



# Master of Public Policy (MPP) Program

---

# STUDENT HANDBOOK



UNIVERSITY OF CALIFORNIA, RIVERSIDE  
SCHOOL OF PUBLIC POLICY

MASTER OF PUBLIC POLICY  
GRADUATE STUDENT HANDBOOK  
2016-2017

UCR SCHOOL OF PUBLIC POLICY  
INTS 4133  
RIVERSIDE, CA 92521  
Updated 10/08/2016

## Table of Contents

<b>Foreword</b> .....	<b>3</b>
<b>MPP Handbook Summary</b> .....	<b>4</b>
<b>Admissions</b> .....	<b>6</b>
<b>New Student Information</b> .....	<b>7</b>
1. Clearing Admissions Holds .....	7
2. Health Services and Medical Insurance.....	7
3. Waiving GSHIP .....	7
<b>MPP Time to Degree Overview</b> .....	<b>8</b>
<b>MPP Conferral</b> .....	<b>9</b>
<b>Courses: Registration and Advising</b> .....	<b>11</b>
<b>Courses: Transferring and Waiving Requirements</b> .....	<b>13</b>
<b>Academic Requirements and Regulations</b> .....	<b>14</b>
1. Required Coursework.....	14
2. Policy Internship.....	15
3. Capstone Project .....	15
4. Grading and Academic Standards .....	16
5. Standards of Scholarship .....	16
<b>Academic Integrity</b> .....	<b>17</b>
<b>Student Status</b> .....	<b>18</b>
1. Filing Fee Status .....	18
2. Half-Time Status .....	18
3. Leave of Absence.....	18
<b>Financial Information</b> .....	<b>20</b>
1. Financial Assistance.....	20
2. Graduate Student Employment .....	20
3. Other Funding Sources .....	20
4. Fee Fellowships .....	21
5. Fellowship Stipends.....	21
6. Taxes .....	21
<b>Useful Websites</b> .....	<b>22</b>
<b>Campus Resources</b> .....	<b>23</b>

## A. Foreword

Welcome to the Master of Public Policy (MPP) program at the University of California, Riverside (UCR). The information contained in this handbook is intended to assist graduate students in the MPP program with general information and provide answers to academic policy questions. Additional information also can be found on the following websites:

[School of Public Policy](#)

[Office of the Registrar](#)

[UCR Graduate Division](#)

[Graduate Division Student Handbook](#)

[Important Dates for Graduate Students](#)

[Graduate Division Calendar](#)

This handbook and other documents produced by the MPP program may specify more rigorous requirements for the degree than listed in other campus information sources. Therefore, when there appears to be a conflict in requirements for the degree, the more rigorous requirements must be satisfied. In addition to degree requirements, this handbook also summarizes program policies and procedures. The MPP program reserves the right to modify the procedures and requirements outlined in this handbook at any time. Generally, such modifications will not be considered **retroactive**.

Within the graduate program there are two key points of contact. The Graduate Student Affairs Officer (GSAO) and the Graduate Advisor for Continuing Students. In addition, 2 more people of interest are the Career Counselor and Internship Coordinator, and the Graduate Advisor for Admissions (who deals with prospective students). For simplicity, the first three will be referred to as GSAO, Graduate Advisor for Continuing Students, and Internship Coordinator within this handbook. Any inquiries about the MPP Program may be directed to:

Name	Title and Responsibilities	Contact Information
Ariel Dinar	Graduate Advisor for Continuing Students  All academic aspects of MPP program	4135 INTS Phone: (951) 827-4526 E-Mail: <a href="mailto:ariel.dinar@ucr.edu">ariel.dinar@ucr.edu</a>
David Brady	Graduate Advisor for Admission and	4151 INTS

	Recruitment of new students Recommendations to Graduate Division on admission and fellowships	Phone: (951) 827-5573 E-Mail: <a href="mailto:david.brady@ucr.edu">david.brady@ucr.edu</a>
Jolene Sedita	Graduate Student Affairs Officer (GSAO)  First point of contact for all MPP students. Responsible for administrative and academic issues related to the MPP program.	4120 INTS  Phone: (951) 827-2334 E-mail: <a href="mailto:jolene.sedita@ucr.edu">jolene.sedita@ucr.edu</a>
Brian Nakamura	Career Counselor and Internship Coordinator  Advise on internship projects and on possible job placements	Phone: (951) 827-2357 E-Mail: <a href="mailto:brian.nakamura@ucr.edu">brian.nakamura@ucr.edu</a>

## B. MPP Handbook Summary

A quick glance summary of important information and dates

1. This is your education. Take ownership of it, be proactive about it, and plan ahead.
2. When you have a question that you can't answer on your own:
  - For administrative/policy questions ask the GSAO.
  - For further clarification ask the Graduate Advisor.
3. Important events for incoming students:
  - MPP Orientation: Monday, September 19<sup>th</sup>.
  - Graduate Division Orientation: Monday, September 19<sup>th</sup>.
4. Important events during the first year:
  - Quarterly registration through Self-Service (<http://rweb.ucr.edu/>).
  - Plan your Policy Internship by meeting with the Career/Internship Coordinator
  - Meet with the GSAO to complete a degree audit in Spring 2017.
  - If you are not a CA resident, apply for residency prior to the start of the next academic year. Instructions will be sent by the Registrar via e-mail.
  - Complete your Policy Internship during the summer quarter.
5. Important events during the second year:
  - Quarterly registration through Self-Service (<http://rweb.ucr.edu/>).

- Complete your Policy Internship paper and submit to the Internship Coordinator by the 3<sup>rd</sup> week of the Fall quarter.
- Capstone Project undertaken in Winter and Spring quarters.
- Meet with the GSAO for exit counseling in Spring quarter.

6. Before graduation:

- Complete MPP Candidacy Form on Self-Service (<http://rweb.ucr.edu/>).
- Complete your graduation application sent by Graduate Division in Winter quarter of your second year.

7. Maintaining satisfactory progress through the program:

- The normative time to degree is two years for the MPP program.
- If you receive a fee fellowship that covers your tuition, a minimum 3.0 GPA is required to maintain it.

## C. Admissions

All applications to the MPP program are submitted online at <http://gradsis.ucr.edu>. The GRE General Test is a required component of the admissions process. Applicants whose first language is not English are also required to submit acceptable scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) unless they have a degree from an institution where English is the exclusive language of instruction, and they can prove it.

Minimum requirements for admission to the MPP program include:

- 3.0 undergraduate GPA (recalculated based on the last 90 units in a quarter system and 60 on the semester system).
- 300 overall GRE score.
- If applicable, TOEFL score of 80 (iBT).
- If applicable, IELTS overall score of 7, with no individual section score less than 6.
- Three letters of recommendation.
- Self Statement.

Courses in microeconomics, introduction to politics and government, and statistics are recommended but not required. Applicants whose files are incomplete (e.g. lacking official transcripts) may be conditionally admitted and required to submit final documents prior to being permitted to register for their first quarter. Applicants who fail to meet the minimum admissions criteria may sometimes be admitted with deficiencies. In such cases, the graduate admissions committee may prescribe additional required remedial course work beyond the normal degree requirements. For admitted students who subsequently withdraw from the program, readmission is not guaranteed and is considered on a case-by-case basis. The MPP program admits students by Fall cohort only. A typical admissions timeline will be as follows:

- Applications open in October.
- The priority deadline for optimum funding consideration is January 5th. Applications can still be submitted after this deadline, but will not be considered for priority funding.
- All applications are reviewed by the Admissions Committee January—February.
- Recommendations to the Graduate Division made by the Graduate Advisor of Admissions.
- Offer letters for applications are sent by the Graduate Division during February–March.
- Deadline to accept an offer of admission is April 15<sup>th</sup>.

More information about admissions can be found at the [MPP Application Process](#) website.

## D. Information for New Students

### D1. Clearing Admissions Holds

New students must log-in to Self-Service via [R'Web](#) to clear any holds with the Graduate Division Admissions Office prior to the start of their first quarter. Holds can include final transcripts with degrees posted. International students have an additional hold that will be cleared when they attend the International Education Center (IEC) orientation. All incoming graduate students must attend the mandatory Graduate Division and department orientations. For more information, please refer to the HOLDS section of the [Graduate Division Student Handbook](#).

### D2. Health Services and Medical Insurance

Please make sure to visit the [Student Health Center](#) website for questions regarding health insurance, insurance waivers, immunizations, forms, appointments, legal requirements, and more. You will be required to have certain health immunizations either prior to your arrival or upon your arrival. The Student Health Center sends information about these requirements to all new students.

Quarterly enrollment in campus health insurance is mandatory. The cost for this coverage is included in a student's quarterly fee statement. Your insurance coverage at UCR will not begin until the first day of the quarter. If you already have coverage and desire to waive the campus insurance plan, please read below regarding waivers. All graduate students employed in a 25% or more appointment will have their [Graduate Student Health Insurance Plan](#) (GSHIP) paid by their payroll funding source. Fellowship recipients whose awards pay registration fees (most MPP fellowships do not pay registration fees) will also have their GSHIP paid by the award. For more information about GSHIP, please refer to the [4studenthealth](#) website.

### D3. Waiving GSHIP

UCR may accept medical insurance coverage from an outside agency if the coverage meets UCR requirements. A [GSHIP waiver](#) will be required and must be completed within the following timeframes:

Fall Quarter	Winter Quarter	Spring Quarter
June 1 - September 12	November 1 - December 12	February 1 - March 12



## E. MPP Time to Degree Overview

The normal MPP Time to Degree is as follows:

<b>First Year</b>		
<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
PBPL 200: Introduction to policy analysis (4 units)	PBPL 206: State governments as laboratories of change (4 units)	PBPL 202: Policy institutions and processes (4 units)
PBPL 210: Quantitative methods for public policy analysis (4 units)	PBPL 212: Qualitative social science methods (4 units)	PBPL 220: Environmental and social policies, interactions, synergies, and unintended consequences (4 units)
PBPL 222: Ethics, professionalism, and the normative bases of public policies (4 units)	PBPL 214: Applied micro economics for public policy (4 units)	<i>Elective course</i> (4 units)
<i>Summer: Policy Internship</i>		
<b>Second Year</b>		
<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
PBPL 204: Regional policy-making across administrative jurisdictions (4 units)	PBPL 216: Public leadership and management (4 units)	<i>Elective course</i> (4 units)
PBPL 224: Global-local policy connections: Case studies in poverty, water, and sustainable development (4 units)	<i>Elective course</i> (4 units)	<i>Elective course</i> (4 units)
<i>Elective course</i> (4 units)	PBPL 289 A & B: Capstone research project (8 units)	

## F. MPP Conferral

Students must apply for candidacy for the degree no later than the first week of the quarter in which their degree is expected to be awarded. Deadlines for submission are published each quarter in the [Schedule of Classes](#) and in the annual Graduate Division Calendar. If the application is not received by the deadline date, the degree may be deferred until the following quarter. The *Application for Candidacy* can be found on the [Petitions & Forms](#) section of the Graduate Division website. Students must submit an *Application to Graduate* through R'Web by Monday of week 4 of the quarter that they plan to graduate.

The Graduate Division certifies the candidacy of the student and checks for the completion of the University and departmental requirements. The student is sent a "Certificate of Candidacy" when certified. All requirements for the degree must be satisfied within a calendar year from the time of completion of the required course work. Should the student be unable to complete the degree requirements within this time, candidacy will lapse. The student must then file a General Graduate Student Petition requesting a reinstatement of Master's Candidacy with the Graduate Division.

The Master's degree is conferred at the end of the academic quarter in which all requirements have been satisfied (the official conferral day is the last day of the quarter). The student must have been formally advanced to candidacy during the quarter in which they finish their degree. Ordinarily, a graduate student will be registered or on Filing Fee status the quarter in which all degree requirements are completed and the degree is to be conferred. However, students may complete the requirements during the quarter break. If they were enrolled or on Filing Fee status the quarter before, they may complete degree requirements before the next quarter officially begins and not be assessed registration fees for that quarter.

If a student wishes to complete degree requirements during the summer months, they must have had student status (be enrolled or on Filing Fee status) every quarter of the previous academic year to complete without paying additional fees. If they were withdrawn or on leave any one of those quarters, they must use Filing Fee status or enroll in two units of Summer Session course work to complete during the summer.

If a student does not complete the necessary courses by the end of the quarter in which degree conferral is expected, or does not attain the required level of scholarship, registration for the next regular academic session is mandatory - otherwise student status will lapse and candidacy for the degree may lapse. Once student status lapses, the degree can be conferred only after readmission of the student, followed by at least one quarter of registration or Filing Fee status.

Students are advised by mail of formal degree award at the end of the quarter in which the degree is conferred. As soon as all degree requirements are completed, the student

may request a formal letter of certification of completion bearing the Graduate Dean's signature and University Seal from the Graduate Division. A formal certification of completion is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes.

Once the diploma is ready, the Registrar will notify students by postcard that they may pick-up their diploma at that office. If they want it mailed to them they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office. A graduate student pursuing the Master's degree as a terminal degree may not continue to register as a graduate student once the degree has been awarded unless they have been formally admitted to another program.

## G. Courses: Registration and Advising

The normal course registration process is as follows:

- Prior to the start of a quarter, the student completes a Quarterly Advising Form
- Quarterly Advising Form is approved by the MPP Graduate Advisor for Continuing Students
- Student enrolls in approved courses via Self-Service
- Any changes in courses taken during the quarter must be approved by the MPP Graduate Advisor.

All new students will be enrolled by the MPP GSAO in core courses prior to September 15th. This is done in order for student fees to reflect correctly. In subsequent quarters, students will be expected to enroll in classes on their own.

The [Schedule of Classes](#) is the most accurate source of information for developing a course plan. However, it only provides information for the next academic quarter. [The General Catalog](#) provides information on all courses offered by the university. However, it does not always list when a course will be offered next and this can affect a student's timely progress through his or her program. When in doubt, contact the instructor on record for a course or GSAO to confirm the teaching schedule for the course.

Registration for all students takes place through [Self-Service](#), UCR's online system that allows students to manage accounting and coursework. Full-time graduate students are expected to register for a minimum of 12 graduate Public Policy units each quarter through Self-Service. Students may only enroll in core and elective Public Policy courses. Special permission must be given from the MPP Graduate Advisor for Continuing Students to enroll in courses that are not MPP core or elective courses (ex. a lower-division foreign language class).

Below are some additional items regarding registration that all students should be aware of:

- Most students with financial aid must be enrolled in at least 6 units before the fee payment deadline (usually 2 weeks before the quarter begins) so their accounts may be credited appropriately. Otherwise a late payment charge will be assessed.
- Failure to enroll or pay fees before the appropriate deadline will result in lapse of student status. Enrollment after the deadline requires special approval by the Dean of Graduate Division and payment of an additional fee. Lapse of student status may require reapplication to the University.
- Students must carry a full academic course load (12 graduate units) during each quarter unless half-time student status has been approved by the MPP Graduate Advisor for Continuing Students in advance, in which case the student can register for no more than six units.

- International students are always considered non-residents for tuition purposes, but domestic non-resident students can become residents after their first year of study and thus become eligible for reduced tuition. Establishing residency for tuition purposes requires advanced planning – contact the Office of the Registrar for more information.

## H. Courses: Transferring and Waiving Requirements

All transfer, waiver, and unit reduction petitions MUST be received in a student's first quarter of attendance at UCR. UCR Extension courses may be transferred to the MPP program by requesting official transcripts from Student Services at UCR Extension and submitting them to the Graduate Division. Please call Student Services at 951-827-1039 for more information. To request a transfer or waiver, please fill out the [transfer/waiver form](#). Please submit the completed form (after the UCR instructor's signature is received) to the MPP GSAO, so that the MPP Graduate Advisor can review the request and make a formal recommendation to the Graduate Division. You will receive a letter from the Graduate Division with the final approval or denial.

### Transferring Courses

The MPP program allows students to transfer up to two courses (8 units) taken at non-UC institutions as long as you receive approval by the MPP Graduate Advisor. Transferred courses reduce the number of required graduate courses at UCR and appear on the UCR graduate transcript but are not factored into the student's GPA. All transfer coursework must have been completed in graduate standing with a minimum grade of "B." Program and Graduate Dean approval must be obtained before these units can be accepted for credit. These units must be from an institution of recognized standing where the student was enrolled in a graduate program they did not complete.

UCR Extension is considered an outside institution, but because "concurrent enrollment" courses (prefix XRC) are regularly offered UCR courses, students may transfer in up to 8 units of concurrent enrollment credit. However, students must have taken these units before their enrollment as graduate students. Matriculated graduate students may not use the University Extension concurrent enrollment mechanism. Graduate students who withdraw before completing their program objectives are required to wait one year before applying XRC courses to their degree.

### Waiving Courses

Based on prior coursework at other institutions, the MPP program also may waive selected course requirements. For example, if a student has taken a course similar to one of the core courses, it might be appropriate to petition for a waiver of the core course. Waived requirements do not reduce the number of required graduate courses at UCR (i.e. students must substitute other courses to meet minimum graduation requirements), do not appear on the UCR graduate transcript, and are not factored into the student's GPA. A petition to use a waiver to reduce the number of required graduate courses may be filed, but such petitions are not automatically granted and are carefully considered on a case-by-case basis.

Before submitting a request for a transfer or waiver, please consider the following:

- No petition to transfer units is needed for work completed as a graduate student in UCR regular academic sessions, at other UC campuses through Intercampus

Exchange (UCR graduate students may concurrently enroll in up to three graduate courses at another UC campus.

- No transfer credit may be given for work completed while currently enrolled or on a Leave of Absence.
- Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements.
- Students may request to transfer a course only if it did not count towards a previously obtained degree.

For more information, please refer to the Transfer of Credit section of the [Graduate Division Student Handbook](#).

## **I. Academic Requirements and Regulations**

The UCR General Catalog provides the official record of the academic requirements and regulations for all UCR degrees. This section summarizes those requirements and elaborates on some of them to provide additional guidance. This section is not meant to supersede the General Catalog. If any discrepancies exist between this section and the General Catalog, assume the Catalog is correct but seek clarification from the MPP Graduate Advisor.

### **I1. Required Coursework**

#### Core Courses

The Policy Process

PBPL 200: Introduction to policy analysis

PBPL 202: Policy institutions and processes

PBPL 204: Regional policy-making across administrative jurisdictions

PBPL 206: State governments as laboratories of change

#### Policy Methods

PBPL 210: Quantitative methods for public policy analysis

PBPL 212: Qualitative social science methods

PBPL 214: Applied microeconomics for public policy

PBPL 216: Public management and leadership

#### Institutional Context

PBPL 220: Environmental and social policies: interactions, synergies, and unintended consequences

PBPL 222: Ethics, professionalism, and the normative bases of public policies

PBPL 224: Global-local policy connections: Case studies in poverty, water, and sustainable development

### Elective Courses

A total of five elective courses selected from PBPL 230-279 is required.

PBPL 230-239: Economics, Sustainable Development and Poverty, Housing and Urban/Suburban Development

PBPL 240-249: Environmental and Transportation Policy

PBPL 250-259: Public Health, Nutrition, and Agriculture

PBPL 260-269: Education Policy

PBPL 270-279: Social Policy

### **12. Policy Internship**

To insure MPP students receive a balance of academic and practical exposure a policy internship is scheduled between the first and second year of the program. An internship with one of the School of Public Policy's 17 partner public agencies is preferred, but not required as other relevant policy-related institution(s) are acceptable. This is an apprentice-like placement where you as participant-observer collaborate closely with career professionals and then reflect on your experience. The core context of the internship is geared toward helping the student understand with depth and breadth policy development, implementation and impact analysis from both and theoretical and applied perspectives. Please visit the [Internship Requirement](#) of the MPP web site for more detailed information on processes and requirements.

### **13. Capstone Project**

The Capstone requirement is a graduate-level research project. Students will investigate in teams of 2-3 a topic of policy significance and relevance, producing a research paper of a publishable quality. In addition to providing new insights on the topic of investigation, the Capstone Project is also designed to foster the integration of learning by incorporating knowledge that has been acquired throughout the 2 year program.

The two-quarter-long (Winter and Spring of the second year) required capstone research project will be undertaken under the supervision and coordination of a designated faculty member serving as an instructor to the PBPL289 Capstone Research Project Class. The Instructor will approve all projects by determining their appropriateness, relevance and timelines, following the guidelines established by the MPP faculty. The instructor will also grade the project reports.

In addition to the instructor, faculty members will mentor individual capstone projects that are in the discipline of these faculty members. They will meet with the students, upon demand, during the project preparation, and guide the students.

For more information see the [Capstone Requirement](#) on the MPP website.



#### **14. Grading and Academic Standards**

Graduate students must attain a grade point average (GPA) of at least 3.0 (equivalent to a letter grade of B) to graduate. A student whose grade point average is below 3.0 at any time is subject to loss of fellowship or assistantship monies and dismissal from the university. In addition, MPP students must attain a GPA of at least 3.0 in the core courses to graduate, with no core course grade lower than B-. Grades in all other courses used to satisfy MPP degree requirements may not be lower than C-. Courses in which a student receives a grade of D+ or lower may be repeated. Please refer to the [UCR General Catalogue](#) for specific course grading requirements.

#### **15. Standards of Scholarship**

The following is an excerpt from the UCR Graduate Council Policy on Academic Standards. The full policy is on the [Graduate Division](#) website:

Only courses in which grades of "A," "B," "C," or "S" are received are counted toward satisfying graduate degree requirements. To continue in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.0. In addition, all students must demonstrate acceptable progress toward their degree objectives. This entails the satisfactory completion of all course work and other degree requirements in a timely fashion.

Students are considered to be making unacceptable progress and become subject to dismissal when:

- They have 12 or more units of "I" grades outstanding;
- The overall GPA falls below 3.0;
- The quarterly GPA falls below 3.0 for two consecutive quarters;
- They fail to fulfill program requirements such as exams or research or internship in a timely and satisfactory manner;
- They have not completed their programs within one year after reaching the normative time (2 years)

## **J. Academic Integrity**

At UCR, honesty and integrity are fundamental values that guide and inform us as individuals and as a community. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines, and engage honestly in all academic assignments. Both students and faculty are responsible for ensuring the academic integrity of the University.

Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Examples include: cheating, plagiarism, unauthorized collaboration, facilitating academic dishonesty, interference or sabotage, fabrication, retaliation, and failure to comply with research regulations (excerpt from the Dean of Students Office). Alleged violations of UCR's academic integrity standards will be examined on a case-by-case basis and reported directly to the Student Conduct and Academic Integrity Office. This may lead to a failing grade on the affected assignment or in the class, or to suspension and even dismissal.

Should you discover (or suspect) any form of cheating from a fellow student, bring the issue to the course instructor immediately.

For more information on campus policies regarding academic integrity, or to report any incidences, please visit the [Student Conduct](#) website. Students may also refer to the Academic Dishonesty section of the [Graduate Division Student Handbook](#). After reviewing these materials, any graduate student still unsure of what this section entails should contact the MPP GSAO for clarification and assistance.

## **K. Student Status**

All graduate students must be enrolled as full-time students (12 units or more) per quarter, unless otherwise approved for half-time status, leave of absence or filing fee status. For complete status information, please refer to the General Policies on Registration, Enrollment and Transfer of Credit section of the [Graduate Division Student Handbook](#).

### **K1. Filing Fee Status**

Filing fee status is often used by graduate students nearing the end of the thesis or dissertation writing process, but not by students in professional degree programs such as the MPP program. However if you think you filing fee status may be appropriate for your situation (e.g. to complete unfinished work), contact the MPP GSAO or Graduate Advisor. For more information about filing fee status, please refer to the Filing Fee section of the [Graduate Division Student Handbook](#).

### **K2. Half-Time Status**

Half-time status (quarterly registration for 6 units or less) is approved on a case-by-case basis, and only for students who cannot attend full-time for reasons of occupation, extenuating family responsibilities, or health. Half-time students are not eligible for fellowships, GSR, or TA appointments. Students must complete and submit the [Half-Time Status Request Form](#) to the MPP GSAO. For complete information and instructions, please refer to Half Time Studies and Reduced Fees section of the [Graduate Division Student Handbook](#).

### **K3. Leave of Absence**

A graduate student is expected to enroll for each regular academic session unless a formal Leave of Absence is granted. To be eligible for a Leave of Absence, students must be in good standing and have been enrolled for at least one quarter. Graduate students granted a Leave of Absence forfeit the use of University facilities and faculty time, and cannot take any examinations or receive academic credit for work done during the Leave period. Requests will be considered on a case-by-case basis and are not normally granted for financial reasons or for more than one year. Students who must leave the academic program due to financial reasons or for more than three quarters normally should withdraw and apply for readmission at the time they expect to resume graduate study at UCR. Students who have not attained the academic objective for which they were admitted and who fail to enroll or secure a formal Leave of Absence lose graduate standing with the University. Students wishing to request a Leave of Absence must complete and submit the [Graduate Petition for Leave of Absence or Withdrawal](#).

The immigration status of foreign students might be affected by a Leave of Absence depending on circumstances and whether they are staying in the U.S. or returning to their home country. It is imperative that foreign students considering a Leave of Absence seek counseling at the International Education Center. For complete

information (including examples of situations where a Leave of Absence is approved) please refer the Leave of Absence section of the [Graduate Division Student Handbook](#).

## **L. Financial Information**

The MPP Admissions Committee is responsible for coordinating student financial aid. This does not mean the committee is responsible for securing aid for students, but rather the committee assesses each student's situation and allocates a limited amount of departmental funds accordingly. Therefore, it is imperative that each student assumes responsibility for his or her funding and be proactive about planning ahead.

### **L1. Financial Assistance**

[The Financial Aid Office](#) assists students with meeting educational expenses that cannot be met from personal resources. Government financial aid is only available to domestic (U.S. citizen and permanent resident) students. To obtain financial aid, students must file the Free Application for Federal Student Aid ([FAFSA](#)) with the Financial Aid Office yearly. For further information (to include different types of financial support), please refer to the Types of Financial Support section of the [Graduate Division Student Handbook](#). For the deferred payment plan, please refer to the Deferred Payment Plan (DPP) section of the Graduate Division Student Handbook.

### **L2. Graduate Student Employment**

Upon admission to the MPP Program, students will receive notice from the Graduate Division of any financial aid package also being offered. Admitted students who receive a financial aid offer should examine the offer carefully and contact the MPP GSAO if they have any questions. Each financial aid offer is unique and entails certain rights and responsibilities for both the student and the university. Financial aid can be revoked if a student does not make satisfactory progress through the degree program or fails to satisfy other requirements of the aid package.

Recipients of campus employment and fellowships must adhere to the following regulations:

1. Must maintain a 3.0 GPA for fellowship and 3.0 for TA or GSR;
2. Must enroll in and complete a full course load (12 graduate units or the equivalent);
3. Must have no more than 7 units of incomplete grades;
4. Any change in student status (leave of absence, withdrawal, etc.) must be reported immediately to the MPP GSAO;
5. Changes in degree objective or degree program may affect the student's eligibility for fellowship awards.

### **L3. Other Funding Sources**

Admitted students not receiving an offer of financial aid, or continuing students in search of additional financial aid after their initial offer has expired, have access to a variety of funding sources including: Grants, Scholarships & Fellowships, Graduate Student Research Assistantships (GSRs), Teaching Assistantships (TAs), personal funds (e.g., loans, savings, outside employment), subsidized benefits (e.g., healthcare), and

tuition and fee waivers (e.g. non-resident tuition fee waiver for Ph.D. candidates). The Graduate Division and the UCR Financial Aid Office both maintain websites dedicated to helping students fund their educations:

- <http://finaid.ucr.edu/>
- [http://graduate.ucr.edu/fin\\_aid.html](http://graduate.ucr.edu/fin_aid.html)
- <http://graduate.ucr.edu/funding.html>

As with university-administered funding, other types of financial aid can be revoked if a student does not make satisfactory progress or fails to satisfy other requirements of the aid package.

#### **L4. Fee Fellowships**

If your fees are paid by the fellowship, a credit for this will be posted to your student statement upon your enrollment in 12 units. For each quarter, you must be enrolled prior to the start of the quarter, or you will be charged a \$50 late fee. For example, for the fall quarter, you must be enrolled with all miscellaneous fees paid prior to September 15th, for the winter quarter prior to December 15th, and for the spring quarter prior to March 15.

#### **L5. Fellowship Stipends**

Stipend payments are disbursed quarterly. You may authorize a direct deposit to the bank of your choice, or checks will be mailed to your billing address. Note that this is handled differently than regular payroll direct deposit. Please be advised that if you elect to have your paycheck mailed, it will be mailed on the first of the month (if the first falls on a weekend, checks will be mailed on the following Monday). For those using direct deposit, the deposit is made no later than the first day of the month. To view more information on direct deposit, payroll, taxes, and more, visit the [Student Business Services](#) website.

#### **L6. Taxes**

Taxes are automatically deducted from a TA or GSR check. Fellowship funds are not immediately taxed and all students will be responsible for reporting their incomes appropriately. Please note that you will most likely need to pay a balance to the government for your fellowship taxes at the end of the year (since it is not taken out of your check). International students are responsible for reporting their information in the tax compliance system "[Glacier](#)" and are responsible for applicable state and federal taxes; this must be done within 10 days of a payroll assignment or the tax rate will be assigned at the default 30% rate. If you have your I-20 available to reference, the online completion process will be much simpler.

## **M. Useful Websites**

### **General Catalog Online**

<http://www.catalog.ucr.edu/>

### **Graduate Division Student Handbook**

<http://www.graddiv.ucr.edu/GSHndbk.pdf>

### **UCR Graduate Student Association**

<http://www.gsa.ucr.edu/>

### **Schedule of Classes Online**

<http://www.classes.ucr.edu/>

### **Self-Service Online Registration**

<http://rweb.ucr.edu>

### **UCR Libraries**

<http://library.ucr.edu>

### **UCR Highlander Union Building (HUB)**

<http://www.highlanderunionbuilding.ucr.edu/pages/default.aspx>

### **UCR Housing Office**

<http://www.housing.ucr.edu>

### **City of Riverside (information about the city and surrounding areas)**

<http://www.riversideca.gov/>

## **N. Campus Resources**

### **Campus Police**

<http://www.police.ucr.edu/>

(951) 827-5222

Adding the campus police's phone number to a cell phone will aid in getting emergency assistance to your classroom quickly.

### **Campus Escort**

<http://www.escortservice.ucr.edu/>

(951) 827-3772

Campus escort can walk you to your car after night classes.

### **Graduate Division**

<http://www.graduate.ucr.edu>

For assistance with financial aid, enrolled students, etc.

### **Counseling Center**

<http://www.counseling.ucr.edu>

Psychological counseling, stress management, and vocational testing. The center makes actual appointments or TAs can refer students for appointments.

### **Career Center**

<http://www.careers.ucr.edu/Pages/default.aspx>

Career counseling, assessment, workshops, and job search assistance.

### **Ombudsman**

<http://www.ombudsperson.ucr.edu>

For assistance in resolving various conflicts (sexual harassment, fee disputes, instructor-student) on campus.

### **Student Business Services**

<http://www.sbs.ucr.edu>

Deferred tuition payments plans, loans and loan counseling, registrar.

### **International Services Center**

<http://www.internationalcenter.ucr.edu>

Assistance for international students, instructors, and faculty. Also offers opportunities abroad.



**Dean of Students Family of Departments**

<http://deanofstudents.ucr.edu/Departments>

Access to student resources including Students Special Services, Women's Resource Center, LGBT Resource Center, and the Student Recreation Center.