HANDBOOK FOR GRADUATE STUDENTS IN URBAN AFFAIRS AND PUBLIC POLICY

The Graduate School
Loyola University Chicago

2015-2016
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I. GENERAL INFORMATION

Introduction to the Handbook

On behalf of the Masters of Urban Affairs and Public Policy (MUAPP) Program and The Graduate School, welcome to Loyola University Chicago. This Handbook provides a guide to graduate student life in Chicago and MUAPP Program policies for all incoming students. We have done our best to verify all the information included in the Handbook. We look forward to fostering a successful learning environment with you.

Sincerely,

Dr. Annette Steinacker
Director, Masters of Urban Affairs and Public Policy Program

About Loyola

Loyola University Chicago was founded in 1870 by the Society of Jesus (Jesuits). The university patron saint and namesake is St. Ignatius Loyola (1491-1556), the founder of the Society of Jesus, which today is the largest religious order in the Roman Catholic Church. Loyola University Chicago is one of the largest of the 28 Jesuit universities and colleges in the United States. Loyola has four campuses, three in the greater Chicago area: Water Tower (off North Michigan Avenue in Downtown Chicago); Lake Shore (on Chicago's North Side in Rogers Park); and the Medical Center (in west suburban Maywood), plus the Rome Center of Liberal Arts in Italy. Loyola's nine schools and colleges include: arts and sciences, business administration, education, graduate studies, law, medicine, nursing, social work, and adult and lifelong learning.

Overview:

- Loyola offers a total of 213 programs of study—71 undergraduate, 85 Master’s, 31 doctoral and 26 professional programs.
- There are approximately 15,951 students (about 9,747 undergraduates and 6,204 graduate students) from 50 states and at least 74 foreign countries that attend Loyola University Chicago.
- Approximately 65% of students at Loyola are women
- About 25%-41% identify as minorities
Department Office and Personnel

Director
Dr. Annette Steinacker
425 Granada
773-508-8639

Program Coordinator
Mr. Isaac Reichman
427 Granada
773-508-2008

The offices for the Master in Urban Affairs and Public Policy Program are located on the fourth floor of the Granada Center on the Lake Shore Campus. The MUAPP Department can be reached by telephone at (773) 508-3404, or by post at:

Master of Urban Affairs and Public Policy Program
Granada Center/Graduate School
Loyola University Chicago
1032 West Sheridan Road
Chicago, IL 60660

The MUAPP Department maintains a Web site at www.luc.edu/gradschool/mppmaua.shtml.

Graduate School Office

The main office of The Graduate School is on the fourth floor of the Granada Center on the Lake Shore Campus. The phone number for The Graduate School is (773) 508-3396. Dr. Patricia Mooney-Melvin, Associate Dean, and Jessica Horowitz, Assistant Dean, are your primary contacts for inquiries.

The Graduate School maintains a Web site at www.luc.edu/gradschool/index.html. Also, you can visit The Graduate School New Admits page to review information that pertains to all Graduate School newly admitted students, including Fall Orientation with other graduate students, at http://www.luc.edu/gpem/tgsadmit.shtml or http://www.luc.edu/gpem/generaladmitinfo.shtml.

Student Advising

The main adviser for all students is the Program Director, Dr. Annette Steinacker. You are expected to confer with her regularly regarding your course of study. You are encouraged to meet with the Director at other times as well to discuss your progress in the program and your future plans. Dr. Meghan Condon runs the Internship program and class. She provides advising on internship searches, job searches, and additional career advising.

Student ID Cards

Student ID cards, giving access to library borrowing and other privileges, are available from the Campus Card Office, Sullivan Center, Room 117.
Computer Services

The University maintains several Computer Centers which are available for your use in Sullivan Center and Information Commons on Lake Shore Campus, and at 25 E. Pearson on Water Tower Campus.

An account on the student email system is created automatically for each new student. All university related communications go to this email address. **It is therefore crucial that you check your Loyola e-mailbox on a regular basis, or have your e-mail forwarded** to an account you check regularly. If you find that you are not receiving regular and frequent communication from the Department, please contact the Program Officer.

Graduate School and Program Information

The MUAPP Program Officer distributes a weekly email to current students providing information on upcoming events, internship opportunities, fellowship deadlines, and other relevant information. In addition, The Graduate School sends a weekly email flyer called, Graduate School Announcements. It is normally sent on Mondays and contains upcoming deadlines, on-campus events, and employment opportunities, among other helpful information.

Housing

Most graduate students choose to find their own off-campus apartments using the ads in the Chicago Reader, the Chicago Tribune and Chicago Sun-Times, and other publicly available sources. You can also refer to Loyola’s Department of Residence Life for additional information on graduate housing, current rates, apartment-finding, and other roommate-finding services at [http://luc.edu/oip/housing.shtml#2](http://luc.edu/oip/housing.shtml#2). Accommodations for On-Campus Graduate Housing at Loyola are located on the Water Tower Campus in the Raymond C. Baumhart, SJ Residential Hall (or Baumhart Hall as it is commonly known). The 20-floor building is an apartment-style hall and includes two bathrooms, a common living area, a kitchen with stovetop oven, dishwasher, full refrigerator, and modular furniture. Additional details for Baumhart Hall are available online at [http://www.luc.edu/reslife/halls/baumhart](http://www.luc.edu/reslife/halls/baumhart).

Loyola University Chicago does not provide an apartment finding services. Below is a list of Web links to resources that specialize in advertising places to rent or sub-lease:

- The Apartment People, The Apartment Guide, MyApartmentMap, Chicago Apartment Finders, PadMapper, Domu™ - Chicago Apartments are free resources
- The Chicago Reader, a weekly newspaper distributed at no charge throughout the city and suburbs
- Apartment Ratings, apartment reviews by real people
- MyCheapApartment, search for good rates on apartments
- Apartment List, the world's first apartment-matching engine
Transportation and Parking

There are several options for commuting to campus. Most courses for the MUAPP Program are taught at the Lakeshore Campus (LSC), in late afternoon (4:15-6:45 pm) and evening (7:00–9:30 pm). The CTA operates both the bus and train systems, which costs $2.25 per trip on the train and $2.00 per trip on the bus. The LSC is easily accessible from the Red Line of the 'EL' train system, using the Loyola stop. The CTA U-Pass is available to all full-time enrolled graduate students, which offers unlimited riding aboard CTA trains and buses. The U-Pass fee is $135 per semester for Graduate students. For more information, such as pass activation dates, go to http://www.luc.edu/upass.

Several CTA buses ((#s 147, 148, 151, and 155) also have stops near Lake Shore Campus. Additional transit information can be found at http://www.transitchicago.com.

If you drive to campus, the main parking structures are accessible from Sheridan Road. Most students pay the daily parking rate, currently $5.00 per day, cash or credit accepted, at P-2, or Fordham Hall (6455 N. Sheridan Road), and $7.00 per day, cash or credit accepted, at P-1 Parking Structure (1110 W. Sheridan Rd.), as of January 2013. Annual parking stickers are available from the Parking Office, located in the P-1 Parking Structure on Lake Shore Campus. For current hours, call the Parking Office at 773-508-7036. At peak class times, available parking in the Loyola garages can be scarce. Street parking in the community immediately surrounding campus is scarce. It is also restricted to residents during certain hours, so be sure to read the signs carefully to avoid being ticketed by the police. Parking is also available near the Water Tower Campus, although it is more expensive. You can have your parking stub stamped at the information desk at the 25 E. Pearson building to receive a modest discount.

Further information on parking is available at http://www.luc.edu/parking.

The University runs an inter-campus shuttle bus service between the Lake Shore Campus (LSC) and the Water Tower Campus (WTC) during the fall and spring semesters. The shuttle runs a continuous loop between LSC and WTC Monday through Friday starting at 7:00 am from the Lake Shore Campus and 7:30 am from Water Tower Campus. The last shuttle bus of the day is scheduled to arrive at the Lake Shore Campus at 11:00 pm. Buses typically leave every 20 minutes from the south end of Halas Field on LSC (by Cuneo Hall) to 25 E. Pearson St. on WTC. There is no shuttle service on Saturday or Sunday. Most of the time, the shuttles will be able to make the trip between the two lakeside campuses within less than a half hour, but during peak periods or inclement weather the trip may take longer. Because shuttle service is included in your student fees, and additionally subsidized by the university, there is no per-ride cost, and no limit on the number of rides per semester.

For information on the shuttle, see http://www.luc.edu/transportation/shuttlebus.shtml.

Medical Immunization Requirement

Illinois state law requires proof of certain immunizations for students in most situations. The policy and contact information are available at the Office of Medical Immunization Records:
http://www.luc.edu/wellness/tools/immunizations. It is important that you read this information carefully as registration for future terms will be blocked if you are not in compliance.

II. PROCEDURES AND REGULATIONS

Graduate School Status

Students are admitted to The Graduate School of Loyola University in order to study Urban Affairs or Public Policy. Students must follow all the procedures and guidelines established by The Graduate School and MUAPP Program for such matters as registration, receiving payment of stipends, ensuring full-time status in terms of graduate study, meeting graduation deadlines, etc. Please do not ignore notices, requests or memos issued by The Graduate School and be sure that you are in compliance with Graduate School procedures.

Course Loads

Full-time students normally complete their respective degree program in two years. A full-time student will usually take three courses per semester. Part-time students generally take two courses per semester, and complete their program in three years. Course loads for part-time students are worked out on an individual basis in consultation with the Program Director.

All required courses are offered in the late afternoon or evening. Some electives are offered by other departments and may be offered only during daytime hours. All required courses are taught at the Lake Shore Campus. Electives in several of the professional schools, such as Social Work or Education, are taught at the Water Tower Campus.

Transfer Credits

It is ordinarily expected that all work for the Master’s degree will be completed at Loyola. However, up to six hours of credit with a grade of B or higher from another graduate program in may be counted toward the degree. The classes must be approved by the MUAPP Program Director and have been taken within five years of enrolling in the MUAPP Program. An official transcript showing the course grades must be provided to the Program Director. On occasion a copy of the course syllabus will also be required to determine comparability to Loyola courses. Final approval of all transfer credits will be done by the Associate Dean of The Graduate School.

Academic Calendar

Students should check The Graduate School Key Dates and Deadlines calendar for information on the start of classes for each semester, deadlines to drop a class, last day to withdraw from a class, open registration time periods, and submission (now done electronically) for a December
or May degree conferral. More information can be found at http://www.luc.edu/gradschool/key_dates.shtml.

Registration Procedures

Both new and continuing students must first consult their faculty advisor and MUAPP Program Director prior to registration every semester. Registration for spring semester typically occurs on November 1, while registration for fall semester begins in mid-April. About two weeks before a semester registration opens, the MUAPP Program Director will provide information for course requirements and recommendations to all first and second year MUAPP students.

The procedure for registration is to first review the possible courses listed and anything else you might find of interest in LOCUS (make sure you have checked the correct Fall/Spring semester year when you browse). Next, you will send an e-mail to the MUAPP Program Director with your course selections for approval and schedule an advising appointment. After approval, you send an email with your course selections to the MUAPP Program Director. The Program Officer will complete your registration process.

It is your responsibility to check LOCUS to verify your registration each semester. Students must maintain continual registration throughout their years in the program or risk having to apply for reinstatement and pay both a penalty and back fees.

If a student is not able to take classes in a fall or spring semester, s/he may apply for a leave of absence from the MUAPP Program. If your leave of absence is approved, you will need to notify both your department and The Graduate School when you return so that you can be returned to active status. For additional information about taking a leave of absence, see that section below in the Handbook.

Grades

The grading system used in The Graduate School is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>A−</td>
<td>3.67</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>WF</td>
<td>Withdrawal, Failure</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>B−</td>
<td>2.67</td>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For further information on Loyola’s grading policy, consult The Graduate School’s “Academic Policies FAQ” at http://www.luc.edu/gradschool/academics_policies.shtml.
Students should be aware that a final GPA of at least a 3.0 or a “B” average is necessary to graduate. Any course where the student receives a grade below a 2.00 or a “C” will not count toward credits earned in the program.

Failure to maintain a cumulative GPA of at least a 3.0 or a “B” average in any semester will result in the student being placed on academic probation. The student then has two semesters to raise the GPA to at least a 3.0 or they will be dismissed from the program.

**Dropping a Class – Withdrawal**

Students who do withdraw from a course after registration must first consult with the MUAPP Program Director before dropping the class. **Students are responsible for officially withdrawing themselves from classes through LOCUS.**

If a student withdraws from a course before the published withdrawal deadline, his/her transcript will show no record of the course. If s/he withdraws after the withdrawal deadline, but before the WF deadline, his/her transcript will show a W for the course. If a student withdraws after the University’s WF deadline, s/he will receive a WF for the course. The WF is a penalty grade, and is figured into students’ GPAs.

Students should check the academic calendar for key dates and deadlines on withdrawing for full or partial refunds (e.g., tuition charges of 50% or 100%), and with a W or F grade at [http://www.luc.edu/gradschool/key_dates.shtml](http://www.luc.edu/gradschool/key_dates.shtml).

**Incomplete Grades**

An Incomplete grade is rarely offered in the MUAPP classes. Making up an incomplete course often proves harder than students expect, particularly if much time has elapsed since the end of the course. This grade is not assigned automatically; rather, it is up to the student to work out with the instructor a plan, including a deadline, for completing the work for the course. Incompletes must be finished the semester after the course was taken.

Please read the Incomplete Grade policy on The Graduate School web page at [http://www.luc.edu/gradschool/academics_policies.shtml#grades1](http://www.luc.edu/gradschool/academics_policies.shtml#grades1). **No more than one I can be requested in a semester, unless there are extenuating circumstances (e.g., a serious illness).**

**Change of Degree Program**

Students can change between the Urban Affairs and Public Policy degrees relatively easily in their first year. If students are interested in doing so, they must consult with the Program Director to verify that they will have the appropriate classes to graduate. Students then submit the Change
of Degree form and a short statement of their reason to the Program Director. Final approval is granted by the Associate Dean of the Graduate School.

**Leave of Absence**

Official leaves of absence are intended for students who wish to discontinue temporarily their graduate studies due to special circumstances (e.g., medical, personal, or professional reasons). A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave. A student requesting a leave must complete a Leave of Absence form (http://www.luc.edu/media/lucedu/gradschool/forms/leaveofabsence.pdf) and contact the MUAPP Program Director, who then makes a recommendation on the student’s behalf to The Graduate School. Decisions regarding the approval of leaves of absence rest with The Graduate School.

Leaves of absence may be requested for a semester or for a full academic year. Summer does not count as part of continuing enrollment. **In order to be reinstated to active status, the student must notify The Graduate School in writing upon returning from a leave.** Unless the student is granted a renewal of a leave, he or she must return to active status in the semester following its expiration. Failure to do so may result in withdrawal from the program.

The Graduate School has opened up The Graduate Student Progress System (GSPS) to students for regular submission of forms, including the Leave of Absence. For more information, go to https://gsps.luc.edu. Log in with your LUC ID and password, just like you would for email or LOCUS. You will now be able to submit the following forms electronically:

For further guidance on The Graduate School’s leave of absence policy, see http://www.luc.edu/gradschool/academics_policies.shtml.

**Application for Degree**

**It is the exclusive responsibility of all graduate students to inform The Graduate School office of their intention to graduate with a MA in Urban Affairs or Master of Public Policy degree.** Once you have determined when you will receive your degree (May, August, or December), you must apply for graduation through LOCUS. The Graduate School sets the deadlines—typically December 1 for a May degree, February 1 for an August degree, and August 1 for a December degree). Consult the academic calendar in The Graduate School for application deadlines and exact dates of graduation at http://www.luc.edu/gradschool/key_dates.shtml. There is also a graduation fee which must be paid prior to graduation.

Although degrees are conferred three times per year, a graduation ceremony is only held in May of each year. Thus, if your degree is conferred in August or December, you would participate in a ceremony the following May. For a student that has one course remaining and s/he wants to
“walk” in the May ceremony, s/he must complete the course over that summer. As a result, the student would be certified for an August degree.

**Academic Integrity**

The Graduate School defines academic honesty as “an expression of an ethic of interpersonal justice, responsibility and care, applicable to Loyola University Chicago faculty, students and staff, which demands that the pursuit of knowledge in the university community be carried out with integrity.” As a graduate student, you very likely have a good understanding of the boundaries of what is acceptable and what is not. If you are ever uncertain, it is best to consult with the faculty member or the Program Director.

A student's failure to practice academic honesty, depending upon the seriousness of the misconduct, will result in a sanction ranging from the grade of F for the assignment to expulsion from the university. Channels for resolution of matters regarding academic honesty will originate with the relevant faculty members and student and will extend to the program and The Graduate School levels as necessary. Be aware that faculty are required to report all instances of academic dishonesty to the Program Director and The Graduate School.

For more information regarding the boundaries of academic honesty and dishonesty, please refer to The Graduate School’s “Academic Policies FAQ” at http://www.luc.edu/gradschool/academics_policies.shtml.

**Academic Grievance Procedure – The Graduate School**

Students and faculty are strongly encouraged to attempt to resolve informally problems related to academic matters. Students should first contact the faculty member involved to discuss the issue. Frequently problems occur simply as the result of misunderstandings or unintentional mistakes. If the issue continues to be a problem, the student or faculty member may refer the problem to the Program Director for continued efforts to informally resolve the problem to everyone's satisfaction.

The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of problems in this manner. However, when informal attempts at resolution fail, the management of academic grievances involving students of The Graduate School will proceed according to the formal procedures established by The Graduate School and set forth below. If these methods fail, a student may file a formal grievance as detailed below.

**Jurisdiction**

Students, faculty members, or administrators may invoke the following procedures when academic grievances arise. Academic grievances include dismissal from a program, issues of
scholarly competence and issues of ethical scholarly behavior. Thus, questions regarding
evaluation of students, cheating on examinations, falsification or misrepresentation of research
data and plagiarism are included within the meaning of "academic." Allegations of misconduct in
the design, conduct or reporting of research supported by federal funds shall be handled through
the procedures described in the university's policy concerning misconduct in scholarship
(published by the Office of University Research Services at
http://www.luc.edu/ors/misconductscholar.shtml). Problems arising from clearly non-academic
matters fall within the jurisdiction of the university's Division of Student Development
http://www.luc.edu/osccr/index.shtml. In cases in which the jurisdiction is unclear or mixed, the
Dean of The Graduate School and the vice president for student development will determine the
appropriate jurisdiction.

Regarding evaluation of students, the academic grievance procedure applies only to those cases
in which the evaluation of the student is alleged to be capricious, in significant violation of
clearly established written school policies or a result of improper procedures. An evaluation of a
student is capricious if the evaluation is: 1) based partially or entirely on criteria other than the
student's performance; 2) based on standards different from those standards of evaluation applied
to other students; or 3) based on a substantial departure from announced standards of evaluation.

In cases other than those noted above, an evaluation of a student is not a basis for an academic
grievance.

**Department/Program Grievance Hearing**

When informal efforts at grievance resolution fail, students must first address the issue at the
departmental or programmatic level. Each University unit has a grievance procedure and this
procedure guides the process. If a complainant wishes to appeal the decision reached at the
departmental/programmatic level, the complainant can request a Graduate School hearing.

For MUAPP, the grievance procedure would start by contacting the Program Director. The
director will confer with all parties involved and work to develop a resolution that is in
compliance with all university policies and is satisfactory to all parties. If this effort fails, the
affected party(ies) may pursue the following formal Graduate School grievance procedures.

**Graduate School Hearing**

Request for a Hearing: The grievant is to make a written request for a hearing to the Dean of The
Graduate School. The request must specify the nature of the grievance and prior attempts to
resolve the matter. The request must be made within thirty days of a decision reached at the
departmental/programmatic level. Once such a request is received, The Graduate School will
request copies of all materials generated at the departmental/programmatic level.
Hearing Board

The Graduate School has a standing hearing board, appointed by the Dean, consisting of at least three members, including one student; in addition, alternate members are available should a member of the standing board be involved in the grievance or otherwise unable to participate. Only members of The Graduate School faculty or Graduate School students are eligible to serve on the hearing board. The hearing board is to have a chairperson, appointed by the Dean, who is responsible for managing all procedures related to the hearing.

Hearing Procedure

The purpose of the hearing is to ensure that all parties have full opportunity to present their views to the hearing board and to allow the hearing board to assure itself that it fully understands the parties’ views. The conduct of the hearing is informal. It is not bound by rules of evidence or court procedures. All matters of procedure are to be decided by the chairperson of the hearing board in accordance with the following guidelines.

The chairperson of the hearing board is to set the date, time, and location of the hearing. The hearing is to take place within 30 days of the request for a hearing, if practicable. All involved parties are to receive a timely written notice of the hearing and the matters to be considered. All supporting documentation relating to the matter is to be submitted to the Associate Dean of The Graduate School at least three weeks prior to the hearing. The Associate Dean will distribute it in a timely manner to all involved parties prior to the hearing.

The hearing and material submitted to the hearing board are private and all parties involved in the grievance are to consider their contents confidential. However, if a party disseminates their contents, the party's interest in confidentiality is deemed waived. Electronic recording of the hearing is prohibited.

A party may obtain the assistance of members of the university community in preparing written documentation or in presenting information to the hearing board, provided that the assistants are not attorneys. Individuals from outside the university, including attorneys, are not permitted to serve as assistants. The party must notify the chairperson of the hearing board of the names of the assistants at least one day prior to the hearing.

Each party may present information, both orally and in writing, to the hearing board. All parties are to be available throughout the hearing. Two formats for the hearing exist and are determined by the chairperson of the hearing board: all parties are present together during the hearing or the parties are heard separately at the hearing. Each party may call witnesses at the hearing. The party is to submit to the chairperson of the hearing board the witnesses' names at least one week prior to the hearing; the hearing board will notify all parties of the names of witnesses in a timely manner prior to the hearing. The board may direct questions to any party or witness. All individuals presenting information to the hearing board have the responsibility of presenting truthful information.
After the hearing board has gathered all information necessary to understand fully the parties' views, the board will deliberate in private. In reaching its decision, the board will examine all documents and other exhibits and consider fully statements of all parties and witnesses. The decision of the board will be determined by a majority vote of participating board members.

The Associate Dean of The Graduate School will notify the parties in writing of the board's decision within two weeks of the hearing.

Appliance

A party may appeal the decision of the hearing board to the Dean of The Graduate School. The party is to request an appeal in writing within 30 days of notification of the hearing board's decision. The request must include an explanation of the basis for the appeal. The Dean will notify all parties of the request for an appeal and will provide an opportunity for a response. The Dean will obtain from the parties and the hearing board information necessary to consider fully the parties' views and the hearing board's decision.

The Dean may affirm, modify or reverse the hearing board's decision. The Dean will notify the parties of the disposition of the appeal within 30 days of receiving the appeal, if practicable. The Dean's decision is final in all cases (including dismissal from a Graduate School program), except those involving possible expulsion from the university (i.e., a permanent prohibition of enrollment at the university); the penalty of expulsion may be imposed only by the university's provost or senior vice president for health sciences.

The Graduate School retains copies of all documentation related to the management of grievances under its jurisdiction.

III. THE MASTER OF ARTS IN URBAN AFFAIRS

Curriculum Requirements

The MA in Urban Affairs Program requires 37 total hours of coursework. For current information on the Urban Affairs curriculum, go to http://www.luc.edu/gradschool/maua.shtml

IV. THE MASTER OF PUBLIC POLICY

Curriculum Requirements

The Master of Public Policy (MPP) Program requires 37 total hours of coursework. For current information on the Public Policy curriculum, go to http://www.luc.edu/gradschool/mpp.shtml
V. THE JD/MPP DUAL DEGREE PROGRAM

Curriculum Requirements

The JD/Master of Public Policy (MPP) Dual Degree Program requires 89 total hours of coursework. To complete the JD/MPP Program, students must take 65 Law School credit hours plus 24 Master of Public Policy credit hours. JD/MPP Dual Degree students can complete all requirements in three years with careful planning. Students will have two advisors for the Dual Degree program: one person from the Law School and one person from the MPP Program. Each will assist in identifying courses in their respective programs appropriate for a student's interests. Dual Degree students will spend their first year as full-time law school students. They will take one 3-credit MPP course in the spring semester. For more information on the JD/MPP Dual Degree curriculum, go to http://luc.edu/law/registrar/degree_requirements/jd_mpp.html.

VI. INTERNSHIP PROGRAM AND CAREER RESOURCES

Internships

Since the MUAPP Program’s inception, it has formed many valuable relationships with organizations and government agencies around Chicago. The MUAPP Internship is required for academic credit after students have completed 18 credits which is usually after two semesters for a full-time student. You should start to actively and independently search for, inquire about, and apply to organizations about 6 months before the semester you would like to do your internship.

The Internship must be completed in the summer after your first year or fall of your 2nd year. You register for MPP 501 – Public Policy Internship (3.0 credits) course and consult with the faculty member who is teaching the class for approval and assistance (e.g., cover letter and resume writing) in the search.

Students are responsible for finding their own internships. However, the department receives a great deal of information on potential openings throughout the years. The Program Officer regularly includes this information in the weekly program mailings.

In addition, information on internship programs and application deadlines, are listed on the MUAPP website at http://www.luc.edu/gradschool/MUAPP_internship_job_links.shtml.

Career Resources
For the benefit of graduate students on the job market, the MUAPP Program has established an informative Job Searches Web site at http://www.luc.edu/gradschool/MUAPP_internship_job_links.shtml.

VII. PRACTITIONER SERIES

The MUAPP Program Practitioner Series features speakers who have built careers in public service, government, and policy analysis. All first year MUAPP students are required to attend the speaking engagements in the fall and/or spring prior to starting their Internship. Second year students are strongly encouraged to attend and continue building their contacts in the public policy world. The Practitioner Series is a great opportunity to learn more about current topics in the Chicago region and to help network for internship and job prospects. For more information on the Practitioner Series, go to http://www.luc.edu/gradschool/MUAPP_events.shtml.