

SPEA Administration and Student Services Staff

Lilliard Richardson, Ph.D., Executive Associate Dean and Professor, Dr. Richardson oversees all aspects of the SPEA programs and services on the Indianapolis campus.

Jody Sundt, Ph.D., Associate Dean for Graduate and Executive Education, Dr. Sundt oversees the graduate and executive education programs.

Jeff Paine, D.P.A., Lecturer and Director of Public Affairs Programs. Dr. Paine is available to discuss the Public Affairs program.

Tom Stucky, Ph.D., Associate Professor and Director of Criminal Justice Programs. Dr. Stucky is available to discuss the MSCJPS program.

Laura Littlepage, M.P.A., Director of Online Programs

Luke Bickel, M.A., Director of Graduate Programs. Luke can answer questions about the graduate program. Luke can also answer questions about assistantships, fellowships, and scholarships.

Kristin Lively, M.Ed., Assistant Director for Graduate and Undergraduate Programs. Kristin can provide advice on academic planning for accelerated undergraduate students, honors students and current graduate students. Kristin can also answer questions about assistantships, fellowships, and scholarships.

Sara Wrightsman, Graduate Recorder and Graduate Admissions Assistant. Sara assists with all aspects of the graduate admissions process. She maintains graduate student academic records for SPEA and can assist with questions regarding grade point averages, academic probation, or student record changes. Sara also processes the applications for graduation, mid-career credit, and service credit.

Kathleen Hursh, Assistant Director of Career Services. Kathleen can assist with questions regarding internships, job search, and post graduate employment.

Shawnte Sanders, Diversity Enrichment Manager. Shawnte can assist with additional support and resources in order to cultivate an environment of success with special focus on first generation and underrepresented students.

Key Contacts for SPEA Graduate Programs

If you have questions regarding any of the SPEA graduate programs, or about IUPUI, you may initially contact the **SPEA Student Services Office, 317-274-4656**, or 1-877-292-9321, located in BS 3025.

Other contacts include the following individuals:

Master of Public Affairs (MPA)

General Program Information

Luke Bickel 278-0308
lbickel@iupui.edu

or

Director of Public Affairs Programs
Dr. Jeffrey Paine

274-1068
jefpaine@iupui.edu

Master of Science in Criminal Justice and Public Safety (MSCJPS)

General Information

Luke Bickel 278-0308
lbickel@iupui.edu

Director of Criminal Justice Programs

Dr. Tom Stucky 274-3462
tstucky@iupui.edu

Joint Degree Programs

The School of Public and Environmental Affairs offers several joint degree programs. For more information about one of the following joint degree programs, please contact SPEA Student Services at 317-274-4656:

Master of Public Affairs-Doctor of Jurisprudence (MPA-JD)

Graduate Bulletin

The SPEA Graduate Bulletin can be found online at <http://bulletins.iu.edu/iupui/2014-2016/schools/spea/index.shtml>

SPEA Student Services

A variety of information and assistance is available to you at the Student Services counter in room 3025 of the Business/SPEA (BS) building. Staff will assist you with registration, provide appropriate referral to other campus offices, serve as your advocate, trouble shoot, and answer many of your questions. They can answer questions regarding graduation, SPEA social activities, student organizations, and much more. You are invited to consider the SPEA Student Services Office as your **partner** throughout your graduate career.

Academic Status

Registration

IUPUI offers registration by computer through One Start. One Start allows you to register through a special computer program from home, your office, or any available campus computer cluster. Students can access One by clicking the link on the IUPUI Homepage. Students should select the "Self Service" tab to begin the registration process. For more registration information, contact the Office of the Registrar, CE 250, phone 317-274-1519.

Course Authorization

Note that arranged courses (e.g. independent readings, SPEA-V580, practicum SPEA-V585, research, SPEA-V590 and some other specially targeted courses) require authorization. Please consult the schedule of classes for instructions or requesting authorization.

SPEA Online Courses

Students admitted to the online certificate programs get first priority when registering for SPEA online courses. All SPEA graduate students are eligible to register for online courses.

Service Indicators

Occasionally students will have an academic or administrative service indicator because they have not met certain requirements (i.e. GPA requirements or conditional admission). Students who have a service indicator need to contact the student services office or their faculty advisor in order to obtain a clearance to *register for classes*.

Schedule Adjustments

If a course is full, you can add your name to the waitlist for the course. It is recommended that you attend class if you are one of the top 3-5 students on the waitlist. If you are able to get in, you will not be behind. Refer to the Schedule of Classes and Academic Information for date deadlines.

What is eDrop?

Electronic Class Drop (**eDrop**) was developed so that students could make needed changes to their class schedules without having to walk paper forms to various campus offices for approvals and processing. After students submit their electronic eDrop requests, academic advisors and others can review and approve (or disapprove, if necessary) those drop requests using an electronic workflow system. Approved drop requests will then automatically update student class schedules before email notifications are sent to students indicating the completion of their eDrop requests.

Paper drop/add forms are still available from your advisor or school and will still be accepted at the Office of the Registrar (with the required signatures and grade assignments).

How does eDrop work for me?

If you need to drop a class, link to **One** (<https://One.iu.edu>) just as you did to register for classes. Under **Registration & Classes**, click on the **Drop/Add Classes** link. On the **Drop/Add Classes** page, click on the **eDrop** link.

Probation

Students are placed on probation following a semester in which their cumulative or semester grade point average falls below a 3.0. Students on probation or admitted provisionally are required to attain an average of at least 3.0 for all work completed by the end of the next semester. Failure to do so is cause for dismissal.

Appeals Procedures

Students are eligible to make appeals of academic decisions made by SPEA faculty members. Appeals should be submitted in writing to the Director of Academic Affairs of SPEA at the campus where the decision was made. In every case, the student must first attempt to resolve the issue at the class/instructor level before submitting the written complaint or appeal. Every appeal must be initiated before the end of the last day of class of the next semester, fall or spring, immediately following the session in which the academic decision was made or the event occurred.

Curriculum

Students must fulfill the degree requirements listed in the Graduate Bulletin at the time of their matriculation. However, students may choose to follow the revised requirements implemented during their course of study. To do so, contact the SPEA student services office in BS3025.

Application for Graduation

Students are also required to notify the Recorder of their pending graduation by completing the Application for Graduation form. This form may be obtained in the SPEA Student Services Office, BS 3025. The deadline to apply for December graduation is **September 10**; the deadline for May and August graduation is **January 15**. These deadlines are critical as decisions regarding honorary societies are made after these dates and Alumni Office must be notified of your tentative graduation status. **All students, including certificate students, must apply for graduation.**

Academic Records

Mid-Career Credit Option

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to 12 credit hours toward the MPA program or 6 credit hours toward the MSCJPS for students who have had significant managerial-level work experience. Please see Luke Bickel for details.

If the mid-career option has been met

This will meet the experiential requirement. Depending on the number of credits (3-12), mid-career credit will reduce the total number of credits required for the 48 credit hour MPA degree or 36 credit hour MSCJPS degree.

NOTE: Students may receive more mid-career option credit than they are eligible to use.

Options for students if the mid-career requirement has not been met:

Student has applied for and been denied mid-career credit or decides not to apply for mid-career credit. If the admissions committee and/or student deems that significant technical, administrative, or policy-level work experience is not in their background prior to admission into the MPA (or within the first 36 credits), students may still meet the experiential requirement by demonstrating that they have work-related experience. Students may not meet the criteria for granting of mid-career credit, however, students may have appropriate professional work experience to meet the experiential requirement.

If a student chooses this option, documentation of employment must be provided to the faculty advisor specifying the nature and type of work experience completed. Specifically, the following requirements must be met:
Minimum of three months of continuous full-time employment or six months part-time employment in a public or nonprofit organization--or private organization that has significant interaction with public or nonprofit organizations.
A 150-200 word description of how the work was related to technical, administrative, or policy-level work.
A letter from your supervisor confirming your job title, dates of employment, and description of responsibilities and job tasks.
A resume

The faculty advisor has the authority to decide if a student's current or past work experience meets the criteria for certification of professional experience. Students should apply for this option by 30 credit hours into the MPA. If approved by the faculty advisor, students may register for V585 (internship) for ZERO credit hours. All students, however, must meet the 48 credit degree requirement. If an internship is not chosen, students will need to take an elective instead.

Note: There will be no fee charged for registration for zero credit hours of V585. All students must obtain permission from the graduate program director to enroll in V585.

Internship Option for Credit

Students may satisfy the internship requirement by taking V585 for the MPA. Students may enroll in 0-6 credits for doing an actual internship. A one-hour internship satisfies the curricular requirements for professional experience. Students should follow the steps below:

- Students interested in internships should first go to SPEA Student Services. This should be done regardless if they already have lined up an internship with an organization. The internship proposal form is completed at Student Services.
- The student should take the form from Student Services to their proposed internship supervisor to review and approve.
- The student should route the completed paperwork to their graduate faculty advisor for approval. Advisor completes this form, indicating the reporting requirements for the completed internship and returns the signed form to SPEA Student Services. The advisor and student may want to meet at this point to clarify the internship requirements. A copy of the internship proposal form will be put into the student's file. The student is authorized to register for the internship based on the information in the proposal. The student is notified of this via e-mail.
- If the student is registering for the internship after the beginning of the semester the student will need to pick up an add slip and a late registration fee waiver at Student Services.
- At the completion of the internship, all paperwork is to be submitted to the faculty advisor.
- The faculty advisor assigns a grade of "pass" or "fail" ("S" or "F") as a grade at the completion of the internship. Please consult with your programs requirements to determine how many hours of work are required for the internship.

Service Credit

The School of Public and Environmental Affairs may grant up to a maximum of 6 credit hours for service in the AmeriCorps, Peace Corps, City Year, VISTA, Teach for America, or AIM. Please contact the Graduate Admissions Coordinator for details.

Incompletes

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. To be eligible for the incomplete, the student's work must be of passing quality and it must be substantially completed. In SPEA, this means the student must have completed 75% of the course requirements. If the faculty member assigns an incomplete, the student must complete the work within a one year period (or earlier as determined by the instructor). The incomplete will revert to an 'F' if the work is not completed within the allotted timeframe established by the instructor.

The use of the incomplete is not and should not be a substitute for a withdrawal and re-enrollment in the course, and an instructor cannot give a student the option of retaking the entire course over while using an incomplete.

Students Called to Active Duty

A student called to active duty may qualify for an incomplete (provided that all the above criteria have been met). For further information, please see the Office of the Registrar's website at <http://veterans.iupui.edu/resources/withdrawal/>.

Electronic Library Records

Oncourse Library Resources: Course Readings (My eShelf) *Library Resources* tool uses **MetaSearch** [<http://www.ulib.iupui.edu/findit/metasearch>] to link to journal articles, electronic books, and images within Oncourse. It can serve as an alternative to using University Library's Course Reserves system. You will search for items in **MetaSearch**, save them to *My eShelf*, and then add them to *Course Readings (My eShelf)* in Oncourse. For more information go to <http://ulib.iupui.edu/research/metasearch/help/oncourse>.

Oncourse

Oncourse is an online course management application that allows faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. Students can email their instructor and other students in the class, check current status of grade in course, post messages, participate in chat rooms, and review profiles of other students in the class. Oncourse will be phased out by Summer 2016. Please see <https://oncourse.iu.edu/portal>

Canvas

Canvas is an online course management application that allows faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. Students can email their instructor and other students in the class, check current status of grade in course, post messages, participate in chat rooms, and review profiles of other students in the class. Please see <https://canvas.iu.edu/>

Transfer of Credits

Upon admission to a masters program, you may discuss with your faculty advisor, the possibility of transferring credit from another institution or program. The transfer credit must be approved in writing by the appropriate faculty advisor, Program Director, and Associate Dean. In most cases, the maximum transfer credit permitted will be limited to 9 hours. Only credits that have not been used in acquiring another degree can be considered. Information on transfer credits must be submitted to the Graduate Admissions Coordinator in Student Services.

Program Deviation

Course substitutions, course waivers, distribution of Mid-Career Option Credit, etc. which have been approved by your Faculty Advisor and Program Director, should be submitted to the SPEA Recorder in BS 3025. Forms are available in the Student Services Office and should be completed and signed by your academic advisor at the time the deviation is approved.

Change of Address

It is important to keep your address up-to-date with the school and the university. This will ensure the prompt delivery of school related information. Please note that all official university mail for students on the IUPUI campus is sent to the student's current address. To update your address, please complete a change-of-address using One and notify SPEA Student Services.

Student Organizations

IUPUI has many student organizations. We invite you to participate in one or more of these organizations, which will enhance your experience as a graduate student at IUPUI.

Public Affairs Student Association (PASA) is a social organization that will provide networking and volunteer opportunities for all public affairs grad students.

Contact: Laura Littlepage, llittlep@iupui.edu

Honorary Societies

ALPHA PHI SIGMA

Alpha Phi Sigma is the national criminal justice honor society with a chapter established on the Indianapolis campus of Indiana University. The society recognizes scholastic excellence by students in the field of criminal justice. Membership is by invitation only. Graduate criminal justice students must achieve a minimum, overall 3.4 grade point average in their studies. (Students who apply for graduation by the posted deadlines will be considered.)

PI ALPHA ALPHA

Pi Alpha Alpha is the national honor society of schools of public affairs and administration. The society acknowledges outstanding scholarship and contributions to these fields. Membership criteria: graduate students are required to have a minimum 3.7/4.0 GPA overall. Graduate students must also have completed 50 percent of the required public administration, public policy or sub-degree coursework (i.e., 24-30 credit hours).

Academic Resources

Libraries

There are five separate libraries on the IUPUI campus. Each is open to all students enrolled at the University. The one commonly used by SPEA graduate students is the University Library. The collection at the University Library covers a wide range of academic disciplines from the liberal arts to science, engineering, and technology. This collection contains 570,000 volumes and 4,500 current periodicals. The library has over 600 study carrels and 40 group- study rooms. In addition, the library is equipped with over 120 computer workstations that permit users to search for information through one of the most extensive and sophisticated online systems in the county. The information system gives access to a wide variety of resources such as library catalogs from around the world, bibliographic databases, full-text and numeric databases, videotapes and cable television, and the Internet. Access to many of these resources is provided from workstations across the campus.

Since procedures vary slightly among the different libraries, consult each before checking out books and other materials. During summer and winter break it would be wise to check with each library for possible hour changes.

<i>University Library</i>	274-8278	<i>Herron School of Art Library</i>	274-8278
<i>Ruth Lilly Medical Library</i>	274-7182	<i>Dental School Library</i>	274-7204
<i>Law School Library</i>	274-4027		

Research Institute

Students have numerous opportunities for becoming involved with research activities.

The IU Public Policy Institute is a collaborative, multidisciplinary research institute within the Indiana University School of Public and Environmental Affairs. The Institute serves as an umbrella organization for research centers affiliated with SPEA, including the Center for Urban Policy and the Environment, the Center for Health Policy, and the Center for Criminal Justice Research. The Institute also supports the Office of International Community Development and the Indiana Advisory Commission on Intergovernmental Relations (IACIR).

IU Public Policy Institute
School of Public and Environmental Affairs
334 North Senate Avenue, Suite 300
Indianapolis, IN 46204-1708
Contact: John L. Krauss, Director, phone: (317) 261-3000; fax: (317) 261-3050; e-mail: jkrauss@iupui.edu

Web: <http://policyinstitute.iu.edu/>

Bookstore

Barnes & Noble @IUPUI Bookstore

IUPUI Campus Center
420 University Boulevard
Indianapolis, IN 46202

Store telephone: (317)278-2665

Store Hours

Monday - Thursday
8:00 AM - 8:00 PM

Friday
8:00 AM - 7:00 PM

Saturday
8:00 AM - 5:00 PM

Sunday
11:00 AM - 5:00 PM

Tutoring Programs

Bepko Learning Center located in the University College building, UC 2nd floor, for tutoring or mentoring call 274-4818

All IUPUI students may take advantage of tutoring in **math** through the Department of Mathematical Sciences or tutoring in **writing** through the University Writing Center (see below). These services are **free**.

University Writing Center

Cavanaugh Hall, Room 008H and University Library 2125, phone 274-2049

All students are invited to bring any writing project to the center to receive help finding a topic; focusing, organizing, writing, and revising; and/or overcoming writer's block. The center provides tutorial appointments, call ahead for a one-half hour session. Walk-in help is also available, if all tutors are not occupied with appointments. The Writing Center also runs a hotline that will answer your questions concerning grammar, sentence structure, punctuation, documentation, or other aspects of the writing process. For more information, go to <http://liberalarts.iupui.edu/uwc/>.

Campus Resources

Office of Student Financial Services

Campus Center

Phone (317) 274-2451

To offer a single point of contact for your in-person financial needs, the Office of Student Financial Aid Services and the Office of Student Account Services have combined their public services into a single suite located in the Campus Center. The suite has been created for your convenience in handling all your financial needs. So whether you are picking up or dropping off materials for one of the offices or in need of other in-person services, you need visit only one location.

The suite is located on the second floor of the Campus Center. A drop box is also available for after hours payments or forms (the drop box is located in the north corridor outside the suite).

Office of the Registrar

Campus Center. Phone 317-274-1519

The Office of the Registrar maintains official student records. Contact the office with questions concerning your records. Transcripts may also be obtained from this office. Information or visit their Web site: www.registrar.iupui.edu

Adaptive Educational Services

Taylor Hall, UC 100, Phone 317-274-3241

IUPUI actively works to make campus life and learning opportunities accessible for both permanently and temporarily disabled students, not only by better campus access to buildings and campus events, but by special support services to these students, provided and coordinated by the Office of Adaptive Educational Services.

Services offered to students:

- Orientation to campus
- Special parking provisions
- Sign language interpreters
- Exam proctors
- Readers and note takers for blind
- Classroom aids for disabled and visually impaired students

A Disabled Students Organization is active on campus and membership is invited from the able-bodied as well as the disabled.

Counseling and Psychological Services

Phone 317-274-2548

Counseling and Psychological Services (CAPS) offers a variety of programs to assist students with intellectual, emotional, or social problems. The office is staffed by counseling psychologists and trained counselors prepared to help with personal problems through individual and group counseling and developmental workshops. Appointments are free (except for a one-time application fee) and can be scheduled by calling CAPS.

Student Health Services

Coleman Hall, 1st floor, Phone 317-274-8214

All IUPUI students may be seen at the Student Employee Health Service on a fee for service basis. All X-rays or referrals will be the responsibility of the student. Service hours are Mon., Tues., Wed. 7:30 a.m. – 5:00 p.m., Thurs. 9:00 a.m. – 5:00 p.m. and Fri. 7:30 a.m. – 5:00 p.m.

Student Health Insurance

Graduate students enrolled in three or more hours are eligible to participate in a voluntary student health insurance program offered through Aetna. Questions regarding plan rates can be answered at <http://www.indiana.edu/~uhrs/benefits/index.html>. Follow the links to the Voluntary Health Care Plans. The customer service lines are open to take any questions that you may have. The customer service number is 812-856-4650.

Parking and Transportation Services

**Vermont Street Garage,
1004 W. Vermont St., Phone 317-274-4232**

Parking at IUPUI is an auxiliary service. All fees are spent on the parking system operations and facilities. "E" areas are specified for students. Parking regulations are in effect 7 days a week, 24 hours a day. Students with a physical disability may be eligible for special parking permits issued for "A" and "B" garages and disabled parking areas during their period of disability. Requests for disabled services are to be submitted to Parking and Transportation Services. More specific information may be obtained by calling the Parking and Transportation Services Office directly.

Parking and Transportation offers the following FREE services:

- Automobile Jump-start service
- Pressurized air for your automobile tires
- Assistance getting gasoline for your car
- Shuttle bus service (*limited service to and from Clarian Health Facilities*)

Call Parking and Transportation Services during office hours at **317-274-4232**. After hours call **317-274-SAFE**.

Escort Service

To obtain an IUPUI Campus shuttle or Police escort to your car or another building on campus after hours, call 317-274-SAFE; available daily, 6 p.m.-2 a.m.

Emergencies/Police/Safety

IUPUI Public Safety Dispatch Center
Emergencies, 317-274-7911
Non-emergencies, 317-274-7971

The Emergency Procedures Handbook, which should be at all reference desks, is available from the Environmental Health and Safety Office, 980 Indiana Avenue, 4th floor, 317-274-2005. Topics include medical emergencies, earthquakes, bomb threats, fire, and evacuation of persons with disabilities.

Outside emergency telephones are yellow boxes with **blue lights** located throughout campus. Emergency telephones are also located in the parking garages and in the hallways of some of the campus buildings. All emergency telephones are identified by the word, EMERGENCY. Telephones connect directly to the IUPUI Public Safety Dispatch Center, 317-274-7911.

Frequently asked questions

Do I need an identification card?

Yes, the JagTag will serve as your I.D. This card will serve not only as your Campus I.D., your library card and access card to the Natatorium. Students may also elect to use it as a debit card that will allow them to make purchases at the bookstore, campus vending machines, University College Food Court, University Place Food Court student center food court, coffee shops, and some cafeterias. The JagTag will allow you access to the SPEA Student Lounge in BS1000. To have your JagTag activated for BS1000 please go to BS0001.

Where do I obtain an identification card?

Your JagTag can be picked up at the Campus Card Service located in the Campus Center. For more information please call 317-274-5177. There is no charge for the first card. However, there will be a charge for lost or stolen card replacement.

Where do I get my e-mail account?

Electronic mail (e-mail) is available to all faculty, staff, and students who have a user ID. Faculty, staff, and students may obtain user IDs and passwords from University Information Technology Services (UITS) Help Desk located in the Informatics and Communications Technology Complex (IT) 129, 274-HELP or on-line at <http://uits.iu.edu/>.

It is advisable that you set up your IUPUI email account and if you do not want to use it as your regular email, that you forward the email to the account you check regularly.

The following website will help you to do this <http://kb.indiana.edu/data/beoj.ose.help?osecat=e-mail>.

In order to verify the identity of all parties involved, all email communication from current SPEA students to SPEA staff must originate from an Indiana University email account.

How do I find out about events on campus?

The Sagamore (IUPUI's student newspaper) is published weekly during the fall and spring semesters. Copies are available in most campus buildings.

The SPEA Listserv has been set up for SPEA students to find information on job and internship opportunities, scholarships. Etc. Useful information about classes, deadlines, and special events are also advertised over the list. All SPEA graduate students are added to the listserv.

Are there any refresher courses on some of the new software commonly used by SPEA-IUPUI?

STEPS Classes (formerly TIPS classes) are fast, fun, and teach more than just the fundamentals. They offer students in-depth instruction in computing technology, including using computers in the student technology centers and mastering skills such as word processing, electronic mail, browsing and publishing on the Web, spreadsheets, and databases.

The Student Technology Fee pays STEPS classes, so most are free for students.

About STEPS Classes

- No registration is necessary.
- Your admission ticket to class is your student ID.
- Arrive early. Late arrivals (10 minutes after start time) may not be admitted.
- Class lengths vary from 90 minutes to 3 hours check each listing.
- Classes are nearly 100% hands-on.
- Classes include class materials that you keep.
- Class topics range from beginning to advanced.
- Classes may be added. For the most current class information, check UITS web site or call 274-7383.
- Classes may have prerequisites. Check each listing.
- Class locations are listed with each class description.

***For more information about STEPS Classes contact University Information Technology Services at 317-274-7383**

Is it true I can obtain a copy of software used by IUPUI for a minimal cost?

IUware is available to IU faculty, staff, and students as a convenient and cost-effective means of accessing IUware. Students can download applications to your computer or to IUanyWare to stream applications to your device.

For more information about IUware, go to <http://uits.iu.edu/page/ameb> or contact University Information Technology Services Help Desk at 274-HELP (4357)

If you have questions or concerns not addressed in your Graduate Student Handbook, you may contact the SPEA Student Services Office, BS3025 or 317-274-4656.

If you have suggestions of other topics we should include in future editions of the Graduate Student Handbook, please forward them to Luke Bickel.