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ABOUT US

The Reno Area
Channeling the crystal waters of Lake Tahoe, the Truckee River runs leisurely through downtown Reno. Numerous mountain ranges rise ruggedly from the desert basin, providing stunning views and unmatched sunsets.

The University
- Boasts a fitness facility of more than 108,000 square feet
- Offers affordable, top-tier education
- Houses one of nation’s most technologically advanced libraries
- Provides students the opportunity to work closely with research faculty and professionals

As Nevada’s flagship land-grant institution, the University has been instrumental in the history of the nation’s fastest-growing state. One of the top 150 research universities in the country, the University of Nevada, Reno is fully accredited by the Northwest Association of Schools and Colleges, the official accrediting agency of most Western states.

The University of Nevada, Reno was founded in 1874 as the State University of Nevada in Elko, Nevada, about 300 miles northeast of its present-day campus in Reno. The site for the university preparatory school in eastern Nevada (where no state institutions had previously been located) proved to be impractical, as nearly half of the state’s residents lived in the Reno-Carson City area. In 1885, the legislature approved the move of the University from Elko to Reno.

In the last 35 years, the University has met the challenges of leadership in what is now the fastest-growing state in the country, with student enrollment rising to more than 21,000 in fall 2016. Most recently, the university replaced the Jot Travis Student Union with the Joe Crowley Student Union, one of the most transformational buildings ever built on campus. This 167,000-square-foot, "green" environmentally friendly facility signals a shift in campus expansion, offering the campus and community a new
centrally located "front door" to the University from Virginia Street. In 2008, one of the nation's most technologically advanced libraries, the Mathewson-IGT Knowledge Center, opened next to the Crowley Student Union, further signaling the campus' move north. In 2016, the new 78,000 square foot William N. Pennington Student Achievement Center opened to provide a central building for all student services and in 2017 the university broke ground for a new arts center. The university's most recent building addition is the E. L. Wiegand Fitness Center. The new fitness facility is more than 108,000 square feet with three basketball gymnasiums, areas for weightlifting, cardio training, mind-body training, a fitness staircase, 1/8th mile running track and a multitude of new fitness classes and activities.

The University of Nevada, Reno is an affordable Tier One university. Our students pay 80 percent less than the average Tier 1 institution, making UNR a best buy amongst Tier One universities. Unlike many public research universities, the University of Nevada, Reno offers its students the chance to get up close and personal with highly credentialed faculty, researchers and professionals. Ph.D. professors regularly teach undergraduate students and invite them to research labs or internships. Graduate students work closely with professors on major research projects while developing their own research skills and projects. UNR Faculty are world renown, respected members of their fields and often bring home research and career achievement awards.

Along with its academic benefits, the University of Nevada, Reno is a beautiful campus located in one of the most picturesque areas of the country. From the 100-year-old, elm tree-lined Jeffersonian quad to the state-of-the-art Mathewson-IGT Knowledge Center, the campus possesses historic beauty and digital convenience alike. Nestled at the base of the Sierra Nevada, the city of Reno is closer to cities such as Sacramento and San Francisco than Las Vegas. In contrast to Las Vegas, Reno offers its residents an invigorating taste of all four seasons.

Channeling the crystal waters of Lake Tahoe, the Truckee River runs leisurely through downtown Reno. Numerous mountain ranges rise ruggedly from the desert basin, providing stunning views and unmatched sunsets. Located on the border between the Great Basin and the Sierra Nevada, Reno has been dubbed "America's Adventure Place" for its impressive and diverse geographic offerings. With crystal clear Lake Tahoe 30 minutes to the west, the barren Black Rock Desert to the northeast, and Yosemite a short road trip to the southwest, Reno is a great destination for nature lovers and adrenaline junkies alike.

Reno offers a favorable quality of life that has been recognized by numerous national sources, including Forbes magazine. Reno’s population enjoys an array of cultural activities, including museums, numerous theatre companies, a symphony, ballet and opera. There are several major venues for concerts, sporting events and other live performances, including the Lawlor Events Center on campus and the Reno Events Center, located less than a 10-minute walk from campus. In recent years, Reno has experienced a Bohemian cultural renaissance, with a growing arts community, increasing international flavor and the annual counterculture festival, Burning Man.
The MPA degree is offered as part of the curricular program of the Department of Political Science. The Department is an academic unit within the College of Liberal Arts. The activities of the department focus upon undergraduate and graduate education, research, and public service. In addition to the MPA, the Department offers the Bachelor’s (BA), combination BA/MA and BA/MPA degrees, MA in Political Science, Ph.D. in Political Science, and a BA in International Affairs.

In the past several years, the department has undergone dramatic transformation in student enrollment, faculty, and degree programs. Political science degree programs have one of the largest enrollments on campus. With the addition of new faculty members, the department has expanded and solidified its research and teaching in areas that include environmental policy, American government and elections, public administration and public policy, political violence, international and human security, and comparative politics. As a smaller program, our students can work more closely with faculty members to tailor a program that will help them to achieve their research and professional goals. Our graduate students routinely obtain positions at all levels of government, or use their degree as a platform to advance their current career trajectory. Our students also have presented research at major conferences and published on their own or with faculty members.

**Program Goals**

The Masters in Public Administration program’s mission is to educate public sector professionals to assume leadership positions in public service and to improve the governance and management of local, state, and federal agencies and nonprofit organizations. To accomplish this mission, the program has the following objectives for students:

- Prepare students with skills and knowledge for effectively leading and managing organizations that ultimately serve the global public good.
- Develop and explain advanced professional practices and analytical skills through classroom instruction and other learning activities
- Prepare students to work within public and non-profit sectors.
- Apply critical thinking and appropriate technology for public policy analysis
- Use critical thinking skills to solve problems in public and nonprofit settings in a manner that will improve the public good

The program is a non-thesis degree designed to provide students with competency in both public administration and public policy formation and analysis. The courses in public administration are designed to increase the student’s understanding of the public sector’s internal organizational...
environment, and to help the student develop needed managerial skills to operate within that environment. Additional courses in public policy give the student an understanding of the social, political, and economic environment in which public programs develop and operate. Courses in research methodology and statistics provide the empirical skills necessary in today’s complex government agencies and activities. A track of specialization provides the student with additional competence in an area linked to student interests and career goals.

ADMISSION & ENROLLMENT REQUIREMENTS

Admission to the MPA program is competitive; a limited number of applicants are accepted each year. A departmental Graduate Committee is charged with evaluating applicants and making admission recommendations to the Director of Graduate Studies. Admission to the program is at the discretion of the Political Science Department while final offers of admission must be approved by the Dean of the Graduate School.

To be considered, prospective students must submit all application material. Incomplete applications will not be considered for admission. It is the responsibility of the student to ensure all material is delivered to the Graduate School before the deadlines for consideration. The Department of Political Science and the Graduate School do not assume responsibility for missing application materials.

Please note that the Graduate School, which also must approve all applicants, has its own deadlines and regulations. Students are expected to know these and meet and follow them. The Graduate School website can be found at www.unr.edu/grad.

Application Deadlines

The Graduate Committee reviews admission applications in three cycles:

- **Priority Fall Admission with application for assistantships**: February 15; this deadline is for students seeking admission for the following fall semester with an application for a departmental research and teaching assistantship
- **Regular Fall Admission**: April 15; this deadline is for students seeking admission for the following fall semester without a departmental assistantship application
- **Regular Spring Admission**: November 1; this deadline is for those seeking admission for the spring semester. Assistantship offers are generally not made for the spring admission cycle
Minimum Scholastic Requirements

- Undergraduate Degree (B.A./B.S)
- Minimum 2.75 overall GPA (B.A./B.S.) or a 3.0 GPA for last two years of B.A./B.S.
- GRE Scores: GRE scores must be from an examination taken in the previous 5 years. Verbal and Quantitative scores should be a minimum of 150, though exceptions may be made for students based on upon their skill set and other qualifications. The GRE scores are required by the department and the Graduate School and cannot be waived. The department is willing to accept GMAT and LSAT scores in substitution.
- 18 credit hours (6 courses) in Political Science or social science courses, broadly defined.

Please note that these are minimum requirements; meeting minimum requirements does not guarantee admission to the program. We take into consideration multiple factors when making an admission decision. These may include a student’s overall record, as well as fit with departmental faculty areas of expertise and research/teaching interests.

Admission Materials

- Undergraduate and Graduate School transcripts (if applicable)
- Test Scores:
  - GRE/GMAT/LSAT scores are required of all students and cannot be waived. The test scores should have been taken within the past five years
  - For international students studying under a student visa, the Test of English as a Foreign Language test (TOEFL) is required and you must have a minimum TOEFL score of 500 on the paper-based exam; 61 on the internet-based exam, or 173 for the computer-based exam. Students must also meet all other requirements for International Students, as established by the Graduate School and the Office of International Students and Scholars/0074, University of Nevada, Reno, Nevada 89557-0074.
  - If admitted, international students should get in touch with the Office of International Students and Scholars immediately (www.unr.edu/oiss) to make sure that all needed paperwork is processed as quickly as possible. Because of current policy issues with US immigration policy and the Department of Homeland Security, this should be done as soon as possible. Likewise, some paperwork needed, such as application for Social
Security cards, can take weeks to complete, so students are encouraged to start this process once they are informed of their accepted application.

- The Political Science Department reserves the right to request that the English skills of incoming international students be evaluated by the Intensive English Language Center on campus. The results of that evaluation will be used to determine if the student needs to take additional English or other classes to facilitate their success in the program. International students awarded a teaching assistantship will need to pass an oral English examination. Failure to pass the examination may result in changes to or the cancellation of the student’s teaching assistantship.

- Three letters of recommendation of which at least one is from a professor with whom you have taken and completed coursework. People with 5 years of work experience may submit all three letters from people in a position to judge your work experience and aptitude for graduate work.

- Personal Statement or Statement of Purpose: the 500-word statement should explain to the Graduate Committee a bit about your background, why you have chosen the department for your program, your career and educational goals, how the MPA will help your career objectives and any faculty members with whom you have an interest in working. The Writing Lab at Purdue University has produced a good explanation on how to write personal statements. Their guide can be found here: https://owl.english.purdue.edu/owl/resource/642/1/.

All personal statements should be printed with double spacing and a standard 12pt font and have your name at the top of each page.

- Students applying for departmental teaching or research assistantships must complete the department specific application for an assistantship, which can be found here: http://www.unr.edu/cla/polisci/forms/index.html

- All applications must begin with an electronic application account. You can begin this process with the Graduate School of the University of Nevada, Reno at this web address: https://unr.force.com/TX_SiteLogin?startURL=%2FTargetX_Portal__PB

- All additional application materials, unless uploaded directly to the Graduate School application system, must be mailed to the Graduate School by the appropriate application date

University of Nevada, Reno
Graduate School/0326
Reno, NV 89557-0326
Please do not mail application material to the department without consulting with the department’s Director of Graduate Studies. The Graduate School evaluates all applications for completion and then electronically forwards them to the department’s Graduate Committee for evaluation and admission decision. Materials sent to the department cannot be guaranteed to be included in a student’s application file.

**Regular Admission**

The department’s Graduate Committee reviews files and makes recommendations to the Director of Graduate Studies. The Director of Graduate Studies forwards recommended accepted applications to the Graduate School for final approval. The Director of Graduate Studies and the Graduate Committee reserve the right to specify additional application material if necessary.

It is possible that the Graduate Committee may recommend admission for a student contingent upon the student taking additional coursework to make up for deficiencies in the student’s record. Such recommendations may be tailored specifically to the student’s background and will reflect preparation or skills that the Graduate Committee believes the student should improve before matriculating into the program. In doing so, the Graduate Committee reserves the right to set standards for the completion of the coursework, such as requiring a specific grade-level at which the course must be completed. Such coursework can generally be completed while the student is pursuing an approved program of graduate study.

Admitted students will receive an email welcoming them to the department, but the official letter of admission will come directly from the Dean of the Graduate School. The Graduate Dean’s letter is the official offer of admission. To accept the offer of admission, students must contact the Director of Graduate Studies by email to acknowledge that they are accepting the admission offer. Accepted students must also confirm that they are accepting the admission offer through their MyNevada account (https://my.nevada.unr.edu). This communication will allow the department to establish department records and to add the student to the department’s communications. If the student does not respond to the department’s offer of admission by the established deadline, they will forfeit their seat for the incoming class.

**Prescribed Program of Study Admission**

At the discretion of the Graduate Committee, the committee may recommend admission with a Prescribed Program of Study. Generally, students whose application does not meet standard admission requirements for the department, but show academic promise in their ability to complete graduate work, can be admitted under this option. A prescribed program admission requires the completion of one
semester of full-time study of 9 credits or 12 credits over two semesters for those completing the program part-time. The student must attain a grade of at least “B” in each course taken over the probationary period. The courses prescribed may be graduate or undergraduate classes the Graduate Committee has identified as needed to strengthen the student’s skills and academic background. Undergraduate courses cannot be applied as credit toward the graduate degree. Students who successfully complete the prescribed program then continue with regular graduate studies. Students admitted under a prescribed program should complete the Prescribed Program Form in conjunction with the Director of Graduate Studies (http://www.unr.edu/Documents/colleges/grad/forms/Prescribedprogram.pdf).

**Graduate Special Admission**

For students who are not sure about graduate school and want to try a few classes before submitting a full application, the Graduate School allows students to apply for Graduate Special status. This status allows students to take up to 9 credits without being formally admitted to the program. This program can be useful for students who want to try a few classes before making formal application to any graduate program. It can also slowly introduce students back into the classroom environment for those who may have had a long absence from the classroom. The 9 credits can be applied to a degree program once a department admits the student.

Application for Graduate Special Status must be made directly to the Graduate School, not through departments. Students can receive additional information and an application status from the Graduate School’s website: http://www.unr.edu/grad/admissions/special-requirement-categories.

Students admitted with a Graduate Special status should get in touch with the Director of Graduate Studies immediately to discuss which courses the student should take, given the student’s background and objectives.

**Financial Aid & Graduate Student Assistantships**

The Political Science Department offers a limited number of graduate research and teaching assistantships. Though priority is given to Ph.D. students for funding, the department does offer some funding to MPA students when available. Departmental assistantships are generally awarded during the priority application cycle (February 15 deadline) for the following academic year. Assistantships are competitive and available only for full-time students. Application forms and information can be obtained from the Political Science website, http://www.unr.edu/cla/polisci/forms/index.html. All funding is renewable on a yearly basis and contingent upon students making appropriate progress toward their degree, grades and job performances.
All graduate students holding an assistantship (teaching GTA or GRA) are considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship. While the Graduate School’s assistantship requirements are that students must be enrolled for a minimum of six credits, students on a full-time assistantship with the department (20 hours a week) must register for 9 credits of coursework unless they receive a waiver from the Director of Graduate Studies. Students on a part-time assistantship may register for the minimum of six credits.

State-funded assistantships (GTA/GRA) may be held for a maximum of three (3) years for master’s degree students. General information concerning graduate assistantships can also be found on the Graduate School’s website at http://www.unr.edu/grad/funding/graduate-assistantships. Students awarded a graduate assistantship should read the Graduate Assistantship handbook at http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf

The university also provides a range of financial assistance options for graduate students. Interested applicants should contact Financial Aid, http://www.unr.edu/financial-aid. Students should also explore other sources of scholarships from private foundations and government agencies where available.

Graduate Student Health Insurance

All domestic degree seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the University sponsored health insurance for each term they are eligible (fall & spring/summer). If a student has other comparable coverage and would like to waive out of the student health insurance, it is the student’s responsibility to complete the University online waiver form prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. All international graduate students are required to carry student health insurance, and the cost will be automatically added to your student account. Any international graduate students with insurance questions must contact the Office of International Students and Scholars (OISS) directly. For additional information, please see the Graduate School’s health insurance website at http://www.unr.edu/grad/health-insurance.

Graduate Student Enrollment & Leave of Absence Policy

Continuous Enrollment: To maintain “good standing” all graduate students are required to enroll in a minimum of three (3) graduate credits each fall and spring semester until they graduate. International
students may be required to enroll in nine graduate credits each fall and spring semester depending on the requirements of their visa.

**Leave of Absence:** Students in good standing may request a leave of absence by completing a leave of absence form available on the Graduate School website ([http://www.unr.edu/Documents/graduate-school/leaveofabsencer_9.23.pdf](http://www.unr.edu/Documents/graduate-school/leaveofabsencer_9.23.pdf)) during which time they are not required to maintain continuous registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any “incomplete” grades which could be changed to “F” and have a detrimental impact on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

**Reinstatement:** When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the Reinstatement form (available on the Graduate School website [http://www.unr.edu/Documents/graduate-school/noticereinstatementgraduatestanding_9.23.pdf](http://www.unr.edu/Documents/graduate-school/noticereinstatementgraduatestanding_9.23.pdf)). This form allows the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Graduate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.
DEGREE REQUIREMENTS

All MPA students are required to complete the following 36 credits of course work; this outline can be used to track your progress toward degree completion:

<table>
<thead>
<tr>
<th>General Core Courses – (18 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 604b Public Personnel Administration</td>
</tr>
<tr>
<td>PSC 741 Seminar in Public Administration</td>
</tr>
<tr>
<td>PSC 744 Governmental Budgeting</td>
</tr>
<tr>
<td>PSC 750 Seminar in Public Policy</td>
</tr>
<tr>
<td>PSC 780 Research in Political Science</td>
</tr>
<tr>
<td>PSC 751 Public Policy Analysis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students work with faculty to define a specialization track that meets their interests and professional needs. Because of the varied objectives and interests students have in obtaining an MPA degree, the department allows courses to be taken within and outside the department. Amongst the tracks that previous students have taken are Public Management, Policy Analysis and Evaluation, Environmental Policy and Management, Comparative Administration, Urban Management and Planning, National Security Policy, and others.</td>
</tr>
<tr>
<td>The courses supporting the specialization track may be interdisciplinary, in which case courses may be taken outside the department with the approval of the student’s advisor and the Director of Graduate Studies. Approval of the student’s program of study is sufficient to indicate approval of the student’s specialization track.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Track – (9 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Specialization 1 (3 Credits)</td>
</tr>
<tr>
<td>Course Specialization 2 (3 Credits)</td>
</tr>
<tr>
<td>Course Specialization 3 (3 Credits)</td>
</tr>
</tbody>
</table>
General Electives

General elective credits are usually met through special topics and readings (1-3 credits) that assist students in preparation for their comprehensive examinations.

<table>
<thead>
<tr>
<th>General Electives – (6 Credits Special Topics Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Topics 1</td>
</tr>
<tr>
<td>Special Topics 2</td>
</tr>
<tr>
<td>Special Topics 3</td>
</tr>
</tbody>
</table>

Comprehensive Examinations

Of the six required courses, comprehensive examinations are offered in five of the six classes. Comprehensive examinations are not offered for PSC 780 Research in Political Science. When students enroll in one of the five required courses that offer comprehensive examinations, they have the option of taking a comprehensive examination on that class material by enrolling in PSC 795 for 1 credit and PSC 791 Special Topics for 2 credits, and informing the instructor they wish to take the comprehensive examination for that course. Further details can be found in the Comprehensive Examinations section of the handbook.

<table>
<thead>
<tr>
<th>Comprehensive Examinations (3 Credits Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Examination 1</td>
</tr>
<tr>
<td>Comprehensive Examination 2</td>
</tr>
<tr>
<td>Comprehensive Examination 3</td>
</tr>
</tbody>
</table>

Student are required to pass three comprehensive examinations. In each of the courses that the student chooses to take a comprehensive examination, the instructor for that course will devise, administer, and grade the comprehensive examination for the course. Instructors will provide students with additional materials to study for the comprehensive examination in the course subject matter. Examinations will be essay format and will be inclusive of course material and supplemental material that the instructor provides. Students take their course comprehensive examination at the end of the semester. Students will
receive separate grades for coursework and for the comprehensive exam. Thus, it is possible for a student to pass the requirements of the course, but also to fail the comprehensive examination.

Students may not backtrack comprehensive examinations, meaning that they cannot take a course, decline to take the comprehensive examination, and then decide to take the comprehensive examination later. Thus, comprehensive examinations need to be completed in the same semester that students are taking the course for the comprehensive examination.

**Failing Comprehensive Examinations**

If a student fails a comprehensive examination, the student will not be allowed to retake the comprehensive examination in that course. The student must take a comprehensive examination in another course to make up for the failure. If the student fails two comprehensive examinations, the Graduate Director will dismiss the student from the program. The Graduate Director will notify the Graduate Committee of the decision to dismiss the student; however, approval of the Graduate Committee is not necessary and the decision cannot be appealed within the department.

**Other Course Options**

Students may find and complete internships that relate to their MPA degree. If students would like to receive credit for an internship, they should discuss the conditions of the internship with the department’s internship coordinator, and receive the approval of the Director of Graduate Studies. Internships must not be connected to a full-time or part-time job that you have held previously or currently hold.

**Maintaining Academic Standing in the MPA Program**

To complete the MPA degree, students must be in good academic standing with the Department of Political Science and the Graduate School; all students must meet the graduation requirements of both the Department of Political Science and of the Graduate School of the University of Nevada, Reno.

While academic standing and graduation requirements vary between degree programs offered by the Department of Political Science, regarding the MPA program, the Department concurs with and follows the rules for academic standing that the Graduate School maintains.
Graduate School Academic Requirements

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0 they are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

**Probation:** students whose cumulative graduate GPA is between 2.99 and 2.31 are put on probation. Students are placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from their graduate program. Thesis, dissertation, S/U graded credits, and transfer credits have no impact on a student’s GPA.

**Dismissal:** students whose cumulative graduate GPA is 2.30 or lower are dismissed from graduate standing. Dismissed students are no longer in a graduate program but may take graduate-level courses as a Grad Special. Students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0 and then re-apply to a graduate program. Any courses taken to raise their GPA will be included in the graduate special/ transfer credit limitation (9 credits for master’s degrees).

In addition to the Graduate School’s academic requirements, the Department of Political Science maintains additional academic standing policies:

In graduate studies, generally grades below a “B” are considered failing by the faculty and are frowned upon. These grades can seriously affect your progress and will certainly affect a student’s ability to maintain departmental level funding that the student may have.

While the Graduate School uses 3.00 as their minimum threshold, the Political Science Department may also terminate a student from the program if the student receives six or more credits of B- or lower grades, or three credits of C or lower grades. Students who do not successfully complete a course (a grade of C+ or better), may retake the course a second time. However, if the student does not successfully complete the course after the second time, the student will be dismissed from the program by the Director of Graduate Studies for insufficient progress toward the degree.
TRANSFER CREDITS

These are credits transferred from another institution. Credits completed at UNR in another program or as a graduate special do not need to be transferred. Transfer credit is requested on the Graduate Credit Transfer Evaluation Request form available on Graduate School website [http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf](http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf) and must be signed by the student, major advisor, and Director of Graduate Studies. Transfer credits applied to a master’s program must comply with the time limitation on master’s work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the course to apply to the degree. Credits from a completed master’s degree will be exempt from the 8-year time limitation for those students earning a doctoral degree. Only those courses that relate to a student’s particular program focus will be approved for transfer and/or substitution. In the case of course substitutions, particularly for core required courses, the department may request evidence of the material covered in the course. Students should discuss these issues with their advisor or the Director of Graduate Studies.
TIMELINE TO DEGREE COMPLETION

Students who enroll full time in the MPA program can expect to complete their degrees in two years, four semesters of nine credits. However, many of our students hold full time jobs or other obligations and they pursue their degree part-time. In the case of part-time students, the time to degree completion will vary with the student’s course load per semester. The department also tries to offer at least one MPA course over the summer each year to help students make progress toward their degrees.

On a full-time basis, a degree completion schedule may look like the following:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, First Year</td>
<td>Core Course 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Core Course 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Special Topics 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Examination 1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Fall, First Year Total</strong></td>
<td><strong>9 credits</strong></td>
</tr>
<tr>
<td>Spring, First Year</td>
<td>Core Course 3</td>
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<td>Special Topics 2</td>
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<td>Fall, Second Year</td>
<td>Core Course 4</td>
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<td>Core Course 5</td>
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Of course, students may take summer and wintermester courses that would shorten this plan of study. Students should note that PSC 780 Research Methods is offered every fall semester as it is a required course in every graduate degree program the department offers. Other core courses are offered on a rotating basis.

By the rules of the Graduate School, all requirements for the MPA must be completed within six years of matriculation into the program. The Department of Political Science will not request nor support extensions of this time. Students not meeting the six-year degree completion requirement will be dismissed from the program.

**ADVISORS AND THE GRADUATE COMMITTEE**

**Declaration of Advisor**

Upon admission to the MPA program, students are required to sign a declaration of advisor form for the department; this form is included in your offer letter, but may also be found at this link ([http://www.unr.edu/grad/forms/delcaration-of-advisor](http://www.unr.edu/grad/forms/delcaration-of-advisor)). Based on the student’s interests in the program, an advisor is assigned to each student entering the program. This advisor is your point of contact to begin receiving advice about course selections and program requirements going into your first semester. The student may, at any time, change their advisor if they prefer to work with another professor. The initial advisor form allows the department to inform the Graduate School that you have an advisor that is assisting you and that you are engaged in a structured program that will meet both departmental and Graduate School requirements.
By Graduate School rules, all Master’s programs (with the exception of the Master’s of Business Administration and the Master’s of Accountancy programs) require at least three advisory committee members. All must be graduate faculty members (a current graduate faculty database may be found here: https://www.unr.edu/grad/graduate-faculty). At least one member (the graduate school representative) must be from a department or program different from the department or program from which the student is graduating. Formal approval of all student advisory committees is made by the Graduate Dean.

All students enrolled in graduate degree programs offered by the Department of Political Science must form a committee. The purpose of the committee in the MPA program is to assure that the student has advice on course selection and degree completion trajectory. Because the MPA is a non-thesis degree, the committee does not have duties that include thesis writing and defenses. Committees must comprise three faculty members, two from within the department and one from outside the department that serves as the Graduate School Representative. The Graduate School Representative provides an outside assurance that the rules established in the program and by the Graduate School have been followed successfully. If you do not know of a professor outside the department that can serve as your Graduate School Representative, please feel free to see your advisor or the Director of Graduate Studies to receive suggestions from them.

Students should see their advisor once a semester to make sure they are on track, know course availability, and be made aware of any programmatic changes. Students should also feel free to make an appointment with the Director of Graduate Studies if they have questions about their progress.

**Program of Study**

Your committee is formed when you complete the Program of Study. Each student in the MPA program must complete a Program of Study by the end of their second semester (this is earlier than the Graduate School’s deadline of the third semester of study). The Program of Study serves as the guide to completing your degree. The form for the Program of Study can be found at this link (http://www.unr.edu/Documents/graduate-school/program-of-study.pdf). It is important to note that the Program of Study can be amended, so future courses that you hope to take may be amended as needed. Thus, the Program of Study is not “written in stone,” but it provides an anticipated path to degree completion to the department and to the Graduate School.
COMPLETING YOUR DEGREE

As you get near to completing your coursework and comprehensive examinations, you will want to pay attention to the paperwork needed to complete your degree. Students should take note of the following items:

- **Graduation Application** – [http://www.unr.edu/grad/forms/graduation-application](http://www.unr.edu/grad/forms/graduation-application)
  - The Graduation Application must be completed several weeks ahead of your anticipated graduation. This application is used to generate an audit of your degree requirements. You will receive confirmation 3-8 weeks later from the Graduate School that all requirements for the degree have or have not been met. Please check their website for graduation application deadlines; if you miss a deadline, you will need to wait until the next graduation dates to apply for graduation from the program.

- **Notice of completion** – (Master’s Degree - [http://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf](http://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf))
  - After all requirements have been met, students should complete the Notice of Completion Form. This form must be signed by all committee members and administrative officials confirming that you have met the requirements for your degree. A copy of the form should also be provided to either the Director of Graduate Studies or the department’s Administrative Assistant, Kristen Kabrin (Thompson Building, Room 233).

- **Exit Survey** – ([http://www.unr.edu/grad/forms/exit-survey](http://www.unr.edu/grad/forms/exit-survey))

The department and the Graduate School would like you to complete the exit survey to tell us about your experience in the department and in the Graduate School.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student Services and reports to the President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees. [http://www.unr.edu/gsa](http://www.unr.edu/gsa)

GRADUATE SCHOOL FORMS

Please refer to [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms) for all forms available at The Graduate School.
POLITICAL SCIENCE FACULTY

Eric B. Herzik, Ph.D.
Professor, Chair

Robert Ostergard, Ph.D.
Associate Professor
Director of Graduate Studies


Robert Dickens, Ph.D., University of Arizona. Associate Professor. Areas of Interest: Public Policy, Bureaucratic Politics, Intergovernmental Relations, Public Choice.


Allison Evans, Ph.D., University of Pennsylvania, Assistant Professor. Areas of Interest: Protest, Urban politics, Russian politics, Post-communism and social movements.

Jeremy Gelman, Ph.D., University of Michigan. Assistant Professor. Areas of Interest: Congress, the Presidency, Interest Groups, and Campaign Financing.

Ian Harthorn, Ph.D., University of Pennsylvania. Assistant Professor. Middle East Politics, Comparative Political Economy, Labor Movements, Migration, Refugees, and Regime Transitions.

Callum Ingram, Ph.D., University of Virginia. Assistant Professor. Areas of Interest: Political Theory, Democratic Politics, Environmental Political Theory and Urban Social Movements.

Elizabeth Koebele, Ph.D., University of Colorado, Boulder. Assistant Professor. Areas of Interest: Environmental Policy and Politics, Natural Resource Management, Collaborative Governance, Public Policy, Qualitative Methods.

Aleksey Kolpakov, Ph.D., Indiana University. Assistant Professor. Areas of Interest: Collaborative Governance, Network Management, Public Sector Leadership, Knowledge Management, Representative Bureaucracy, Public Service Motivation and Managing Diversity in the Public Sector.

John Marini, Ph.D., Claremont Graduate School. Professor. Areas of Interest: Political Philosophy, Organizational Theory, and Bureaucratic Politics.

N. Susanne Martin, Ph.D., University of Texas, Austin. Associate Professor. Areas of Interest: Comparative Politics and
International Relations; Political Parties, and Terrorism and Violence.

**Xiaoyu Pu, Ph.D.,** The Ohio State University. Assistant Professor. Areas of Interest: International Relations, Comparative Politics, Chinese Politics, Chinese Foreign Policy, Emerging Powers (BRICS), International Security, and International Relations theory.

**Jennifer Ring, Ph.D.,** University of California, Berkeley. Professor. Areas of Interest: Political Philosophy, Feminist Theory, and Multicultural Politics.

**Nicholas Seltzer, Ph.D.,** Stony Brook University. Assistant Professor. Areas of Interest: Big data Analytics and Sociopolitical Implications of Big Data, Information Networks, Agent-Based Modeling, Biopolitics, Behavioral Political Economy, Quantitative Research Methodology, Geographic Information Systems (GIS).

**Todd Graham Smith, J.D.,** Emory University; Ph.D. University of Texas, Austin. Assistant Professor. Areas of Interest: Poverty Reduction, Sustainable Development, Climate Change Adaptation, Natural Resource Management, and Food Security and African politics.

**Leah Wilds, Ph.D.,** Colorado State University. Associate Professor. Areas of Interest: Public Policy, Environmental Politics (global and domestic), Western Land and Water Resources.

**Steven Lloyd Wilson, Ph.D.,** University of Wisconsin, Madison. Assistant Professor: Internet Politics, Communication Technology, and Cyber Security.

**Adjunct and Affiliated Faculty**

**Carina Black, Ph.D.,** University of Nevada, Reno, Adjunct Professor. Areas of Interest: Comparative Politics, Public Policy and International Affairs.

**Paul Chalekian, P.D.,** University of Nevada, Reno, Adjunct Professor. Areas of Interest: Public Administration, Organization Theory

**Richard Harris, J.D.,** Stanford University, Adjunct Professor. Areas of Interest: Natural Resource and Environmental Law.

**John Scire, Ph.D.,** University of Nevada, Reno, Adjunct Professor. Areas of Interest: Energy Policy, Foreign Policy, International Conflict Studies, and Terrorism.
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