

HANDBOOK FOR
GRADUATE STUDENTS
IN URBAN AFFAIRS AND
PUBLIC POLICY

Loyola University Chicago

2023-2024

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I. GENERAL INFORMATION

On behalf of the Urban Affairs and Public Policy (UAPP) Program and the School of Continuing and Professional Studies, welcome to Loyola University Chicago. This Handbook provides a guide to university and UAPP policies for all incoming students. We look forward to fostering a successful learning environment with you.

Sincerely,

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

Location

The offices for the Master in Urban Affairs and Public Policy Program are located on the ninth floor of Lewis Tower on the Water Tower Campus. Our classes are currently taught about half online and half in-person, with all in-person classes taught on the Water Tower Campus. Students can take electives from several other departments at Loyola; some may offer classes at the Lake Shore Campus or online.

Student Advising

The main adviser for all students is the Program Director, currently Dr. Annette Steinacker. Students will confer with her each semester regarding course selection and registration. They also are encouraged to meet with the Director at other times to discuss progress in the program and career plans. Jill Terzakis supervises the Professional Development and Internship classes. She can assist in internship searches, job searches, and additional career advising.

Student ID Cards

Student ID cards are needed for access to campus buildings at the Water Tower Campus, for borrowing of library material, and use of the intercampus shuttle. They are available from the Campus Card Office, lobby of Corboy Hall, Water Tower Campus.

Sakai

Sakai is Loyola's online teaching-learning system. You can access information (syllabus, assignments, readings, etc.) for the courses you are enrolled in at <https://sakai.luc.edu> .

Communications

A student email account is created automatically for each new student. All university related communications go to this email address. It is critical that you check your Loyola e-mailbox on a regular basis, or have your e-mail forwarded to an account you check regularly. The UAPP program also sends out a weekly email communication with information on campus events, internship or job information, or Chicago policy-related events. We have an Instagram account and a LinkedIn group to keep current students, alumni, and friends of the program informed about our events, alumni career milestones, and Chicago-area urban policy and political events.

Housing

The university has one residential hall with graduate housing, Baumhart Residential Hall on the Water Tower Campus. <http://www.luc.edu/reslife/halls/baumhart>.

For additional neighborhood information, mainly near the Lake Shore Campus and Rogers Park neighborhood, Residential Life has compiled a guide available here; [Loyola Area Guide: Residence Life: Loyola University Chicago \(luc.edu\)](#)

Transportation and Parking

There are several options for commuting to campus. In-person courses for the UAPP programs are taught at the Water Tower Campus, in the late afternoon (4:15-6:45 pm) and evening (7:00–9:30 pm).

The CTA operates both bus and train systems which serve the WTC. The Chicago/State stop on the Red Line of the 'L' train system is closest to WTC. Several CTA buses ((#s 147, 148, 151, and 155) have stops near the campus. CTA bus routes and train lines can be tracked using [CTA Transit Tracker](#). Information on arrival times of several bus routes are also displayed in the lobbies of several WTC buildings. For more information about CTA service, visit: www.transitchicago.com.

The CTA U-Pass is available to all full-time enrolled graduate students, which offers unlimited riding aboard CTA trains and buses during the academic semesters. For more information, such as pass activation dates, see <http://www.luc.edu/upass>.

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.(Corboy Hall) on WTC. There is no shuttle service on Saturday or Sunday. Most of the time, the shuttle will be able to make the trip between the two campuses in 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>.

Parking is available near the Water Tower Campus, although it is expensive. The university has negotiated discounted rates in several nearby lots or garages for particular times. These lots and rates do change from year to year, so check the updated lists. [Water Tower Campus: Campus Transportation: Loyola University Chicago \(luc.edu\)](#). You need to have your parking stub validated at the information desk at the 25 E. Pearson (Corboy) building to get the discounted rate.

Medical Immunization Requirement

Illinois state law requires proof of certain immunizations for students. The policy and contact information are available at the Office of Medical Immunization Records: <http://www.luc.edu/wellness/tools/immunizations>. It is important to get your immunization records to the university in your first semester because your registration will be blocked for future enrollment if you are not in compliance.

II. PROCEDURES AND REGULATIONS

Course Loads

A full-time student will usually take three 3-credit courses per semester, and complete the program in two years. Our full-time students typically find they are also able to work part-time jobs. Part-time students generally take two courses per semester, and complete their program in three years. These students typically are working full-time jobs already.

All required MPP 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 either on-line or at the Water Tower Campus. Electives in several of the other professional programs, such as Public Health, Environmental Sustainability, and Criminal Justice are taught at the Health Science or Lake Shore Campuses or online.

Transfer Credits

It is 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 may be counted toward the degree. The classes must be approved by the UAPP Program Director and have been taken no more than five years prior to enrolling in the UAPP Program. An official transcript showing the course grades must be provided to the Program Director. On occasion, a copy of the course syllabus might also be required to determine comparability to Loyola courses.

Academic Calendar

Courses in the UAPP programs follow the academic 16-week semester schedule; this corresponds to the Graduate School 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 with no penalty, last day to withdraw from a class, open registration time periods, and submission dates for degree conferral. Further information can be found at http://www.luc.edu/gradschool/key_dates.shtml.

Registration Procedures

Both new and continuing students must first consult with their faculty advisor prior to registration every semester. Registration for spring semester typically occurs in early November; registration for the fall semester begins in mid-April. About two weeks before a semester registration opens, the UAPP Program Director will send an email with information on available required courses and potential elections for all UAPP degree programs. Other electives are often possible; the advising memo lists the most commonly chosen ones. If they appear in the memo, they are accepted for MPP credits. Other courses would need prior approval by the Program Director.

The procedure for registration is to first review the possible courses listed and anything else you might find of interest in LOCUS. Next, send an e-mail to the Program Director with your course selections for approval and schedule an advising appointment. As a final step, you send an email with your course selections to the MUAPP Program Director so we have a record of your choices. The Program Officer will complete your registration process. It is your responsibility to check LOCUS to verify your registration each semester.

Grades

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

A	4.00		
A-	3.67	I	Incomplete
B+	3.33	W	Withdrawal
B	3.00	WF	Withdrawal, Failure
B-	2.67		
C+	2.33		
C	2.00		
D	1.00		
F	0.00		

Students must have a cumulative GPA of at least 3.0 out of the 4.0 scale in order to graduate. Students are not allowed to take coursework beyond that required for their degree in order to raise their GPA. For example, a student who has a 2.97 at the end of their coursework cannot take an additional class in order to raise that final GPA to a 3.0 and graduate.

In any semester, if the cumulative GPA drops below 3.0, the student is put on academic probation and will have two terms to raise their GPA to the 3.0 or higher level. Failure to do so will lead to dismissal from the Master's degree program.

Credits from a course where a grade of a C- or lower was earned will not count toward the credits earned for a degree. The grade will still count as part of the student's cumulative GPA. If the class is a requirement for the degree program it will need to be retaken.

Students receiving merit awards or scholarships from the university may have additional grade requirements imposed by the specific degree program. For the MA in Urban Affairs and the Master of Public Policy, a student receiving a merit award cannot have more than two “C” or lower grades in their graduate career. They must maintain a 3.3 cumulative GPA and remain full-time students.

Incompletes

An Incomplete grade is rarely offered in the UAPP classes. Making up an incomplete course often proves harder than students expect, particularly if much time has elapsed since the end of the course. However, if a student has completed a substantial amount of work in a course and then experiences a significant life event that makes completion of the course difficult, they may be eligible to take an Incomplete (“I”) in the course. The students must contact the faculty member and complete a form that specifies what work will be done and in what time frame. Faculty will not automatically give you an Incomplete if you do not finish the work in the course.

Any Incomplete must be finished within the time frame specified by the faculty member, with one semester as the longest time period allowed. Any Incomplete that has not had a grade change submitted at the end of two terms will automatically be changed to an “F” by the Registrar.

Withdrawal From A Course

If a student is thinking about withdrawing from a course, we strongly encourage them to talk with the course instructor and their program advisor. Often there are alternatives to dropping the class that we can help you identify. Be aware there can be impacts on student financial aid eligibility and payments if a student triggers ‘failure to progress’ requirements by withdrawing from too high a percentage of their courses. Students are also strongly encouraged to contact the Financial Aid office before dropping a course if they are using student loans or receiving any financial scholarships.

Students can withdraw from a course through their Locus account. Faculty will not withdraw you from their classes if you have not been in attendance. You will be charged tuition from the start of the term to the date that you officially withdraw from class, not the date that you stopped participating.

If a student withdraws from a course before the published Withdrawal deadline, his/her transcript will show no record of the course. If the student 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.

Withdrawal From The University

For students who have decided not to continue with their Loyola degree, there is an additional form to be completed. Students also are responsible for withdrawing from all of their classes through Locus. We strongly recommend discussing this decision with your academic advisor in advance.

For a complete emergency withdrawal during a semester, consult the university policies here: [Academic Standards and Regulations - Credit Hour: Catalog: Loyola University Chicago \(luc.edu\)](http://www.luc.edu).

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 should consult with the Program Director to verify that they will have the appropriate classes to graduate. Students then submit the Change of Degree form through Locus.

Application for Degree

It is the responsibility of all graduate students to submit their intent to graduate in the semester for which they are eligible. Once you have determined when you will receive your degree (May, August, or December), you must apply for graduation through LOCUS. The university 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.

Although degrees are conferred three times per year, a graduation ceremony is only held in May of each year. If your degree officially is conferred in August or December, you are eligible to participate in the following May ceremony. Students with only one course remaining in their program and who would like to participate in the May ceremony, can apply to do so. They must complete the last course over that summer and technically will be certified for the August degree conferral.

Academic Integrity

The University 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.” 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 an assignment to expulsion from the university. Channels for resolution of matters regarding academic honesty will originate with the relevant faculty member and student and will extend to the program and School levels as necessary.

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

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 UAPP Director for continued efforts to informally resolve the problem to everyone's satisfaction. 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.

The 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, if these methods fail, a student may file a formal grievance as detailed below.

The student should send a written request for a hearing to the SCPS Dean no later than one month after the end of the class in question. This request must specify the nature of the dispute and the student's attempts to resolve the matter. For cases in which a grade is disputed, the grade will be changed by the Dean only if the grading is found to be: 1. In significant violation of clearly established written college policies 2. A result of improper procedures 3. Capricious. Capricious grading is the assignment of a grade that is based partially or entirely on (a) criteria other than the student's performance in the course, (b) standards different from those applied to other students registered in the same course, or (c) a substantial departure from the announced grading standards for the course.

III. THE MASTER OF ARTS IN URBAN AFFAIRS

The MA in Urban Affairs Program requires 31 total hours of coursework.

As of Fall 2023, the following courses are requirements of the program:

Technical/skills courses: 9 credits total

MPP 405 Statistics I

MPP 403 Public Budgeting and Finance

One other technical course approved by the Director. These could include: MPP 401 Analytical Tools; MPP 400 Policy Analysis and Design; MPP 406 Statistics II; or MPP 500 Policy Evaluation, or ENV5 480 Introduction to GIS.

Disciplinary Perspectives: 6 credits total

At least one course on local politics (3 credits)

MPP 412 Urban Politics or

MPP 413 Intergovernmental Relationships.

At least one course on social issues in cities (3 credits)

SOCL 462 The Urban Metropolis
SOCL 560 Issues in Community & Urban Sociology
SOWK 502 Power, Oppression, Privilege, and Social Justice

Professional Development and Internship Experience (4 credits)

MPP 502 Professional Development (1 credit)
MPP 501 Policy Internships or MPP 503 Policy Practicum

Electives/Subject matter specialization (9 credits):

It is highly recommended that students take at least two courses (6 credits) to develop knowledge in a particular policy area in cities. The third elective could be in any area – technical, disciplinary, or subject matter. Possible subject matter specializations include:

Criminal Justice:

CJC 401 Politics and Policies in the Criminal Justice System
CJC 402 Theories of Criminal Behavior

Economic and Community Development:

MPP 407 Local Economic Development
MPP 414 Affordable Housing Finance and Policy

Immigration:

SOWK 730 Migration Dynamics and U.S. Social Policy
SOWK 732 Migration, Social Justice, and Human Rights

Public Health:

MPBH 400 Determinants of Population Health
MPBH 402 Public Health Practice and Management

Environmental Issues:

ENVS 410 Introduction to Environmental Law and Policy
ENVS 411 Natural Resource and Land Use Policy

Other opportunities may exist as new courses and programs are developed. Consult with your advisor if you have interests in other areas.

For current information on the Urban Affairs curriculum, including other possible specializations or elective courses, see <http://www.luc.edu/gradschool/mppmaua.shtml>

IV. THE MASTER OF PUBLIC POLICY

The Master of Public Policy (MPP) Program requires 37 total hours of coursework.

As of Fall 2023, the following classes are required.

MPP 400 Policy Analysis and Design
MPP 401 Analytical Tools for Public policy
MPP 403 Public Budgeting and Finance
MPP 404 Public Policy Process
MPP 405 Statistics I for Public Policy
MPP 406 Statistics II for Public Policy
MPP 500 Policy Evaluation

MPP 501/502 Professional Development (1 credit) and Policy Internship (3 credit)
Plus twelve credits of electives.

For current information on the Public Policy curriculum, including electives offered in the department, see <http://www.luc.edu/gradschool/mppmaua.shtml>.

V. THE JD/MPP DUAL-DEGREE PROGRAM

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. For each semester in the second and third year, dual degree students take two 3-credit classes for the MPP program. Please note that MPP courses are taught only once each year, either Fall or Spring Semester. At this time, we are not teaching any summer courses.

All classes for the MPP degree are taken under the student's Graduate Career. Grades do not count toward the Law School cumulative GPA or class ranking. A cumulative GPA in the Graduate Career of at least 3.0 is required for graduation. No class with a grade below a "C" can be counted toward the MPP degree.

There are five required courses and three electives in the 24 MPP credits for the dual degree. The required courses are:

- MPP 400 Policy Analysis and Design (Fall or Spring)
- MPP 401 Analytical Tools (Fall)
- MPP 403 Public Budgeting and Finance (Spring)
- MPP 404 Public Policy Process (Fall or Spring)
- MPP 405 Statistical Analysis for Public Policy (Fall)

Recommended electives include those covering additional perspectives on the political environment of policy decisions, such as MPP 412 Urban Politics or MPP 413 Intergovernmental Relations. Additional skills courses, such as MPP 500 Policy Evaluation, or additional subject matter classes, such as MPP 404 Affordable Housing Finance and Policy.

For current information on the JD/MPP Dual-Degree curriculum, see http://luc.edu/law/registrar/degree_requirements/jd_mpp.html.

VI. ACCELERATED BACHELORS/MASTERS DEGREE PROGRAM

The Urban Affairs and Public Policy program has an Accelerated BA or BS/MPP program with the School of Environmental Sustainability. Students majoring in Environmental Policy, Environmental Studies, or Environmental Science can apply for the five-year degree program. Students should talk with their undergraduate advisor no later than the fall semester of their

junior year to allow for extended course planning. They should also contact the UAPP Program director, Dr. Annette Steinacker, if interested in the program.

Application to the Accelerated Degree Program occurs in two stages. Interested students submit an informal application to the MPP program in their junior year. This will include a statement of interest, resume, and unofficial transcript. Students are expected to have at least a cumulative GPA of 3.3 and have completed at least 90 undergraduate credit hours prior to starting the graduate classes in their senior year. Once accepted at this stage, students can then take graduate classes in their senior year. Students will officially apply for the graduate program in their senior year, to start in their fifth, graduate-only year. The same materials, plus two letters of recommendation are needed for the official application. As long as students in their senior year maintain the cumulative GPA of at least a 3.3 and receive no less than a “B” grade in their graduate (400-level) classes, they are automatically admitted formally to the MPP program.

In their senior year, students will take twelve credit hours that will count toward both the student’s undergraduate degree (BA or BS) and toward the MPP degree. These classes must be graduate level courses of 400-level or higher. Several ENVS courses can be taken as electives. Strongly recommended courses include: ENVS 410 Environmental Law and Policy, ENVS 411 Natural Resources Law and Policy, ENVS 412 Water Law and Policy, ENVS 413 Energy Law and Policy, and ENVS 480 Introduction to GIS. Other courses also may be approved by the UAPP Director for elective credit. Students should consult with their undergraduate advisor in SES and the MPP director (at muapp@luc.edu) to verify appropriate classes are selected and to plan coursework into the fifth, graduate year.

All MPP requirements are the same as those listed above.

VI. CERTIFICATE IN PUBLIC AFFAIRS AND MANAGEMENT

The Certificate program is twelve credits, four 3-credit classes. The program is designed to serve two groups. First, for those who are not sure they want to commit to a Master’s degree, the Certificate allows them to try out classes and learn what the degree program would be like. The courses in the Certificate program are the same classes taught to the MPP students. All credits would transfer to the MPP degree if a student decides to continue in the program. A new application to the MPP degree is required at that point, and completion of the Certificate does not guarantee admission to the MPP degree. However, successful completion of graduate courses with a grade of “B” or higher is a strong indication of ability and likely will lead to a successful application.

The second purpose of the Certificate is to provide continuing education for people who are moving into higher-level positions in their career and find they may benefit from training in more managerial or political perspectives. The Certificate is designed to be flexible, so students can structure the course selections to meet their needs.

Of the four classes, at least one must be from a set of courses that focus on the political or organizational side of public policy and at least one form a set of courses that focus on technical skills. Examples of the political or organizational courses include: MPP 404 public Policy Process, MPP 412 Urban Politics, MPP 413 Intergovernmental Relations. Examples of technical/skills courses include: MPP 401 Analytical Tools, MPP 403 Public Budgeting, MPP 405 Statistics I, MPP 500 Policy Evaluation.

Applicants need to submit a statement of interest, resume, and all undergraduate transcript and graduate transcripts.

VII. INTERNSHIP REQUIREMENTS

Internships

Students in the MAUA and MPP degree programs are required to complete a 3-credit internship. Students in the dual JD/MPP degree do not have an MPP internship requirement. Most law students complete a clinic or externship that serves the same purpose of providing practical, real world exposure for students.

In their first year, students take the 1-credit Professional Development class, which includes information on resumes and the internship search process. Most students complete their internship during the summer between their first and second year. In the fall of their second year, students then enroll in the 3-credit Internship course and complete a series of reflective exercises and meetings.

Students are responsible for finding their own internships. However, the department receives a great deal of information on potential openings throughout the year. Information about these openings is circulated in the program's weekly e-mail. 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. Students should start to actively and independently search for internship opportunities about 6 months prior to when you expect to start the internship.