will also be counted toward the 42 credits required for the master's degree. A total of twelve credits of La Follette School courses may be taken as an undergraduate. In their graduate year, students must take at least 16 credits in order to meet the Graduate School requirements for receipt of a Masters degree and meet all other MPA/MIPA degree requirements.

Note that an accelerated student is not a "senior graduate" since students admitted to the Accelerated Program are admitted at the beginning of the senior year and should be more than 6 credits from meeting undergraduate degree credit requirements. Admission to the program later than the beginning of the senior year is not possible.

#### *Application Process for Accelerated Students*

There are two stages of application to the La Follette School for the accelerated program. First an undergraduate with junior status must be accepted into the accelerated program submitting the one page La Follette School application and other materials. Then during their senior year after having been permitted to take the La Follette core courses, they must formally apply and be accepted by the La Follette Graduate Admissions Committee and the UW Graduate School.

Stage 1: Application for admission to the accelerated program must be made directly to the La Follette School after at least five semesters of full-time undergraduate study and no later than March 1st prior to intended admission. Admission requirements to the accelerated degree are as follows:

- Completed application, available from the La Follette School Admissions Office, also can be printed from the La Follette web site.
- Personal statement of purpose
- Resume
- University of Wisconsin–Madison transcript indicating a GPA of 3.6 or higher
- Two letters of recommendation from UW-Madison faculty members who are able to speak to the student’s readiness from graduate course work.
- Expectation of formal application to the La Follette graduate degree program
- Completion of an introductory statistics or calculus course, microeconomics course, American government course for the MPA program and for MIPA applicants, a microeconomics course, a macroeconomics course, a comparative politics or international relations course and the equivalent of 4 semesters of a language other than English. (AP credits do not usually fulfill these requirements.)

Stage 2: During their fourth year or first taking La Follette courses, accelerated students must formally apply to the graduate school by submitting the following information

- An on-line application to the UW Graduate School
- One official transcripts to La Follette School; if accepted, one copy goes to the graduate school
- GRE Optional: GRE scores may be submitted. Occasionally, faculty seeks GRE scores when selecting a project assistant. A student may want to take the GRE to be competitive when applying for project assistantships at La Follette or in other UW departments. The GRE is required for students applying to the Energy Certificate Program at the Nelson Institute of Environmental Studies and to Ph D programs.
- The application to the graduate school should be submitted by January 1<sup>st</sup> for priority consideration, but no later than March 1<sup>st</sup>.

The formal admission decision will be based on an accelerated student’s performance in public affairs and related courses taken during their senior year. Midterm exam information may be used to determine whether an accelerated student will be admitted for the graduate year. Students who do not make satisfactory progress and therefore not accepted into the MPA/MIPA program will retain those public affairs courses on their undergraduate record. All courses count toward the undergraduate’s GPA and do not count toward their graduate year GPA. A new GPA is tracked in the graduate year of the accelerated student’s program.

### **3.5 Dual Degree Program with the Law School**

The La Follette School of Public Affairs and the University of Wisconsin Law School offer a dual degree program leading toward the Master of Public Affairs (MPA) or Master of International Public Affairs (MIPA) and the JD in Law. The dual degree requires completion of 111 academic credits, of which 75 are Law School credits and 36 are La Follette School credits. A dual degree is two degrees, one of which is granted by a Graduate School program, the other by a professional school—in this case the Law School. To receive both degrees, students must satisfy Law School requirements, La Follette School requirements, and Graduate School requirements.

Application for admission to the dual degree program requires separate application and admission to the Law School and the La Follette School of Public Affairs. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Acceptance by one program, even if the applicant declares intent to pursue a dual degree, does not imply acceptance by the other program. Students currently enrolled in the Law School and applying for admission to the La Follette School may submit letters of recommendation submitted to the Law School, but must also submit at least one new letter of recommendation from a member of the Law School faculty.

The MPA or MIPA degree may be started before or after the student's admission to the Law School. A student admitted simultaneously to the Law School and the La Follette School can choose to begin their studies at the Law School or at the La Follette School. The Law School strongly encourages completion of the first year of the JD program on a full-time basis. Only those La Follette School credits earned within a two-year period preceding the date of admission to the Law School and earned within six years prior to the date of the JD degree may be counted towards satisfaction of JD requirements.

Students must meet degree requirements of both programs, but:

- 15 credits from La Follette School foundational courses in which the dual-degree student has achieved an average of B or higher are applied toward the 90-credit degree when the student has met all requirements for the MPA or MIPA degree. Students applying 15 La Follette School credits toward the JD degree may not apply other credits from outside the Law School toward this degree. Thus the total number of Law School credits required for students in the dual-degree program is 75.
- 6 credits from Law School courses included in the 75 Law School credits and in which the dual-degree student has achieved an average of 77 or higher are applied toward the 42-credit MPA or MIPA degree when the student has completed at least 30 credits in the Law School
- The capstone course, PA 869, is required of Dual Degree Law candidates. Thus students must plan their program to include that course in their final year of study towards the MPA/MIPA degree.

#### *La Follette School Degree Requirements for JD-MPA and JD-MIPA Students*

The La Follette School MPA and MIPA degrees require 42 credits, of which:

- 6 credits are applied from Law School courses. Thus the total number of Public Affairs credits required in the dual degree program is 36.
- 21 credits are for La Follette School foundational courses
- 15 credits are for elective courses in the student's chosen concentration field. This consists of a cluster of courses, which may include an internship, connected by their relevance to a coherent theme. For all La Follette School students, including dual-degree students, the concentration field plan must be approved by the Associate Director as appropriate courses for the field. It is not uncommon for dual-degree students to develop a field broadly defined as Law and Policy that includes many courses offered in the Law School. The 15 concentration field course credits must not include credits for courses already in the 75 Law School course credits toward the JD degree.

Dual-degree students receive the JD degree and the MPA or MIPA degree simultaneously. A student who wishes to receive the JD degree but who has not completed all requirements for the MPA or MIPA degree may count only 6 La Follette School credits toward the JD degree.

### **3.6 Double Degree Program with the Department of Urban and Regional Planning**

The La Follette School of Public Affairs and the Department of Urban and Regional Planning offer a double degree program in Planning and Public Affairs, leading toward the Master of Public Affairs or Master of International Public Affairs and the Master of Science in Urban and Regional Planning. The program requires a total of 66 units of graduate credits and normally requires three years of full-time study to complete.

Application for admission must be made separately to both departments. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Acceptance by one program, even if the applicant declares intent to pursue the double degree, does not imply acceptance by the other program. At the time of original application to the Graduate School, applicants may apply for an

“additional major.” At any time during enrollment, students may also request to add the second major. In applying for the second major, currently enrolled students should inquire about the timeline for admission decisions by the second program.

MPA and MIPA degree students must complete all La Follette required foundational courses. Remaining focus field credit requirements for La Follette School degrees are met with courses that may also be counted toward the 45-unit Urban and Regional Planning curriculum.

In general, students in the double degree program are expected to complete core requirements for both programs by the end of their second year of studies. This permits coursework in year three to focus on one of the five Urban and Regional Planning areas of concentration: land use, housing and growth management, economic and fiscal planning, social planning, generalist planning, or resources and environmental planning.

### **3.7 Dual Degree Program MPA and Masters of Public Health**

The Master of Public Affairs and Master of Public Health dual degree program is designed to prepare health policy professionals as policy analysts and public managers in the increasingly important area of health care. Dual degree MPA/MPH students will develop a firm foundation in policy analysis and public management offered by La Follette faculty and a deep substantive knowledge in public health that can only be offered through a program in the School of Medicine and Public Health. The dual degree requires 55 credits by allowing students to reduce the total number of credit hours required for both degrees and takes two academic years and two summers to complete.

Students must concurrently submit separate applications to the Department of Population Health Sciences of the School of Medicine and Public Health and to the La Follette School. Applicants must meet the admissions requirements of both programs and receive a letter of acceptance from each program separately. Departments can send copies of documents to the other department with a student’s permission.

Applicants to the MPA/MPH dual degree apply to La Follette by submitting materials listed in 1.1 and must meet the requirements listed under 1.2 and 1.3.

For the Master of Public Health degree the following materials are required:

- GRE, MCAT, PCAT, LSAT or GMAT taken within 5 years.
- Transcripts from all previous undergraduate and graduate studies
- Public Health experience is highly recommended
- Three academic references
- Statement of purpose
- Applicants whose native language is not English must submit TOEFL results

The deadline for application to the MPH program is June 1st.

MPH Course Prerequisites: One semester of college level mathematics such as algebra (equivalent to UW-Madison, MATH 112) or statistics (STATS 201) One semester of science from the areas of biology, nutritional science, chemistry or physics

### **3.8 Energy Analysis Certificate Program**

The Gaylord Nelson Institute for Environmental Studies offers a Certificate in Environmental Studies that may be completed while working on a La Follette School MPA or MIPA degree. The Energy Analysis and Policy

Certificate Curriculum (EAP) is a 21-credit master's level curriculum available only through specific academic departments, including the La Follette School.

Admission to IES may be made at the time the student applies for admission to the La Follette School. A student may also seek admission to the EAP at any time after admission to the La Follette School by requesting an application from the Nelson Institute for Environmental Studies, 70 Science Hall, 262-0651.

EAP degree requirements are consistent with La Follette School MPA and MIPA degree requirements. Completing EAP requirements does not normally require additional semesters beyond the two years required to complete the MPA or MIPA degree program. Students must complete the foundational and track requirements, where relevant, in the MPA or MIPA curriculum. The 21 core curriculum requirements of the EAP and the Interdisciplinary Project Seminar of the EAP count towards the MPA or the MIPA focus field.

### **3.9 Dual Degree in Neuroscience and Public Affairs**

A dual-degree program culminating in a Ph.D. in Neuroscience and a Master of Public Affairs is available from the La Follette School and the Neuroscience Training Program. Simultaneous admission is required. The program integrates neuroscience and public policy work in all semesters. Application procedures to the MPA program are listed in 1.1 and 1.2. Students should contact the Neuroscience Training Program for their admission requirements at [ntp@mhub.neuroscience.wisc.edu](mailto:ntp@mhub.neuroscience.wisc.edu).

## **4. COURSE ENROLLMENT**

### **4.1 Enrolling for courses in other departments**

In general students enroll in courses across the university by following the instructions on the timetable. Students sometimes need to obtain the instructor's consent to take a course. If consent is required the student contacts the instructor by email, obtains consent and the instructor or student contacts the department staff member who is responsible to enter permission into the computer which allows the student to enroll.

### **4.2 Enrollment in Law School Courses**

To enroll in a Law School course a student should try contacting the professor first. Some Law School faculty members ask that students fill out a form at the Law School and submit the form to the timetable administrator. The Law School contact for enrolling in courses is Jane Ford Bennett at 262-8564, 5106 Law School or [jmford@wisc.edu](mailto:jmford@wisc.edu).

### **4.3 Course Overloads**

Students are generally encouraged to enroll for a maximum of 12 graduate-level credits (master's programs in business allow up to 18; master's programs in social work allow up to 15) during the fall or spring term, and up to 8 graduate-level credits during the eight-week summer session (master's programs in business or social work allow up to 9). The enrollment system and graduate school counts all credits in determining maximum credit loads. An overload request is required if a student wishes to exceed the maximum number of credits allowed as a graduate student. Even though pass/fail courses, audit courses, and 100- or 200-level courses are not considered graduate-level credits, they are counted in the total credit load. An overload request is also required if the number of credits exceeds the span of weeks in any short session during the summer. The overload form can be found online on the La Follette Student page under forms and on the Graduate School website under forms.

To enroll for more than the maximum credit load, complete a Credit Overload Request form, ([info.gradsch.wisc.edu/forms/overload.html](http://info.gradsch.wisc.edu/forms/overload.html)). It must be signed by the Associate Director of La Follette School or

faculty advisor. It will be sent to the Graduate School Office of Admissions and Academic Services, 217 Bascom Hall, 262-2433, for consideration. The Graduate School will look closely at the rationale for the request. If the Graduate School approves the overload, the student is contacted by email and the student then enrolls for the overloading course if approved.

#### **4.4 Pass/Fail**

Pass/fail courses do not count for major or minor course credit, nor are they counted toward the Graduate School's minimum credit requirement or considered in the minimum or maximum credit load per term. For these reasons, very few graduate students choose pass/fail for graduate-level courses (300 and above). Seminars, independent study, and research are not appropriate for pass/fail.

A student can take a course on a pass/fail basis. You must first enroll for the course and then change it to pass/fail by submitting a Pass/Fail Privilege form, [registrar.wisc.edu/forms/student](http://registrar.wisc.edu/forms/student), to the Graduate School for approval. Always consult the Timetable, [registrar.wisc.edu/timetable](http://registrar.wisc.edu/timetable), for instructions and deadlines to select the pass/fail option. The instructor does not know that you are taking the course on a pass/fail basis and therefore reports a letter grade for the course. The Registrar records a grade of #S in place of the instructors' grades of A, AB, B, BC, or C; and a grade of #U in place of D or F grades. Neither the #S nor the #U is computed in the graduate grade-point average.

Please note that the enrollment system counts all credits in determining maximum credit loads. Even though pass/fail courses are not considered graduate-level credits, a Credit Overload Request form, [info.gradsch.wisc.edu/forms/overload.html](http://info.gradsch.wisc.edu/forms/overload.html), is required if your total credit load exceeds the maximum limit per term.

#### **4.5 Auditing Courses**

Audited courses do not count toward graduate credit but does count toward credit total. Please see the Graduate School web site for details. Audits are not free; a course taken for audit costs the same as a course taken for credit. If you are not paying full-time fees, you will be assessed per-credit fees for an audit course. If you enroll for an audit course and do not attend or drop it, you will receive a grade of NR (No Report). To audit a course, you must first obtain the consent of the instructor. Follow the procedures established in the department offering the course. Instructors may limit the number of auditors in a course. Not all courses may be audited. For example, courses that by their nature require participation (seminars, research, laboratory, or performance courses) are not appropriate for auditing.

As an auditor you are expected to attend classes on a regular basis as an observer. You may not take examinations or submit class work. You will receive a final grade of either S (Satisfactory) or NR (No Report). Audited courses carry no degree credits. However, the enrollment system counts all credits in determining maximum credit loads. Even though audit courses are not considered graduate-level credits, an overload form is required if your total credit load exceeds the maximum limit per term. Always consult the Timetable, [registrar.wisc.edu/timetable](http://registrar.wisc.edu/timetable), for essential information and important deadlines.

## **5.0 DEGREE REQUIREMENTS/GUIDELINES**

### **5.1 Adding a Major**

A graduate student may decide during their public affairs studies to earn an additional masters degree such as a Master of Social Work or a Master of Urban and Regional Planning. To do so, a student should submit the form Application for Change of Major/Addition of Major for Currently Enrolled Graduate Student, [info.gradsch.wisc.edu/forms/changemajorform.html](http://info.gradsch.wisc.edu/forms/changemajorform.html), to the Graduate School Office of Admissions and Academic Services, 217 Bascom Hall, 262-2433 and contact the new department for admissions instruction. The new major department may have different requirements concerning admissions (for example, GRE scores or letters of reference).

When a student is pursuing two graduate degrees such as the MPA and MSW, the graduate school allows for 25% of the lower amount of program credits to count toward both programs.

If you are an international student, contact International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044, to discuss the possible effects this change of major could have on your immigration status.

### **5.2 When Degree Requirements Change**

Program requirements for a La Follette School degree may change. A student who is admitted to the La Follette School and who continues without a break in subsequent academic semesters (excluding summer sessions) to earn credit toward a La Follette School degree is expected to complete program requirements in effect in the first semester of enrollment. If degree requirements change while a student is working toward the degree, the student may petition to complete the degree under the new requirements. The Associate Director has the authority to grant or deny the request. Students readmitted to the program must meet program requirements in effect at the time of readmission.

Occasionally a new degree or certificate option may be added. Continuing students should not expect to automatically be eligible to pursue the newly added degree/certificates. Entrance requirements will be set by the Graduate Committee and may require initial program entry.

### **5.3 Academic Credits for Prior Work Experience**

- A maximum of 6 credits may be awarded for relevant work experience prior to admission to the La Follette School.
- To be eligible for work experience credits, students must establish that they have worked continuously and full-time in a professional policy-related position for at least five years.
- Students must petition the Associate Director, in writing, to determine whether such credits will be granted.

### **5.4 Course Transfer Credits**

- A maximum of 9 credits may be transferred and counted towards the La Follette School credit requirements for public affairs courses taken as a graduate student in another graduate program.
- Students must petition the Associate Director, in writing, to determine whether such credits will apply toward the La Follette School degree. The decision will be made based on evidence of graduate level work comparable to that expected in La Follette School courses, the relevance to current public policy, and academic performance in the course.
- Credits awarded for prior graduate work can total no more than 9 credits.

## 6. MAKING SATISFACTORY PROGRESS

Satisfactory progress is required in each semester of study for continuation in the graduate program. Failure to maintain progress may result in program termination, a block on registration and termination of financial assistance. These are minimum requirements.

- B/C is the minimum passing grade in all required courses in both degree programs. Required courses in which grades fall below this minimum requirement must be retaken and may be repeated only once. A grade of C is the minimum grade permitted in any course that counts towards a La Follette School degree.
- Students must maintain a minimum GPA of 3.0 in each semester of study, including the summer term, as well as in all courses at the 300 level and above and any other courses counted toward the degree. Students whose semester GPA falls below this level may be terminated from the program. Students permitted to continue despite a semester GPA below 3.0 are placed on probation and not allowed to enroll in courses until their GPA rises to 3.0 or above; the next fall and spring semester GPA as well as the overall GPA must be above 3.0 in order for the student to be removed from probation. Failure to be removed from probation results in termination from the program.
- A grade of “Incomplete” is considered unsatisfactory if not removed during the next semester in which the student is enrolled. At the discretion of the instructor and with prior notification to the student, an incomplete grade may be changed to a failure after one year. All grades of incomplete must be removed before petitioning for the degree warrant.
- In the case of voluntary student withdrawal from the program, when there has been satisfactory progress toward the degree, readmission within one year will be routine.
- Students leaving the program because of failure to meet the terms of their probation, insufficient GPA, or the accumulation of 9 or more credits of incomplete work must provide the Admissions Committee with compelling reasons for readmission.
- Students who expect not to be enrolled for graduate degree credit in any semester should consult with the Associate Director about their status in the program. The Graduate School requires that a student who does not enroll for even one semester (not including summer) must apply for readmission to graduate study.

## 7. LEAVE OF ABSENCE

Before considering a break in enrollment of one or more terms, a student must contact the Associate Director or the Student Services Coordinator. A student should submit a letter detailing when they plan to return and that they have addressed any course plan concerns. A student should notify the Graduate School of their intention to return so that they can start the reentry process. Applications for reentry can be made only within one year of the term in which you wish to return. International students should check on their visa status with International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044.

If a student takes a leave of absence, they have up to five years from the time of departure to complete the degree. If a student returns within 5 years, graduation requirements must be discussed with the Associate Director in case of changes in the program.

**Military Leave:** Pursuant to the University of Wisconsin’s policy encouraging flexibility with regards to accommodating students serving in the military, the Associate Director will be permitted, with the assent of the relevant instructors, to modify course requirements. In extenuating circumstances, the Associate Director may waive deployed military personnel out of any requirement at issue.

## **8. ADVISING**

### **8.1 General Advising**

The Associate Director serves as faculty advisor to all students in their first year of study. The Associate Director approves all exemptions from program requirements. It is the student's responsibility to ensure that all written approvals of exemptions are in his or her file. Memories of verbal approval may not be honored.

Students are encouraged to meet with other faculty at any time during their program of study to discuss particular career interests or course options. Faculty advisors may help students make strategic decisions about career specialization, including decisions about course selection in their focus fields. Faculty are not expected to certify whether students are making satisfactory progress towards their degree or to monitor whether courses meet program requirements. This is the responsibility of the Student Services Coordinator. The Associate Director and Student Services Coordinator will continue to advise all students as needed. The Student Services Coordinator monitors students' progress in their degree program.

### **8.2 Student Services Coordinator Advising**

The Student Services Coordinator is available to answer questions regarding academic guidelines, graduate school guidelines, satisfactory progress, degree fulfillment requirements, application to joint degree programs, adding a major, course availability, course selection, hiring tutors, graduation requirements, special testing accommodations, and other general information. Students are strongly encouraged to also meet with faculty advisors regarding course selection to meet their specific interests.

### **8.3 Faculty Advisors**

The Student Services Coordinator assigns advisors to students based on substantive interests indicated in the focus field statement and attempting to ensure a fair distribution of advising responsibilities among faculty starting in early November. Students may request a specific advisor.

### **8.4 Focus Field Statement**

During the second semester of study, students will be asked to submit to the Associate Director a statement of focus field interest and associated plan for elective coursework. Creating a focus field is a tool for the students to communicate their interests and course plans.

## **9. CAREER DEVELOPMENT SERVICES**

The La Follette School Career Development Office plays a key role in helping students secure high-quality internships after the first year of study and in helping find employment as students near completion of their degree. Students can access the services and resources of the Career Development Office in a number of ways. Career development information is found on the La Follette School website (<http://www.lafollette.wisc.edu/careerdevelopment.html>). Students will also receive a weekly E-Update email, announcing news, events, job and internship opportunities. Students are expected to read the update and check the website in order to be aware of agency visits and other important events.

The Career Development Office is located on the second floor of the La Follette School in room 212. Students should make appointments with the Career Development Coordinator. Walk-in advising for quick questions will also be available during posted times. Students may also e-mail the Career Development Office at [careerdevelopment@lafollette.wisc.edu](mailto:careerdevelopment@lafollette.wisc.edu) with questions.

## 9.1 Professional Development Series

During the first semester of study, all students must take a one-credit course that covers essential skills students must have in order to be successful in graduate school and in their career. Accelerated students also enroll in this course during their first semester in the accelerated program. Students in dual and joint degree programs are also expected to enroll in their first semester of graduate work. This mandatory course includes sessions on resumes and cover letters, professional memo writing, presentations, and interviewing tips. As a part of this professional development program, leaders in the public, private, and non-profit sectors visit the La Follette School to talk about their work.

## 9.2 Internship and Job Search Assistance

Current job and internship opportunities will be posted each week to the La Follette website: <http://www.lafollette.wisc.edu/careerdevelopment/joblistings.html>. Students are also encouraged to share with the Career Development Office any information they come across about internships and jobs that might be of interest to other students. The Career Development office can assist students with various aspects of the job search, including cover-letter writing, resume development, and interviewing techniques.

## 9.3 Employer Relations

La Follette hosts information and recruitment sessions with a variety of employers throughout the year. We will work to schedule these sessions to accommodate student schedules and we will provide you with enough notice to plan accordingly. **NOTE:** Employer information sessions and career events will be announced in the weekly E-Update Newsletter. **REMEMBER,** it is important to continue your own search for opportunities beyond these sessions and events. Career Development can assist you in identifying web based sources and other materials that may be of help in your own search. Students are also urged to look at other schools and departments on campus to identify additional recruitment opportunities that might be useful and to share that information with fellow students.

## 9.4 Alumni Connections

An excellent resource for internships and jobs are La Follette School alumni. Students will have opportunities to meet and work with alumni during their program of study. The La Follette School has established an Alumni Network, comprised of graduates who have expressed a special interest in working with La Follette School students. The Career Development Office can put students in touch with these professionals.

## 9.5 Business Cards

Through LSSA (La Follette School Student Association), students can receive business cards for a nominal charge. Business cards will include the La Follette School logo of the building, students' program name and any specialization field if necessary, name and contact information. The funds will benefit the La Follette School Student Association (LSSA).

## 10. INTERNSHIPS

Students are encouraged though not required to obtain professional policy-related work experience during the course of their degree program. This experience may be in the public, non-profit, or for-profit sectors and may be paid or unpaid. As described below, students may receive up to 3 graduate course credits by enrolling in Public Affairs 827. Enrollment for course credit may be during the academic year or summer terms.

Internships are expected to give students the opportunity to apply skills and insights gained in their academic course work to the issues and projects on which they work in the internship. Students are expected to actively search for internships in areas of interest with the assistance of the Career Development Office. Students must submit a proposal for receiving internship credit for approval by the Career Development Coordinator.

### **10.1 Finding an Internship**

The search for appropriate internships involves effort on the part of students, Career Development Office and faculty. Students perform research to identify opportunities of special interest; The Career Development Coordinator advises students about desirable opportunities and assists them in preparing to pursue these opportunities; and faculty suggest agencies in which opportunities are known to exist. The Career Development Coordinator and faculty initiate contacts with organizations on behalf of La Follette School students interested in internships and are regularly contacted by agencies and other employers offering internships.

#### *Accepting an Internship*

Upon receiving an internship offer, students who wish to receive internship credit must discuss this with the Career Development Coordinator. Once the Career Development Coordinator is confident that an internship will provide valuable professional experiences that are relevant to the student's program and career aspirations, she requests from the employing agency a letter of agreement for the internship. In addition, students must provide the Career Development Coordinator with position or project descriptions, as relevant. Students assume responsibility for any travel and housing arrangements associated with an internship that requires relocation.

#### *Internship Credit*

Approval of the Associate Director is required for enrollment in PA 827 for credit. Requirements of that course can be found on the web at <http://www.lafollette.wisc.edu/Courses/PA827>. The Associate Director sends to enrolled students specific requirements and deadlines for the appropriate semester. Students may enroll for 1 to 3 credits in any given semester, but only a maximum of 3 internship credits will be counted towards the La Follette School degree.

Students holding summer internships for academic credit must work at least 40 hours per week for a minimum of eight weeks. For accredited internships in the fall or spring semester, minimum hours of work are determined in consultation with the Career Development Coordinator and placement supervisor.

#### *Organizational Setting*

Students hold internships at all levels of government, in non-profit agencies, and in the private sector. In addition, La Follette School students have interned throughout the United States, as well as overseas. Students are encouraged to seek internship experiences in any organization that offers significant experience in a government policy or program. Internships in partisan organizations are discouraged, however.

#### *Internship Supervision*

Internships are approved for credit when the student, the employing agency, the Career Development Coordinator, and the Associate Director have signed a formal written agreement that sets forth the details of the experience, including a detailed job description, the tasks to which the intern will be assigned, hours of work, and length of the internship. The agency will complete an evaluation of the intern's performance and provide it to Career Development Office. The evaluation will be used to advise students.

## *Performance Expectations*

Internships are professional placements in which students are expected to act professionally and meet expectations of the employing agency. Although these placements may be contracted on a semester or summer basis, students must be aware that the agency may request, as would any employer, termination for unsatisfactory performance. Internship credit may also be withheld if the Associate Director upon consultation with the Career Development Coordinator deems the student's work for the placement to be unsatisfactory.

### **10.2 Academic Credits for an Internship (PA827)**

Students may receive up to 3 credits for an internship. The Associate Director must approve internships for internship credit. Students receiving 6 credits for prior work experience are not eligible for internship credit although encouraged to seek non-credit placements for the career experience. That is, a maximum of 6 credits is given for a combination of prior work experience and internship during the program of study. Students receiving La Follette Fellowships may not receive credit for paid internships during the time they are receiving fellowship monies. Students working as a La Follette Project Assistant may not simultaneously hold an internship.

PA 827 is offered in the fall, spring, and summer. To receive credit for an approved internship, students must enroll in PA 827 Administrative Internship in the semester in which their internship work qualifies for academic credit. When holding a two-term internship, students are expected to enroll in PA 827 during their second term of employment.

PA 827 is graded on a satisfactory/unsatisfactory basis. At the conclusion of the internship, students must submit a paper describing the internship experience and relating theory to practice. The paper must include a short (approximately 250-word) summary for public viewing on the La Follette School website. Students should discuss with the Associate Director the requirements of the paper before the internship begins. As the La Follette School must record a grade at the end of the fall or spring semester, or summer session, an "Incomplete" will be on a student's record until receipt of that paper. The paper is reviewed by faculty and provides important information on the professional accomplishments of the student and the nature of the internship. The report also provides the La Follette School with information that helps determine whether or not to use a particular office for placement in the future.

#### *Criteria Used for Academic Credit Approval*

Approval of a position for academic credit is based on a number of criteria: the student's satisfactory academic progress, type of agency, hours of work, project and tasks performed in the position as specified in an agreement with the supervisor, and the relationship of the internship to the student's degree program and field.

Many agencies and organizations advertise "internship" positions. Students are encouraged to explore these opportunities but to be aware that such positions may or may not meet the La Follette School requirements for internship credit. Awarding credit for work is entirely a La Follette School decision. Such credit may be given to positions not labeled "internships" by the employing organization, and credit may be denied to positions that are labeled "internships."

Requests for internship credit on a retroactive basis are approved only under exceptional circumstances. When retroactive credit is approved, some substantial new independent work must be performed during the semester in which the credit is earned, in addition to the regularly required internship paper. This may involve presentations in seminars or brown bag discussions or additional research on a topic related to the internship.

### **10.3 La Follette Summer Internship Support**

La Follette Summer Internship Support encourages students to strengthen their career preparedness and broaden their placement opportunities by actively seeking rewarding and prestigious internships in federal government agencies, international organizations, or national offices of non-governmental organizations, when these internships offer little or no salary compensation. The support is intended to defray some part of the higher costs of investing in these sorts of internship experiences in Washington, D.C., New York City, other major centers in the United States, and foreign countries. Summer Internship Support is limited in number. We encourage students to invest in the most suitable internship experience to advance their career goals even if not selected for internship support.

Students are expected to search widely for internships. This search should include regular perusal of the internship resources available on the Career Development Web Site. Agencies and organizations that have accepted La Follette School summer interns in past years can be found:  
<http://www.lafollette.wisc.edu/careerdevelopment/internships.html>

#### *Tuition Fees and Stipend*

Students with approved summer internships earn academic credits by registering for PA 827 (Administrative Internship). Summer Internship Support is provided in order to help meet expenses beyond those involved in obtaining summer course credit. Interns receiving no salary compensation and those whose internships require additional travel and living expenses are given priority for summer internship support. The availability of funds and the number of applicants for these funds determine the size of awards to individual students. Thus, students should not condition internship acceptance on stipend availability. Awards are generally made in early May; students who require an earlier decision should meet with the Career Development Coordinator.

#### *Eligibility and Application*

Students are eligible for Summer Internship Support in the summer between their first and second year of study in the MPA or MIPA program. A call for application for Internship Support will be made by email to all students. Students are responsible for submitting on time the necessary information required for consideration. In evaluating applications for internship awards, the Selection Committee takes into account academic performance and career development focus as well as the nature of internships (including location and compensation) for which the student has applied. The latter is evidenced by timely submission, careful resume preparation, suitable cover letters, and strong internship search effort. To receive internship support students must enroll in PA 827; the internship must satisfy the requirements for credit receipt.

#### *Application Procedures*

Some of the most interesting and competitive summer internships have application deadlines in November; to encourage students to actively search and conscientiously prepare applications for internships, the first deadline for Summer Internship Support applications is in April. After this date, applications are accepted, considered, and awarded on a rolling basis until funds are exhausted. Internship applicants may also be listed as alternates. Internship support applications are available at the Career Development Office, and applicants are encouraged to discuss their application with the Career Development Coordinator before submitting it.

## **11. GRADUATION**

### **11.1 Petitioning for the Degree**

Upon completion of all degree requirements, students must petition the Student Services Coordinator for their degree by putting in writing their intention to graduate as required by UW Graduate School policy. Students can email student services directly or drop off the statement at the business office. Prior to petitioning for the degree, students are encouraged to contact the Student Services Coordinator within the first four weeks of their final semester of coursework to verify that all requirements have been met.

### **11.2 Clara Penniman Award**

The Clara Penniman Award recognizes a La Follette School graduating student for an outstanding paper in public affairs. In spring, a call is sent out to La Follette School faculty members asking for nominations of student papers written during the student's graduate career for consideration and decision by the Graduate Committee. The award is presented at graduation, but may be won for a paper completed during a student's first year in the graduate degree program. The paper may be jointly written by students in the graduating class. Names of Clara Penniman Award winners are engraved on a plaque displayed on the first floor of the La Follette School. The award was established in 1984 in her honor when Professor Clara Penniman retired from the UW Political Science Department. Professor Penniman had a distinguished career of service and teaching at the University, including Director of the Center for the Study of Public Policy and Administration, a center that later developed into the La Follette School of Public Affairs in part because of her long-term advocacy for a public policy institute separate from any single department or discipline. As a teacher and scholar, Clara was most known for her work in tax administration, serving for a period of time in the Wisconsin Department of Revenue, an illustration of the link between academic work and public policy implementation.

While faculty generally nominates student papers, students are encouraged to bring to the attention of the Associate Director papers that they feel are eligible for the award. The supervising faculty member must write a supporting letter. The award may be awarded for a paper that is jointly written by up to two graduating students.

### **11.3 Directors' Book Award**

The Director's Book Award was established upon the end of Professor Robert Haveman's term as Director of the then La Follette Institute of Public Affairs (1988-1991) to be awarded to the student in each year's graduating class with the most outstanding academic record not only in terms of academic performance in his or her public affairs program, but also as a thinker and writer in public policy. The award is presented at the La Follette School's graduation program.

## **12. APPEAL PROCEDURES**

All academic appeals must be submitted in writing to the Associate Director. Appeals must explain the basis of the appeal and provide information and, if necessary, documentation supporting the appeal. The Associate Director is responsible for administration of appeals, including forwarding them to appropriate appeals bodies and notifying students of outcomes. If the Associate Director, in consultation with the Director, rules that an appeal is entirely without merit, he or she may deny the appeal without forwarding it to an appeals body.

Applicants may appeal decisions on admissions and readmission directly to the Associate Director of La Follette School, who is responsible with the Director for reviewing the decision in consultation with the Admissions and Fellowship Committee. Applicants may appeal decisions about fellowship awards to the Associate Director.

Students may appeal to the Associate Director regarding program and credit decisions. This includes decisions on completing foundational, track, and field requirements; decisions on transfer, experience, and internship credits; and decisions affecting joint programs.

### **13. THE LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS OFFICE BUILDING**

The La Follette School first floor offices open at 7:45 a.m. and close for the day at 4:30 p.m.

Anyone in the building after 4:30 p.m. on weekdays must keep outside doors locked. While students in the building are permitted to remain after those hours, the building is to be vacated by 6 p.m. When classes meet in the late afternoon or evenings, students and the instructor should ensure that outside doors are locked when they leave immediately following the class. Students remaining after hours may be asked by University Security, who checks the building regularly, for a valid authorization pass.

#### *Keys*

- Generally, students are not issued keys to La Follette School offices. Faculty, who do not share an office with another professor, may request that project assistants assigned to them be given keys to the faculty member's office. The request must come from the faculty member in writing or e-mail to the Department Administrator. The request must include the name of the student, the office for which a key is requested, and the period of time for which the key should be issued. The student must adhere to building access hours.
- Students authorized to have La Follette School keys must fill out the appropriate forms and pay a deposit of \$20 before receiving keys. They will be required to provide campus and home addresses and to talk to the Department Administrator about building security procedures and responsibilities. Students must return keys at the end of the authorized period. They are responsible for lost keys and will be charged \$75 for each key not returned. Failure to return keys may delay degree award. In addition, a hold may be placed on their transcript.
- Students are required to return all keys issued under one request before a new set of keys authorized by another faculty member can be issued.
- Project assistants and faculty must not lend keys to other individuals. The person to whom the key was originally issued will be held responsible for the keys until returned. Lending keys to other individuals will result in withdrawal of authorization for the original key holder.

#### *Fax Machine*

- A fax machine is available in the main office for receiving school-related messages (608-265-3233). It is also available to continuing students to send faxes to prospective employers within the United States.
- A phone for making campus and local calls is available in the student lounge on the lower level. Dial only the last five digits for a number on campus or within the state Centrex system; dial 9 first for a local call off campus.

#### *Student Lounge*

The student lounge, located on the lower level, is a place where students are free to interact, socialize, and use the computers. It is important for students to understand the purpose of the student lounge and recognize that the lounge may not be especially conducive to quiet studying. Students may enter from the first floor and exit from the lounge door. Hours are 8 am to 6 pm.

Computer policy, including access to and charges for printing, are posted in the La Follette student lounge.

### *After-Hours Building Use*

No keys will be issued for after-hours use. Students must arrive before 4:30 p.m. to have access afterhours. Students must agree to accept after-hours responsibilities, including ensuring that the door remains locked and blinds closed after 4:30 p.m. and the building vacated by 6 p.m. In addition, the last person in the Student Lounge is responsible for turning off lights, computers, and the coffee maker. Students must follow this Student Lounge after-hours policy or risk losing the privilege for all students. At the beginning of each year, the lounge is supplied with safety information, such as UW-Madison Safe Ride/Walk program and a First Aid Kit.

### *Overnight Building Use*

Staying overnight at the La Follette School is prohibited. The lounge is officially closed at 6 p.m.

### *Conference Room*

The conference room, located on the first floor, must be reserved in advance for student group meetings. Requests should be sent by email to [mainoffice@lafollette.wisc.edu](mailto:mainoffice@lafollette.wisc.edu). The student will get a response to the request by email. The conference room is used for seminars, faculty and staff meetings, research group meetings, interviews and other such meetings, so the ability to accommodate student reservations will be depend on the availability of the room. The conference room cannot be used after hours except for classes or unless otherwise arranged.

### *Student, Faculty, and Staff Communication*

- Announcements, messages, and other information from faculty and staff will usually be distributed via e-mail, but students also have designated mailboxes in the student lounge. Both e-mail and the mailboxes in the building should be checked on a regular basis. Messages are also posted on the bulletin board inside the front door on the first floor.
- Faculty and staff will email students using the email registered at MyUW (the address ending in wisc.edu.) Students are responsible for making sure that address is current. A different email address cannot be honored except under very unusual circumstances.
- Students must notify the Student Services Program Assistant of changes in student status, address, or phone number.
- Job announcements and job search materials are available from the Career Development Office.
- The Outreach Director provides periodic news announcements of outreach activities in which students may participate.

### *Food and Beverages*

A refrigerator, microwave, coffee maker, and soda vending machine are available on the lower level and may be used by students. Food that is left longer than 72 hours may be thrown out without notice. Students are responsible for cleaning the appliances. Students are not permitted to take paper plates and silverware from the conference room for personal use.

## **14. REVISION OF POLICIES AND PROCEDURES**

The La Follette School Graduate Committee has authority to promulgate, amend, and revise these policies and procedures.

## 15. RESOURCES FOR GRADUATE STUDENTS

### **Academic Calendar**

<http://www.secfac.wisc.edu/acadcal/ChooseSemester.asp>

### **Bus System: Madison Metro**

<http://www.ci.madison.wi.us/metro/Schedules/RoutesSchedules/RoutesSchedules.htm>

### **Counseling Services**

<http://www.uhs.wisc.edu/home>

### **Computing at the UW-Madison: Offers free computer courses to students**

<http://www.doit.wisc.edu/>

### **Fellowship Guidelines**

<http://info.gradsch.wisc.edu/admin/fellowships/guidebook/2007/aofelig.html>

### **Financial Services for Graduate and Law Students**

<http://www.finaid.wisc.edu/gradlaw.html>

[martina.diaz@finaid.wisc.edu](mailto:martina.diaz@finaid.wisc.edu) (Martina Diaz, Financial Aid Counselor)

### **Graduate School Information**

<http://www.wisc.edu/grad/>

### **Graduate School Academic Guidelines and Forms (comprehensive guide)**

<http://www.wisc.edu/grad/guidelines/glossindex.html#136>

### **International Student Services**

<http://www.intstudents.wisc.edu/>

### **McBurney Disability Resource Center (support services to students with disabilities)**

[www.mcburney.wisc.edu](http://www.mcburney.wisc.edu)

### **Multicultural Student Center**

<http://msc.wisc.edu/msc/>

### **Registrar's Office (timetable found here)**

<http://registrar.wisc.edu/students>

### **Safe Ride**

<http://www2.fpm.wisc.edu/trans/Safe> (Information posted in Std lounge at beginning of semester)

### **Statistics Tutoring**

<http://www.stat.wisc.edu/Department/Undergrad/tutoriallab.html>

### **Tutoring: Greater University Tutoring Service (GUTS) Economics**

[http://guts.studentorg.wisc.edu/frontpage\\_tutorbysubject\\_economics.htm](http://guts.studentorg.wisc.edu/frontpage_tutorbysubject_economics.htm)

### **UW Job Center**

<http://jobcenter.wisc.edu/>