

Master of Public Policy Progressive Degree Application and Admission Process (AY 2023-24)

USC Progressive Degree Website information:

(admission requirements, frequently asked questions, financial aid information, and MPP progressive course plan information):

<https://undergrad.usc.edu/programs/progressive/requirements/> (application at bottom of page)

<https://undergrad.usc.edu/programs/progressive/eligibility/>

<https://arr.usc.edu/students/degree-progress/frequently-asked-questions/>

<https://undergrad.usc.edu/wp-content/uploads/sites/7/2021/08/PRICE-Public-Policy.pdf>

<https://financialaid.usc.edu/general/special-programs/progressive-degrees.html>

Progressive Degree Eligibility Criteria

- MPP progressive degree applicants must have completed a minimum of 64 units of undergraduate course work. (AP units, IB units, and college course work taken prior to high school graduation are excluded). You may apply in your junior or senior year (see application deadlines). All progressive students begin MPP coursework in the fall unless completing a summer statistics prerequisite course.
- The established university minimum GPA for admission to a progressive degree program is a 3.0 or above. Schools and academic departments can raise this standard for their applicants. Due to MPP program rigor, *GPA's of 3.5 or higher are preferred.*

Application Deadlines

- **Fall:** December 15 is the deadline for scholarship consideration. March 1 is the deadline for standard admission consideration (if this date falls on a weekend, the deadline is the next business day).
- **Spring:** No admittance
- **Summer:** No admittance

Application Requirements

- Students must complete and submit an Application for Admission to a Progressive Master's Degree Program.

Within this application, students complete a University Progressive Degree Proposed Course Plan. With the initial application submission, no graduate coursework requirements should be listed. The course plan should be completed with the applicant's undergraduate advisor(s). The student is responsible for meeting with their undergraduate advisor(s) and requesting confirmation that all remaining **bachelor's degree requirements** are accurately listed on the course plan.

Only the in-progress and remaining undergraduate courses should be listed on the MPP progressive application. No signatures are required until after the student has been admitted into the program. Following admission, students will be asked to provide course waiver consideration materials to the program administrator for program director review. Pending those decisions, the full course plan (including the remaining MPP requirements) will be discussed and completed with the MPP program administrator. Once the final course plan has been completed, signatures will be collected from the student's undergraduate advisor(s) verifying that all undergraduate course requirements are accurately listed, followed by the student's signature, then MPP program signatures.

MPP Progressive Degree Application Package Submission

- Students should submit all 3 pages of the application, yet only need to complete the *first page and top of the second page*. (The MPP program will request signatures and the completion of other program fields once the applicant's official, individual MPP requirements have been determined and added to the final course plan).
- Updated STARS report
- Updated resume
- One page essay addressing the following:
 - Why are you interested in pursuing the MPP progressive degree?
 - What is the area of policy that interests you most and why?
 - What are your short and long-term career objectives?
- Two letters of recommendation from USC faculty supporting your MPP progressive degree admission. One letter should be from a faculty member within the student's major.
- Applicants are *not required* to use the recommendation forms in the application template. Applicants should advise their recommenders to email letters of recommendation directly to Suzanne Alexander, Program Administrator for Graduate Programs in Public Policy at alex1@usc.edu. The MPP program will notify applicants when their letters of recommendation have been received.
- If desired, any supporting documents (which may include additional letters of recommendation).

MPP Progressive Degree Application Timeline

1. Applicants meet with undergraduate advisor(s) to determine any outstanding undergraduate requirements and build the first course plan draft. It is helpful if applicants ask their advisors

which (if any) courses need to be scheduled during a particular fall or spring semester based on course availability/offerings. Some courses may only be offered once per year which needs to be considered when completing the course plan.

2. Applicants locate 2 faculty recommenders who are able to write letters on your behalf. One must be from your undergraduate major. Provide them with the appropriate submission deadline and the email address where the letter of recommendation should be submitted.
3. For scholarship consideration, applicants must submit their completed application package and letters of recommendation no later than December 15. For standard admission consideration, applicants must submit no later than March 1 (if this date falls on a weekend, the deadline is the next business day).
4. By the stated due date, the applicant submits their application materials including the first draft of their course plan along with their updated STARS report, updated resume, one page essay and any supporting documents (if applicable) at the same time, in one PDF to Suzanne Alexander, Program Administrator for Graduate Programs in Public Policy at alexa1@usc.edu. Incomplete applications will be disqualified from admission review.
5. Applicants will receive an emailed notification stating that the completed application package was received.
6. The highest ranking December applicants will be invited to interview with the Master of Public Policy program director and program administrator the first week of the spring semester. The highest ranking March applicants will be invited to interview prior to the start of Spring Recess.
7. Following the interview, the Program Administrator will reach out and ask the applicant to complete an additional form and provide materials for course waiver consideration, including course syllabi from the term the course(s) was completed.
8. Following the aforementioned steps, applicants will receive either a letter of admission or declination via USC email. At this time, applicants who have been extended a Price scholarship will also be notified.
9. The MPP program highly-recommends that all applicants communicate with the Financial Aid department to fully understand the financial implications of starting a progressive degree prior to accepting an offer of admission. Starting a graduate program and when undergraduate courses are completed affect financial aid loan packages, Pell Grants, and can also affect other undergraduate scholarship awards.
10. Once all course waiver requests have been reviewed and students have been notified of the results, students who have been extended an offer of admission will be asked to confirm their interest in starting the MPP progressive program in fall 2024.

Additional Information

- Once a student has completed 144 units (including transfer units from another college or university), the student will be considered a graduate student. This status change **will** affect your financial aid package. Contact the Office of Financial Services (JHH Lobby) or <https://financialaid.usc.edu/> for more information and to determine how admission to the MPP progressive degree will impact your financial aid package.

- If you are the recipient of an undergraduate scholarship, please contact your scholarship coordinator to discuss the impact that the progressive degree program may have on your scholarship.
- Submission of an application to the MPP progressive degree does not constitute automatic admission. Students must be accepted in order to pursue the progressive degree objective.

MPP Statistics Prerequisite

All MPP progressive degree students are required to demonstrate proficiency in foundational statistical methods. *The statistics prerequisite can be satisfied in one of two ways:*

1. Completion of a college-level statistics or econometrics course with a grade of “B” or better within three years of progressive degree admission.
2. Completion of the PPD 504 Essential Statistics for Public Management course. If an applicant has not completed a college-level statistics course with a grade of “B” or better within three years of progressive degree admission, due to MPP course prerequisites, the student will require PPD 504 Essential Statistics for Public Management (2 units), during the summer term prior to starting the MPP program.

Depending on prior coursework and grades received, some students may waive out of the statistics prerequisite requirement.

2 Mandatory Pre-semester MPP Labs in August

The MPP Professional Fundamentals and Statistics Lab provide an introduction to the program and help to create a genuine camaraderie within the first-year student cohort. Progressive MPP students are required to participate in the Professional Fundamentals Lab as well as the Statistics Lab. The labs typically meet the week prior to the start of the fall semester. Foundational Stata software knowledge is essential for academic success in PPD 558 Multivariate Statistical Analysis. The Statistics Lab will provide foundational Stata commands and practice. If a student registers for PPD 558 in spring, the Statistics Lab will be required the weekend prior to the start of the spring semester.

Required Master of Public Policy Course Sequencing (32-48 unit progressive student maximum, 50 unit maximum if PPD 504 is required)

1st Semester Fall

PPD 503 Economics for Public Policy	4 units
PPD 554 Foundations of Policy Analysis	4 units
PPD 558 Multivariate Statistical Analysis	4 units

2nd Semester Spring

PPD 555 Public Policy Formulation and Implementation	4 units
PPD 560 Methods for Policy Analysis	4 units
(Analytic or Specialization elective)	4 units

3rd Semester Fall

PPD 561a Policy Analysis Practicum	1 unit
(Analytic or Specialization electives)	12 units

4th Semester Spring

PPD 561b Policy Analysis Practicum
(Analytic or Specialization electives)

3 units

8 units

*Progressive degree students typically intersperse undergraduate courses within their required MPP course sequencing until their bachelor's degree has been completed. Students must complete their bachelor's degree **before** their MPP degree. **MPP coursework highlighted in cardinal must be taken in the aforementioned sequence, adhering to course prerequisites.** MPP electives are not required during a particular semester.

**MPP course waivers (up to 16 units) may be granted on the basis of the successful completion of relevant upper-division, undergraduate coursework. For example, a waiver for PPD 503 may be granted for students who have earned a grade of B+ or better in an intermediate microeconomics course. Students may waive or substitute up to 8 units of MPP core or analytic elective coursework. The remaining units must be specialization electives.

*** Due to course offerings as well as the number of MPP core course prerequisites required prior to PPD 561ab, the MPP degree **cannot be completed in a one-year time frame**, as some other progressive degrees can. Depending on the number of course waivers a student receives and due to the number of remaining bachelor's requirements, some semesters may require less MPP units than the traditional unit load. MPP progressive students are limited to 16 units per semester when a combination of MPP and undergraduate coursework is combined. If only MPP courses are taken, there is a 12-unit limit with the exception the second fall semester when PPD 561a is completed.

Frequently Asked Questions - FAQ

Can I meet with the MPP program administrator to work out my course plan prior to being admitted to the MPP progressive program?

Due to the high volume of undergraduate student inquiries, students will be scheduled for an advising appointment and transcript review *following* admission into the progressive degree program. MPP progressive degree information sessions take place each fall semester, offering an opportunity for students to obtain program details as well as engage in Q & A. Students may feel free to email the program administrator with any specific questions at alexa1@usc.edu. If a student misses the session, a recorded link will be provided as well as any provided materials.

If a prospective applicant would like to know if they will earn any course waivers using their completed *upper division (300-400 level)* coursework, they may email an updated STARS Report along with a request to the program administrator at alexa1@usc.edu. As collaboration with the program director is required, please allow a 2-week turnaround time. Please note that some submissions will yield a return request for course syllabi or request additional clarification prior to determining the final course waiver decisions.

Why am I considered a graduate student once I have completed 144 units?

Once the undergraduate degree is conferred or the student has completed 144 units, a progressive degree student can no longer be considered an undergraduate for financial aid purposes. At that time, progressive degree students will be reclassified as graduate students. While classified as a graduate student, they are assessed tuition at the graduate rate, and their enrollment status and financial aid eligibility are determined by graduate standards. Graduate students are not eligible for federal, state or university need-based grants. Graduate-level progressive degree students are eligible to borrow Direct Unsubsidized Loans and Direct Graduate PLUS Loans, up to the maximum yearly amounts established for graduate students.

Do progressive students automatically receive a reduction in the MPP 48-unit requirement?

No. Some students will have units waived pending transcript review, following program admission. Coursework waivers depend on the relevance of upper-division, undergraduate coursework and the grades earned.

What is the maximum number of units MPP progressive students can waive?

The maximum number of MPP degree units that a progressive student may waive is 16 units.

Does the Progressive MPP program have any prerequisites?

Yes. The MPP program requires a basic background in probability and statistics. The prior coursework must have included essential topics in descriptive and inferential statistics such as measures of central tendency and precision, confidence intervals, and hypothesis testing. First-semester Progressive Master of Public Policy (MPP) students must complete two prerequisites: (1) completion of a college-level statistics or econometrics course with a grade of B or better and (2) completion of both pre-semester MPP program labs in August. There are also many required courses which have prerequisites.

When will I be notified if I have been accepted in to the progressive degree?

All applicants will be notified of their admissions status via email, approximately 2 weeks after the application deadline.

When can I register for my fall semester graduate courses?

To develop an *official* course plan, all *admitted* MPP progressive degree students will meet with the MPP Program Administrator upon program acceptance. Students may register for fall courses once the course plan has been created, all required signatures have been obtained, the course plan is loaded onto the student's record and the plan is approved by the University. At that time, the student will be eligible for graduate course d-clearance and course registration. *This process can take several weeks.* Pre-emptive d-clearance entry may be obtained from the MPP program administrator, reserving a seat in the first-semester MPP course sequence.

What is the maximum MPP progressive student course load each semester?

The MPP imposes a *16-unit maximum* while taking any graduate courses. Any exceptions must be requested via departmental petition. The 16-unit maximum consists of undergraduate and graduate coursework. MPP students traditionally complete 12 units per semester during the first year, and 13/11 units during the second year.

How many semesters do I have to complete my bachelor and the MPP degree?

USC policy states that the time limit for completing the undergraduate and graduate degree is 12 semesters (6 years) and complete the undergraduate degree prior to or during the same term as the master's degree. This time limit starts with the student's *first semester* as a college student (including transferred community college coursework completed prior to USC). Any time limit extension would need to be supported by the MPP program and petitioned through the associate vice provost.

How many MPP progressive applicants are there and what is the acceptance rate?

The total number of applicants and the acceptance rate varies each year. The MPP program is looking to admit top tier, high-performing, undergraduate students.

How many units can I waive as an MPP progressive master's degree student?

The progressive master's degree can be reduced by one-third. For example, the 48-unit program can be reduced to 32 units, with applicable, policy-related course work.

How are the overlapping units determined for a progressive degree student?

Units for progressive degrees *cannot* "overlap" or apply to both degrees. A course requirement must be taken at the undergraduate or the graduate level, but not both. The "overlap" refers to a reduction in the total number of units that may be available for the graduate degree.

Can a course be used for both undergraduate and graduate credit?

No. The course plan must clearly indicate whether each course will count for undergraduate or graduate credit. If a student uses a graduate-level course in the undergraduate program, but the catalogue specifies it as a requirement for the graduate program, a Subject Credit waiver must be granted to fulfill the course requirement in the graduate program. This information will be confirmed by the program administrator, following admission.

Can a course plan be changed for a progressive degree student?

Yes. To revise the previously approved course plan, a progressive degree student must work with their undergraduate advisor and/or MPP program administrator in order to create a new course plan. The STARS report cannot be updated to reflect program changes without the revised graduate course plan.

If the student doesn't know which electives they are going to complete for their master's program, how are they listed on the course plan?

Course plans may include the placeholder "graduate electives" for the number of elective units allowed by the graduate program.

Does a progressive degree student need to complete only the courses on their course plan?

Students must complete the courses specified by their course plan and the course requirements specified by the catalogue for the graduate program. Often, they overlap. If appropriate, the department may waive or substitute course requirements specified in the catalogue. The limits on waivers and substitutions still apply to progressive degrees. STARS Reports are updated each semester. If there is a discrepancy, the administrator will communicate with the student and provide clarification.