



Part-Time MPA Program* **Supplement to the** **MPA Student Handbook**

*Specific information on registration, payment and fees
for the fee-based part-time MPA program*

Entering Class Autumn 2018

**This is for the fee-based, or self-sustaining, Part-Time MPA Track.*



Overview

All academic degree requirements described in the MPA Student Handbook apply to the part-time track. The distinctions for the part-time track (as a UW fee-based or self-sustaining program) relate to the following:

- The **suggested sequencing of core and elective coursework**, with two courses per quarter across three academic years.
- **Registration and payment processes**, conducted through UW Professional & Continuing Education (PCE), along with **program tuition and fees**.
- **A student's UW status, as it relates to eligibility for selected funding opportunities on campus.** The Part-Time MPA is a UW "fee-based" or "self-sustaining" program, which has implications in regard to not being eligible for selected state-funded scholarships, grants, and various graduate assistantships (including Research Assistantships, Teaching Assistantships, and general Graduate Staff Assistantships), and other funding-related appointments on campus.
- **Part-time MPA students currently may not pursue a transcriptable Program Option within the Evans School**, due to UW coding limitations.
- Important links about UW fee-based programs:
<https://www.washington.edu/financialaid/getting-started/eligibility/fee-based-programs/>
<https://registrar.washington.edu/students/fee-based-programs-faq/#difference>

Registration

The registration and payment process for the Part-Time MPA is conducted through UW Professional & Continuing Education (PCE) and is distinct from the registration and payment process for students in the state-funded full-time MPA program.

Prior to each quarter's registration, the Evans School's Student Services team will send you an online form where you will indicate which courses you plan to take. Part-Time MPA students are eligible to register during Registration Period 2, so we hold spots for you in your preferred courses and provide you with add codes.

We encourage you to carefully review PCE's online registration guide at degreereg.uw.edu/user-guide.

Please note:

- For Step 1, MPA courses appear in the regular UW [Time Schedule](#), not the PCE Time Schedule.
- For Step 5, in addition to entering the course SLNs, you will need to enter the add codes we provide.

In regard to core coursework and elective coursework:



- **Core coursework:** Add codes will be provided for the late afternoon / evening sections of core courses, and their associated quiz sections, in the sequence outlined in the sample Part-Time MPA schedule (<https://evans.uw.edu/academic-programs/part-time-track>). Core coursework, including associated quiz sections, can begin as early as 4:00 pm on selected afternoons.
- **Elective coursework:** While students will have an opportunity to indicate which elective courses they would like to take, please note that many elective courses are offered during the daytime. Each quarter, at least one elective course will be offered starting in the late afternoon / early evening, but the late afternoon / evening course(s) may not be in a particular part-time student's primary area of interest. Given high demand for particular courses, students are not always able to gain entry into their first choices for elective coursework.

To Add or Drop a course after you've registered for the quarter:

- Instructions for adding or dropping a course are available in PCE's online registration guide at <https://www.degreereg.uw.edu/user-guide/>.
- **Please note that there may be significant financial implications for adding or dropping a course after the start of the quarter.** Please consult the appropriate UW and UW PCE websites for additional information.

Financial and Payment Information

The anticipated program cost for 2018-19 is **\$800* per credit for the first 8 credits per quarter** (and \$1,159 for each additional credit above 8 credits per quarter), plus a non-refundable estimated \$45 registration fee and UW Seattle campus estimated quarterly fees including:

- Estimated \$41 technology fee that supports the improvement of technology used by the students at the University of Washington campuses.
- Estimated \$246 "other mandatory graduate student fees," which include: Services & Activities fee, IMA Bond Fee and Facilities Renovation fees that support student activities and programs such as ASUW and GPSS Activities, Student Publications, Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, childcare, student legal services, Ethnic Cultural Center, and Student Union facilities.
- Estimated \$84.00 per quarter U-PASS fee allows all students to access the benefits of U-PASS membership, including:
 - Unlimited rides on King County Metro, Community Transit, Pierce Transit (except Intercity Transit Olympia Express buses), Kitsap Transit, or Everett Transit bus services and on Sound Transit's buses, Link light rail and Sounder trains.
 - Full fare coverage on King County Water Taxis and the Seattle Streetcar
 - Unlimited rides on NightRide
 - Discounted carpool parking and Vanpool fare credits
 - Discounts and special offers at more than 50 local merchants

For more information about the U-Pass visit:

<https://www.washington.edu/facilities/transportation/commuterservices/u-pass/student>



The Part-Time MPA Program is a self-sustaining program, also known as a fee-based degree. There is no distinction between resident and non-resident in the program cost.

Information about payment procedures is available at degreereg.uw.edu/payment-procedures. Balances due will generally be available four days before each quarter begins, and payment is due by the third Friday of the quarter.

*** Fees listed are estimated as of April 2018. Fees are set annually and are subject to change each year.**

Student Financial Aid

Part-time MPA students are eligible for financial aid (student loans) with the exception of state-funded University of Washington scholarships, grants and assistantships (such as research assistantships, teaching assistantships and graduate staff appointments). Tuition waivers are not available to students in fee-based programs.

When working with the UW Office of Student Financial Aid, it is helpful to identify yourself as a student enrolled in a fee-based program. This allows the Financial Aid Office staff to provide you with information specific to your status as a student in the fee-based Part-Time MPA program and help prevent interruptions of aid disbursement.

For further information on financial aid, visit the following web sites:

- UW Office of Student Financial Aid: <https://www.washington.edu/financialaid/>
- Office of Student Financial Aid - Fee-based Degree Webpage <https://www.washington.edu/financialaid/getting-started/eligibility/fee-based-programs/>
- U.S. Department of Education Federal Student Aid <http://www.fafsa.ed.gov/>
- VA loans and Veteran's benefits <https://osfa.washington.edu/wp/veterans/>

Special Distinctions in Regard to Program Coding

Evans School students in the fee-based part-time MPA path **are not currently able to formally complete selected Program Options within the MPA program**. This is due to limitations about how students can be coded within University systems.

However, part-time MPA students may pursue a concentration or coursework in any of the Evans School's eight areas of concentration. Many elective courses are offered during the daytime, thus for students seeking only late afternoon or evening course offerings, there may be a more limited selection of which course offerings are available at desired times.

Students should consult with the Student Services team for academic advising support related to course selection and degree planning.



Sample Part-Time MPA Program Schedule

The Part-Time MPA program is designed for students to complete their degree in 3 academic years (9 academic quarters). Graduate School policy requires that master’s students complete their degree within six years of matriculating as a new student. The suggested part-time schedule is as follows:

Year One			Year Two			Year Three		
Quarter	Course	Credits	Quarter	Course	Credits	Quarter	Course	Credits
Autumn	PUBPOL 511 <i>Managing Politics & the Policy Process</i>	4	Autumn	PUBPOL 516 <i>Economics for Policy Analysis & Management I</i>	4	Autumn	Elective	4
	PUBPOL 522 <i>Budgeting & Financial Analysis</i>	4		Elective	4		Elective	4
	Total Autumn Quarter credits	8		Total Autumn Quarter credits	8		Total Autumn Quarter credits	8
Winter	PUBPOL 512 <i>Managing Org. Performance</i>	4	Winter	PUBPOL 517 <i>Economics for Policy Analysis & Management II</i>	4	Winter	Capstone Project*	4 (8 total)
	PUBPOL 527 <i>Quantitative Analysis I</i>	4		Elective	4		Elective	4
	Total Winter Quarter credits	8		Total Winter Quarter credits	8		Total Winter Quarter credits	8
Spring	PUBPOL 526 <i>Program Evaluation</i>	4	Spring	PUBPOL 513 <i>Policy Analysis</i>	4	Spring	Capstone Project*	4 (8 total)
	PUBPOL 528 <i>Quantitative Analysis II</i>	4		Elective	4		Elective	4
	Total Spring Quarter credits	8		Total Spring Quarter credits	8		Total Spring Quarter credits	8
Total Year One Credits:		24	Total Year Two Credits:		24	Total Year Three Credits:		24

Summary of Academic Requirements

(please consult the MPA Student Handbook for full academic degree requirement information)

72 Total Quarter Credits Required

60 credits minimum from Evans School courses

**Core Curriculum
(36 Credits)**

- PUBPOL 511: Managing Politics & Policy Process
- PUBPOL 512: Managing Organizational Performance
- PUBPOL 513: Public Policy Analysis



PUBPOL 516: Microeconomic Policy Analysis
PUBPOL 517: Microeconomic Management Analysis
PUBPOL 522: Public Budgeting & Financial Management
PUBPOL 526: Program Evaluation
PUBPOL 527: Quantitative Analysis I
PUBPOL 528: Quantitative Analysis II

Electives (24 credits)

Students may focus on one or more of these specializations

Public Policy Analysis & Evaluation
Environmental Policy & Management
International Development
Public Leadership, Management, & Decision-Making
Metropolitan & Urban Policy
Nonprofit Management & Philanthropy
Public Finance & Budgeting
Social Policy: Poverty, Education, & Social Welfare

Values, Ethics & Equity Elective (4 credits)

One approved four credit course must be taken to meet the Values, Ethics & Equity requirement.

Capstone Project (8 Credits)

Please see the MPA Student Handbook for details on the program's capstone requirement.

Internship Requirement

400 hours (equivalent of about 3 months full-time) of professional employment (paid or unpaid) with a public, nonprofit, or private organization. Internships should require that students use substantive analytical and/or managerial knowledge to solve problems at the level of policy development, implementation, and/or evaluation.

An applicant with sufficient relevant work experience may request to meet this requirement through their prior work experience. It is anticipated that most Part-Time MPA students, who are employed full-time, will request a waiver of the internship requirement. Students are encouraged to contact the Evans School's Career Development team early in the program to discuss the process.