



UNIVERSITY OF DELAWARE

**BIDEN SCHOOL OF PUBLIC  
POLICY & ADMINISTRATION**

**Discover Public Policy and Administration:  
Certificate and 4+1**

# **Program Policy Statement**

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University of Delaware  
Joseph R. Biden, Jr. School of Public  
Policy and Administration

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*The requirements and guidelines stated herein are in effect for students entering the program as of  
September 1, 2023.*

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## **Part I. Program Purpose**

### **A. Student Competencies**

The Proposed Discover Public Policy and Administration Certificate/4+1 provides an opportunity for students to expand their career pathways through an introduction to Public Service degree opportunities and the associated skills of Public Policy and Administration.

Any student who enrolls in Discover Public Service Certificate/4+1 will:

- Understand public service career pathways associate their areas of knowledge and passion
- Understand the fundamentals of Public Policy and Public Administration
- Learn Basic Statistical and Analytical reasoning
- Explore ways to advance their public service careers.
- Enhance critical thinking and analytical skills.

### **B. Integration with UD Strategic Plan.**

This program supports university strategic initiatives:

- Expanding Student Access and Success
- Expanding Interdisciplinary & Global Opportunities

### **C. Current Status**

N/A. This proposal is under review during AY2022-23 as a new program.

### **A. Degrees Offered**

- Certificate: Those who complete all requirements will be awarded a Discover Public Policy and Administration Graduate Certificate.

### **B. Term when first students may enroll**

Students may begin to enroll for the Fall 2023 term.

### **C. Factors that identify the student demand for the program**

The Joseph R. Biden, Jr. School of Public Policy and Administration offers 4+1 and Certificate programs that enhance students' skills and marketability on the job market in a specialized field of study. Over the last decade the school has developed fourteen 4+1-degree programs with partner undergraduate programs across the university. Each year we receive two to four additional requests to develop joint programs.

This arrangement will allow any qualified graduate or undergraduate student to complete a certificate that introduces them to the fundamentals of Policy and Administration. These skills are in great demand and can be married to a wide variety of substantive degree areas. The 2022

EAB masters marketing report identified Public Administration, Public Health, and General Government degrees as high demand fields in our area. A recent market analysis at the undergraduate level suggested that similar demand exists for Policy and Public Administration degrees. In addition, anecdotal evidence provided by our partners undergraduate degree programs suggest significant potential for student interest in a number of substantive fields.

#### **D. Identify the College and Department/ School in which the program will reside**

The Certificate program will be administered by the Joseph R. Biden, Jr. School of Public Policy & Administration (“Biden School”).

#### **Part II. Admissions**

We seek students with a mix of interests, backgrounds, and areas of competence to contribute to the diverse Biden School community. In considering applications, the admissions committee generally looks for:

- Academic performance that suggests an ability to perform well in a graduate-level program.
- Quality and extent of previous public service related work or volunteer experience.
- Motivation to explore a professional or research career in public service.
- Capacity to apply previously acquired competencies to problem areas or community and organizational needs.

The program includes three admissions pathways:

- Path 1: Certificate/Bachelor’s Degree 4+1: Open to Current UD undergraduate students
- Path 2: Certificate: Open to Current UD Graduate Students
- Path 3: Certificate: Direct External Admissions

#### **E. Admission Requirements**

This program includes three admissions pathways each of which are described here:

- a. Path 1: 4+1 for Current UD undergraduate student requirements
  - i. Open to students currently enrolled in any UD Undergraduate Major/Program
  - ii. 3.3 minimum cum GPA at the point of application.
  - iii. Students must have completed 60 credits, (typically the fall of their junior year)
  - iv. Admission decisions are made by an admissions committee of the Biden School faculty. Students will be admitted based on enrollment availability, their perceived fit within the program, and their ability to meet the minimum recommended entrance
  
- b. Path 2: Certificate: Current UD Graduate Students
  - i. Open to students currently enrolled in any UD Graduate Major/Program
  - ii. Must have earned a bachelor’s degree
  - iii. 3.0 cum GPA in undergraduate degree.

- iv. Admission decisions are made by an admissions committee of the Biden School faculty. Students will be admitted based on enrollment availability, their perceived fit within the program, and their ability to meet the minimum recommended entrance
- c. Path 3: Certificate: Direct External Admissions
  - i. Open to any major
  - ii. Must have earned a bachelor's degree
  - iii. 3.0 cum GPA in undergraduate degree.
  - iv. Admission decisions are made by an admissions committee of the Biden School faculty. Students will be admitted based on enrollment availability, their perceived fit within the program, and their ability to meet the minimum recommended entrance

## **F. Admission Requirements: Materials**

- a. Path 1: 4+1: Current UD undergraduate student materials include
  - i. A completed University of Delaware graduate application, including the Biden School Supplementary Information Form is required for 4+1 applications. <https://grad.udel.edu/apply/>
  - ii. A completed 4+1 form as required by the Graduate Office that indicates if/how the required courses intended to be double-counted between the Certificate and their program programs. <http://www1.udel.edu/gradoffice/forms-new/4%2B1.pdf>
    - 1. This form should be reviewed and signed by the Biden Admissions Committee.
    - 2. This should also be reviewed and signed by the student's undergraduate advisor.
  - iii. Students Must provide two references.
    - 1. At least one letter should be from a faculty member in student's undergraduate program that can address the student's capabilities or potential to succeed in public policy study at the graduate level.
    - 2. It is suggested that one letter be from a current or former employer who can speak to the applicant's professional capabilities if possible.
  - iv. A current resume.
  - v. An un-official UD undergraduate transcript with a cumulative GPA of 3.3 or above.
  - vi. A statement of personal interests and objectives that clearly identifies the applicant's educational objectives and explains how admission to the program will facilitate the applicant's professional interest.
  - vii. Applicants must complete an interview with a member of the program admissions committee prior to submission.
  - viii. The graduate application fee for 4+1 students is waived.
- b. Path 2: Certificate: Current UD Graduate Students materials include:

- i. Applicants must complete an advising meeting with a member of the program admissions committee prior to admissions and should reach out to the Biden School for detail on the materials they are required to provide during that meeting.
  - ii. Students who approved Students who are actively enrolled in a graduate program at UD can add the Certificate by completing the associated form found on the graduate college website <https://www1.udel.edu/gradoffice/forms-new/gradcertificateapprovalform.pdf>
- c. Path 3: Certificate: Direct External Admissions materials include:
  - i. A completed University of Delaware graduate application, including the Biden School Supplementary Information Form. (<https://grad.udel.edu/apply/>)
  - ii. A comprehensive undergraduate transcript with a GPA of 3.0 or above.
  - iii. A current resume or CV
  - iv. Students must provide two references.
    - 1. At least one letter should be from a faculty member in student's undergraduate program that can address the student's capabilities or potential to succeed in public policy study at the graduate level.
    - 2. It is suggested that one letter be from a current or former employer who can speak to the applicant's professional capabilities if possible.
  - ii. A statement of personal interests and objectives that clearly identifies the applicant's educational objectives and explains how admission to the program will facilitate the applicant's professional interest.
  - v. Applicants must complete an interview with a member of the program admissions committee prior to submission.

**G. Application deadlines.**

- a. Path 1: 4+1: Current UD undergraduate student
  - i. December 1 for Spring Semester admission into the certificate program
  - ii. April 1 for Fall Semester admission into the certificate program
- b. Path 2: Certificate: Current UD Graduate Students materials include:
  - i. December 1 for Spring Semester admission into the certificate program
  - ii. April 1 for Fall Semester admission into the certificate program
- c. Path 3: Certificate: Direct External Admissions materials include:
  - i. January 15 for Spring admission into the certificate program.
  - ii. External applicants seeking must apply no later than August 15 for Fall admission into the certificate program

**H. Special competencies needed**

Applicants may come from any undergraduate/graduate major.

**I. Admission categories (explain other than regular such as provisional)**

No categories other than regular admission. Students may be full-time or part-time.

**J. University statement:**

Admission to the graduate certificate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

**Part III. Academic**

**K. Degree Requirements**

a. Course requirements

This Certificate requires 12 course credits, as listed below. There are six credits of required courses and six credits of restricted elective courses.

Courses (6cr)

- UAPP701 Public Policy (3cr)
- UAPP690 Seminar Public Administration (3cr)

Methods/Tools Electives (6cr)

- UAPP691 Quantitative Analysis in the Public and Nonprofit Sector  
OR SPPA704 Advanced Quantitative Methods (3cr)
- UAPP693 Economics in Public and Nonprofit Sectors  
OR UAPP709 Advanced Topics in Economics for the Public and Nonprofit Sectors (3cr)

b. Procedure for course substitutions

It is possible that students may need to alter approved programs of study, particularly if there are new courses that directly relate to the students' goals and further enhance their understanding of Public Policy and Administration. Students who wish to make changes to their program of study must request a substitution from the Certificate Committee and then must complete the Course Substitution form ([https://www.udel.edu/content/dam/udelImages/grad-college/graduate-college-pdfs/course\\_substitution.pdf](https://www.udel.edu/content/dam/udelImages/grad-college/graduate-college-pdfs/course_substitution.pdf)):

Requests must be made in writing explaining why the variance is sought. The discovery certificate committee reviews the request and issues a written determination for the student's record.

**L. Committees for exams, thesis, or dissertations**

This Certificate does not have a culminating exam, thesis or dissertation requirement

### **M. Timetable and definition of satisfactory progress towards the degree**

We anticipate most students will be enrolled in UD undergraduate and graduate programs across the University. The Certificate will also be open to those with a bachelor's degree who are not currently enrolled at UD. Time to completion will vary by student and by their ability to schedule the courses into their existing program of study. Although it may be possible for a student to complete the Certificate in one year (depending on course scheduling and the use of winter/summer session), it is anticipated that most students will take 1.5-2 years to complete the Certificate. Depending on individual circumstances, students may take up to three years for program completion. There are no full-time residency requirements.

Students will be assigned an advisor upon entering the program. Although students may meet with their advisor at any time, they will be required to meet with their advisor after completing or in progress of 6 credits to assess progress and remaining time to completion. If it is determined that satisfactory progress is not being made (i.e. an average GPA below 3.0 or more than 3 regular semesters between taking the first 3 credits and the second 3 credits), the advisor, after discussion with the student, may advise the Certificate Director to terminate the student's enrollment in the program. The student may follow the grievance procedures for the Graduate College if terminated.

### **N. Eligibility for completion**

Students must have a minimum overall grade point average of 3.0 in the certificate classes with no course under C and complete all coursework to earn the Discover Public Policy and Administration: Graduate Certificate.

At the time of completion, eligible students must choose one of two paths.

#### **a. Award of Certificate**

Students may choose to receive the Certificate when they complete their undergraduate degree. Candidates should ensure that all final grades have been submitted and must complete the "Completion Application Form for Graduate Certificate".

[https://www.udel.edu/content/dam/udelImages/grad-college/graduatecollege-pdfs/Graduate\\_Certificate\\_Completion.pdf](https://www.udel.edu/content/dam/udelImages/grad-college/graduatecollege-pdfs/Graduate_Certificate_Completion.pdf)

#### **b. Graduate Program Matriculation**

Alternatively, students who are in good academic standing can choose to COMPLETE A CHANGE OF CLASS FORM AND matriculate into one of the following degrees where they can share the credits:

- Masters of Public Administration (MPA)
- Masters of Public Policy (MPP)
- Masters of the Arts in Urban Affairs and Public Policy (MA)
- Masters of Public Health concentration in Health Policy and Management (MPH)
- Masters of Energy and Environmental Policy (MEEP)



## **Part V. Program Educational Goals for the Certificate**

Students will:

- Understand public service career pathways associated with their areas of knowledge and passion
- Understand the fundamentals of Public Policy and Public Administration
- Learn basic statistical, economic, and analytical reasoning skills as applied in Public Policy and Administration.