Public Policy and Management
B.A. Manual

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Rockefeller College  
of Public Affairs & Policy
UNIVERSITY AT ALBANY  
State University of New York

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PREFACE

Welcome to the University at Albany, Nelson A. Rockefeller College of Public Affairs and Policy and the Undergraduate Program in Public Policy. This Manual is designed to help you learn about the requirements for successful completion of the BA Program and two additional academic programs offered: the Public Policy Honors Program and the Minor in Public Policy. It provides specific information about course and internship requirements as well as about the structure of the programs in general. It is consistent with – but does not substitute for – the University at Albany Undergraduate Bulletin. Rather, we hope that this manual will complement and clarify the information you receive from other sources. In particular, the rules and regulations in the Bulletin and Program Manual active at the time of your initial matriculation in the program form a mutual agreement between the University and you about degree requirements.

Students are responsible for knowing and acting upon the information contained in the Undergraduate Bulletin. In particular, the rules and regulations contained in the Undergraduate Bulletin and the Program Manual active at the time of a student’s initial matriculation into the program form a mutual agreement between the University, the Rockefeller College, and the student about degree requirements. We suggest that you review this Manual regularly to make sure that you are familiar with and understand all your program requirements. It is wise to save copies of the Bulletin and the Program Manual in force at the time of one’s matriculation into the program.

If you have any questions about the information contained in this Manual or in the Graduate Bulletin, you should contact your program academic advisor.

KEY PUBLIC POLICY & MANAGEMENT CONTACTS

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David F. Andersen, Director  
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INTRODUCTION: PROGRAM OVERVIEW

The Public Policy Program is a joint major/minor program designed to help intellectually mature and motivated students understand and respond to changes in government and society. Our goal in offering this program is to help you to understand how public problems are defined, and how policies are made and implemented to address those problems.

The making of public policy affects everyone. Policy making involves questions of politics, economics, administration, sociology, psychology, and management. A degree in public policy will help you develop a broad, interdisciplinary understanding of the forces that affect what government does and why.

The curriculum combines a strong academic program with opportunities to develop expertise in a particular policy area. Merging a student-designed concentration with field experience, the combined major and minor in Public Policy assists students through an interdisciplinary approach to develop analytic ability, research skills, and substantive competence in a specific public policy area. Student-selected technical and theoretical courses help develop skills and background desirable to future employers. Communications and analytic skills are stressed throughout the program. The program provides excellent preparation for graduate study, law school, or employment in the public, private or non-profit sectors. Graduates of the Public Policy program have gone on to graduate study, found employment in the state and federal government, and pursued careers in business, law, and management.

The interdisciplinary nature of the program is one of its greatest strengths, and is shared by few such programs at other universities. Most employers and graduate programs look for students with broad preparation across several disciplines—public administration, political science, and economics, to name just a few. Another key feature of our program is the opportunity for you to design, with the assistance of a faculty member, a policy concentration of your choice. This further adds to the breadth of your preparation and will result in your gaining substantive expertise in a particular policy area.

Albany is among the best places in the United States to study public policy and administration. New York State government is among a handful of large, innovative state governments to which other states turn for examples and leadership. Our location in Albany, and our internship requirement, means that you will gain practical experience in policy making that is often unavailable in programs that are not located near the heart of government activity.

ENTRANCE TO THE PROGRAM

You will typically declare the major in Public Policy in your sophomore or junior year. However, it pays to plan ahead, and you are encouraged to contact your academic advisor as early as possible to begin to plan your program. Requirements for this major can be completed in just two years without prior coursework, provided all university and general education requirements are met.
When you officially enter the program, you will meet with an advisor to design a substantive concentration and to discuss possible internship opportunities. If you enter the program early, and complete the necessary lower-level coursework, you will allow yourself greater flexibility in your junior and senior years as your study area becomes more focused in upper-level courses.

We welcome your interest in the program at any time. We encourage you to speak with or e-mail the program advisor to begin designing your program. Office locations and/or e-mail addresses are available in this document under “Key Public Policy & Management Contacts” directly under the Preface.

**OPPORTUNITIES FOR TRANSFER STUDENTS**

We welcome students who are attending other two and four year colleges. Many students transfer into the program every year. We also welcome transfers from within the University at Albany system. Special advising is available to facilitate all transfer students. Contact the program advisor for details.

**ACADEMIC PROGRAMS**

**General BA Program**

In addition to fulfilling the University’s general education requirements, the Public Policy program requires successful completion of a set of core courses in American Politics, Economics, Public Administration and Management, and Policy Analysis. The program also allows students a choice of electives that can be selected from the entire array of upper level Public Policy, Political Science and Public Administration offerings.

In consultation with a program advisor, you will then design a concentration area within the field of Public Policy. The concentrations include:

- Public Administration
- Study of Society
- Urban Issues
- Economics
- Women, Gender and Policy
- International
- Environment and Society
- Education Policy
- Student-Defined Concentration

In association with the concentration area, students fulfill an internship requirement usually during their junior or senior year. The internship is an integral part of the Public Policy degree. The University’s location in the seat of state government affords students invaluable opportunities for internships directly related to their fields of interest in the legislature, state agencies, private firms and nonprofit agencies. The internship can give students practical experience, useful recommendations, and substantial advantages in graduate admissions and job placement. It is designed to complement the academic work students completed or will complete in their concentration area.
In the spring semester of your senior year, or during your final semester at the University, you will join your fellow students in a capstone senior seminar. In the seminar, all that you have learned and studied will be synthesized in a major research paper on an important aspect of your policy concentration. The seminar is the culmination of your collegiate career, and provides an opportunity to share your research and experiences with other advanced public policy students. The seminar is small, ensuring a great deal of individual contact with a member of the faculty.

**Minor in Public Policy**

Due to considerable demand, the Department of Public Administration and Policy instituted an alternative for those students interested in obtaining a general understanding and exposure to public policy. The Minor in Public Policy requires students to successfully complete 18 credits, with 6 of those credits chosen from a list of restricted electives. The Minor’s primary objective is to provide students with the core knowledge and skill-set in a public policy and administration program in a limited setting. If you are interested in the minor program, please contact the program advisor for details on how to declare and outline a coursework plan.

**Honors Program in Public Policy & Management**

The Honors Program in Public Policy combines recognition of general academic excellence with demonstrated achievement in a specific area of public policy. In order to be eligible, students must have declared Public Policy as a major and have completed at least 12 credits of course work in the major. Students must also have an overall grade point average of at least 3.25 and a grade point average of 3.50 in the core subjects in Public Policy in order to be admitted into the program. Students may apply to the Honors Program either during their sophomore or during the first semester of their junior year. The application for the Honors Program can be found in Appendix A.

Upon satisfactory completion of the honors curriculum and of courses required of all majors, students will be recommended by the Director of Public Policy to graduate with honors in public policy. The student must maintain at least the same grade point average overall and the same average in the major as were required for admission to the honors program to graduate with honors.

**Combined BA/MA or BA/MPA Programs**

The combined program provides an opportunity for students of recognized academic ability and educational maturity to fulfill integrated requirements of undergraduate and Master's degree programs from the beginning of their junior year. A carefully designed program can permit a student to earn the BA and MA (Master in Public Policy) or MPA (Master of Public Administration) degrees within 11 semesters.

The combined program requires a minimum of 148 credits, of which at least 40 must be graduate credits. In qualifying for the BA, students must meet all University and school requirements, including the requirements of the major described previously, the minimum 90-credit liberal arts and sciences requirement, general education requirements, and residency requirements. In qualifying for the combined program, students must meet all University and school requirements as outlined in the Graduate Bulletin, including completion of a minimum of 40 graduate credits and any other conditions such as a research seminar, thesis, professional experience, and residency requirements. Up to 12 graduate credits may be applied simultaneously to both the BA and MA programs.
Students are considered as undergraduates until completion of 120 graduation credits and satisfactory completion of all BA requirements. Upon meeting BA requirements, students are automatically considered as graduate students.

Students may apply to the combined degree program at the beginning of their junior year or after the successful completion of 56 credits. A cumulative grade point average of 3.20 or higher and three letters of recommendation from faculty are required for consideration. Currently, the normally required GRE is waived for those students pursuing admittance into the combined program. For more information on the combined programs, please contact the Program Director or Advisor.

THE FACULTY
The Public Policy faculty reflects the diversity of the University at Albany. You will work with full-time teaching faculty in Economics, Sociology, Business, Political Science, Public Administration, and other departments. Your policy concentration provides you with an opportunity to take small classes with highly motivated students in other departments. The concentration’s flexibility allows you to work directly with nationally- and internationally-recognized faculty experts in their respective fields. To learn more about the faculty and their interests, please visit Rockefeller’s website: http://www.albany.edu/rockefeller/directory_pad.shtml

STUDENT ADVISEMENT SERVICES
Public Policy & Management Program office hours vary every semester, but are always held in Humanities B16. To arrange for a program advisor meeting, contact Mandi Moran in Humanities B16 at (518) 442-3112 and request a meeting with your Program Advisor.

Students interested in obtaining information about the Internship Program may contact the Undergraduate Internship Coordinator or arrange for a meeting by calling (518) 442-3112.
ACADEMIC PROGRAMS OF STUDY

GENERAL BA PROGRAM
The interdisciplinary nature of the Public Policy program is reflected in the required core courses. The student can then reinforce his or her individual strengths in an area of particular interest through the program concentration and the required internship. The program’s restricted electives, coupled with university general education requirements and general electives, provide the student with a well-rounded, multi-faceted learning experience that prepares the student for today’s changing world.

The Major in Public Policy is a combined major and minor program requiring a minimum of 54 credits as follows:

**Required Core Courses (30 credits)**
The core courses are specifically designed to reinforce the principles of the interdisciplinary Public Policy curriculum. **All of the following courses are required** (see the following pages for core course descriptions). Students should aim to take these courses, especially the 100 and 200 level courses, early in their academic careers to help formulate more focused interests to be more thoroughly explored in the concentration courses.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RPUB 140</td>
<td>Introduction to Public Policy</td>
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<tr>
<td>ECO 110M</td>
<td>Principles of Economics I: Microeconomics</td>
</tr>
<tr>
<td>ECO 111M</td>
<td>Principles of Economics II: Macroeconomics</td>
</tr>
<tr>
<td>RPAD 204</td>
<td>Computer Modeling for Decision Support</td>
</tr>
<tr>
<td>RPAD 303</td>
<td>Public Administration and Management</td>
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<tr>
<td>RPUB 316</td>
<td>Methodological Tools for Public Policy</td>
</tr>
<tr>
<td>RPAD 329</td>
<td>Bureaucratic Politics</td>
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<tr>
<td>RPUB 338</td>
<td>Internship Class (or POS 342 – Washington Semester)</td>
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<tr>
<td>RPUB 340</td>
<td>Introductions to Policy Analysis</td>
</tr>
<tr>
<td>RPUB 499W</td>
<td>Senior Seminar (or POS 495Z – Washington Semester)</td>
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In addition to the required courses (above), **two elective courses** (6 credits) must be selected from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PAD 236</td>
<td>Institutions and Policy in Business Regulation</td>
</tr>
<tr>
<td>PAD 302</td>
<td>Understanding Public Organizations</td>
</tr>
<tr>
<td>PUB 321</td>
<td>State &amp; Local Government</td>
</tr>
<tr>
<td>PAD 324</td>
<td>Policy Analyses in Complex Systems</td>
</tr>
<tr>
<td>PUB 325</td>
<td>Government and Politics of NY State</td>
</tr>
<tr>
<td>PUB 328</td>
<td>Law &amp; Policy</td>
</tr>
<tr>
<td>PUB 330</td>
<td>Topics in American Policy History</td>
</tr>
<tr>
<td>PUB 399</td>
<td>Selected Topics</td>
</tr>
<tr>
<td>PAD 435</td>
<td>Fundamentals of Securities Law</td>
</tr>
<tr>
<td>PAD 436</td>
<td>Securities Market Regulation</td>
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</table>
Required Core Course Descriptions

RPUB 140  Introduction to Public Policy
Introduction to theories of how democracies make public policy. Describes the roles of government institutions, the media, and interest groups in the policy process. Reviews current theories of how problems are identified and how policies are formulated, enacted, and implemented to address public problems. Only one version of RPUB 140 may be taken for credit.

ECO 110M  Principles of Economics I: Microeconomics
Analysis of supply and demand in markets for goods and markets for the factors of production. Study of various market structures, price determination in perfectly competitive and imperfectly competitive markets. May not be taken for credit by students with credit for A ECO 300. Prerequisite(s): plane geometry and intermediate algebra or A MAT 100.

ECO 111M  Principles of Economics II: Macroeconomics
Examination of the institutional structure of an economic system. Analysis of aggregate economic activity, the determinants of the level, stability, and growth of national income, the role of monetary and fiscal policy. May not be taken for credit by students with credit for A ECO 301. Prerequisite(s): A ECO 110.

RPAD 204  Computer Modeling for Decision Support
Making tough decisions – can computers help? Students will learn to use Internet technologies as well as techniques in computer modeling for critical thinking, policy analysis, and decision support. Topics include a review of quantitative methods for strategic analysis, tools for helping make tough decisions, and a survey of formal modeling techniques.

RPAD 303  Public Administration and Management
Introduction to the field of public administration as its theory and practice have developed in the United States, emphasizing current trends and problems of organization and management in such areas as personnel policy, budget making, policy research, and planning. Prerequisite(s): junior or senior class standing.

RPUB 316  Methodological Tools for Public Policy
Introduction to research design, statistics, and computer usage in public policy with an emphasis on the interpretation of results. Students examine experimental, quasi-experimental and nonexperimental research designs, summarize and present univariate distributions, perform bivariate and multivariate analyses including simple cross-tabulations and multiple regression analysis, and learn to use a computer to perform statistical and data management operations. Required for public affairs majors. Only one version of R PUB 316 may be taken for credit. Prerequisite(s): R PAD 204.

RPAD 329(Z)  Bureaucratic Politics
Examination of political behavior within and among administrative agencies, focusing on the sources of power in the bureaucracy, and the ways in which agencies use their political resources to shape public policy. Only one version of R PAD 329 may be taken for credit. Prerequisite(s): R POS 101 and 102, or junior or senior standing.
RPUB 338  Internship (or POS 342 – Washington Semester)
Complements the selected core concentration of the public affairs major. By participating with specific learning objectives in an agency or organization, the student is afforded an opportunity to test—in a nonacademic setting—the concepts and theoretical orientations examined in the classroom. Students are expected to take advantage of the internship opportunity to relate their experience to the generalized literature in the field. Limited to students in the public affairs major and is normally taken in the last year of the program. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Prerequisite(s): permission of instructor. S/U graded.

RPUB 340  Introduction to Policy Analysis
Policy analysis involves advising policy makers about political, technical, and implementation feasibility of their options. This course will introduce students to different roles played by analysts, techniques of analysis, and to the range of generic policy implements. Only one version of RPUB 340 may be taken for credit. Prerequisite(s): RPUB 140 (=RPOS 140); RPUB 316 (RPOS 316); AECO 110. May substitute RPUB 316 with an alternate introductory statistics course for RPUB 316. May waive RPUB 140 with permission of the instructor.

RPUB 499W  Senior Seminar (or R POS 495Z – Washington Semester)
Intensive examination of selected problems in public affairs. Students are expected to write a substantial research paper demonstrating analytic sophistication and knowledge of the relevant scholarly literature. Specific topics are designated by arrangement with the instructor. Limited to public affairs majors. Prerequisite(s): permission of instructor.

Elective Course Descriptions

R PAD 236  Institutions and Policy in Business Regulation (3)
This course examines the public regulation of business, surveying the field in general but with special attention to regulatory controls in financial markets. Its subjects include the justifications and critiques of government regulation, ethical considerations in regulatory decisions, international dimensions of regulatory policy and management, and how political, legal, and technological processes shape regulation.

R PAD 302 (= RPUB 302; formerly RPAD/RPUB 201) Understanding Public Organizations (3)
The major objective of this course is to provide students with an opportunity to explore basic ideas about how people work in large (work) organizations, and the processes and structures that operate day to day in such organizations. The course examines how people act and interact within organizations and attempt to change those organizations, and how organizations react to the individuals who comprise the organization. The course uses multiple perspectives or frames as a way of understanding of individual and organizational behavior in work organizations. Only one version of R PAD 302 may be taken for credit.

R PUB 321 (= R POS 321; formerly R PUB 205) State and Local Government (3)
Course focus is on intergovernmental relations; the interdependent roles of governors, legislatures, and courts in policymaking and implementation; the organization, functions, and jurisdiction of local governments; interaction of political parties and interest groups with formal institutions and processes; and problems in selected functional areas. Emphasis will be placed upon socio-economic trends leading to change in state and local governments, consequent issues raised, and proposals made in response to such issues. Only one version of R PUB 321 may be taken for credit. Prerequisite(s): R POS 101.
R PAD 324 Introduction to System Dynamics (3)
System Dynamics applies computer simulation to the study of feedback-rich systems in the social, behavioral, environmental, and management sciences. This course teaches the basic principles of system dynamics with a hands-on approach involving frequent problem sets and case studies. Students will learn the basic principles governing systems modeling as well as how to create computer-based simulation models. Prerequisites(s): R PAD 204.

R PUB 325 (= R POS 325) The Government and Politics of New York State (3)
Introduction to the major political governmental institutions in New York. Examines the executive, legislative and judicial branches of government; the nature of parties and election, and of selected policy questions. Only one version of R PUB 325 may be taken for credit. Prerequisite(s): R PUB/R POS 321.

R PUB 328 (= R POS 328) Law and Policy (3)
Examination of the role of the courts in the public policy process and in substantive policy fields; integrates the literature of law and policy and applies it to such areas as mental health care, corrections, human resources, education, and housing policy. Prerequisite(s): R PUB/R POS 140, or junior or senior standing.

R PUB 330 (= R PAD 330) Topics in American Public Policy History (3)
The course will introduce students to the field of public policy history. The specific issues covered will vary by semester, but they will include the history of key domestic programs since the New Deal as well as the evolution of central policymaking institutions such as the U.S. Congress.

R PUB 399 (= R POS 399) Selected Topics (3)
Investigation of selected topics in political science and/or public policy. Specific topics selected and announced by the instructor when offered. May be repeated once for credit if content varies. Prerequisite(s): R POS 101 and 102, and permission of instructor.

R PAD 435 Fundamentals of Securities Law (3)
This course examines the history, rationales, and structures of securities laws in the United States, focusing mainly on the federal level but touching on issues pertaining to the states. Topics include public requirements governing the issuance of securities, mandatory public disclosures; legal requirements governing corporate merger and acquisitions, primary and secondary markets for securities; exemptions from full coverage of laws, the reasons for exemptions; and how technology and market changes have affected these exemptions over time; and the basic structure of securities market regulation.

R PAD 436 Regulation of Securities Markets (3)
This course examines the history, organization, and central issues of securities market regulation in the United States. The course discusses the roles of federal and state regulation, self-regulatory organizations, and firms within the regulatory system. Topics include, but are not limited to, the history and main principles of federal securities statues; examinations and supervision by different levels of the regulatory system; and the relationships among change in financial markets such as financial innovations and regulatory structure and practice.
Program Concentration (18 credits)
In consultation with the program advisor, the student will develop a concentration either in policy issues or methodology. It must be approved by the director of the Public Policy program. It can stretch across several disciplines so long as three of the six courses are at the 300 level or above or have at least one prerequisite. The concentration must reinforce the interests highlighted by the student’s internship program (PUB 338). See Appendix B for the Undergraduate Major in Public Policy & Management Declaration of Concentration form.

In addition to the 36 credits of core courses, each Public Policy major shall take 18 credits (of which at least 9 credits must be at or above the 300-level) in one of the following nine concentrations. No course may count toward both the concentration and as an elective course.

Note: Other applicable courses may be applied to the following concentrations, with the approval of either the Program Advisor or Program Director.

Available Concentrations

- Public Administration
- Study of Society
- Urban Issues
- Economics
- Women, Gender and Policy
- International
- Environment and Society
- Education Policy
- Student-Defined Concentration
### Public Administration

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<tr>
<th>Course Number</th>
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<tbody>
<tr>
<td>B Law 220</td>
<td>Business Law</td>
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<tr>
<td>A Com 204</td>
<td>Group Communication</td>
</tr>
<tr>
<td>Pad 304 or R Pos 303</td>
<td>Public Policy in Theory &amp; Practice</td>
</tr>
<tr>
<td>R Pad 307</td>
<td>Professional Application for Public Administration and Policy</td>
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<tr>
<td>R Pad 324</td>
<td>Introduction to System Dynamics</td>
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<tr>
<td>R Pub 325 or R Pos 325</td>
<td>Bureaucratic Politics</td>
</tr>
<tr>
<td>R Pad 302 or B Mgt 341 or A Soc 342</td>
<td>Understanding Public Organizations</td>
</tr>
<tr>
<td>A Soc 345</td>
<td>Industrial and Economic Organization</td>
</tr>
<tr>
<td>A Eco 355</td>
<td>Public Finance</td>
</tr>
<tr>
<td>A Soc 357</td>
<td>Sociology of Work</td>
</tr>
<tr>
<td>R Pad 414</td>
<td>Policy Analysis in Public Administration</td>
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<tr>
<td>R Pad 424</td>
<td>Systems Thinking and Strategic Development</td>
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### Study of Society

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<tr>
<td>R Pos 101 or A Soc 115</td>
<td>American Politics</td>
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<tr>
<td>A Soc 180</td>
<td>Social Problems</td>
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<tr>
<td>A Aas 219</td>
<td>Introduction to African/African-American History</td>
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<tr>
<td>A Soc 200</td>
<td>Political Sociology</td>
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<tr>
<td>R Pos 320</td>
<td>American Federalism</td>
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<tr>
<td>R Pos 321</td>
<td>State and Local Government</td>
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<tr>
<td>R Pos 325 or R Pub 325</td>
<td>The Government and Politics of New York State</td>
</tr>
<tr>
<td>R Pos 328 or R Pub 328</td>
<td>Law and Policy</td>
</tr>
<tr>
<td>R Pub 330</td>
<td>Topics in American Public Policy History</td>
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<tr>
<td>R Pos 339</td>
<td>Political Socialization</td>
</tr>
<tr>
<td>R Pos 365</td>
<td>Government and the Mass Media</td>
</tr>
<tr>
<td>R Pad 302 or B Mgt 341 or A Soc 342</td>
<td>Understanding Public Organizations</td>
</tr>
<tr>
<td>A Soc 344</td>
<td>Sociology of Women in the Political Economy</td>
</tr>
<tr>
<td>A Soc 350</td>
<td>Social Movements</td>
</tr>
<tr>
<td>A Wss 360</td>
<td>Feminist Social and Political Thought</td>
</tr>
<tr>
<td>R Pub 410</td>
<td>Minorities and the Politico-Legal System</td>
</tr>
<tr>
<td>A Aas 435</td>
<td>Blacks and the American Political Process</td>
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<tr>
<td>R Pos 438Z</td>
<td>Political Behavior</td>
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### Urban Issues

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<th>Course Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>R Pos 101 or A Soc 115</td>
<td>American Politics</td>
</tr>
<tr>
<td>A Soc 180</td>
<td>Social Problems</td>
</tr>
<tr>
<td>A Gog 102M</td>
<td>Place, Space, and Landscape</td>
</tr>
<tr>
<td>A Gog 125M</td>
<td>The American City</td>
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<tr>
<td>A Gog 220M</td>
<td>Introductory Urban Geography</td>
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<td>A Pln 220M</td>
<td>Introductory Urban Planning</td>
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<tr>
<td>A Gog 225Z</td>
<td>World Cities</td>
</tr>
<tr>
<td>A His 317</td>
<td>History of the American City to 1860</td>
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<tr>
<td>R Pos 321</td>
<td>State and Local Government</td>
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<tr>
<td>A Gog 321</td>
<td>Exploring the Multicultural City</td>
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<tr>
<td>R Pos 323</td>
<td>Urban Government</td>
</tr>
<tr>
<td>A Aas 333</td>
<td>The Black Community: Continuity &amp; Change</td>
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<tr>
<td>A Eco 341</td>
<td>Urban Economics</td>
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<td>A Eco 355</td>
<td>Public Finance</td>
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<tr>
<td>A Eco 356</td>
<td>State and Local Finance</td>
</tr>
<tr>
<td>A Soc 373</td>
<td>Community and Urban Sociology</td>
</tr>
<tr>
<td>A Soc 375</td>
<td>U.S. Neighborhood Diversity</td>
</tr>
<tr>
<td>R Pos 424</td>
<td>Community Politics</td>
</tr>
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</table>

### Economics

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A Eco 300</td>
<td>Intermediate Microeconomics</td>
</tr>
<tr>
<td>A Eco 301</td>
<td>Intermediate Macroeconomics</td>
</tr>
<tr>
<td>A Eco 330</td>
<td>Economics of Development</td>
</tr>
<tr>
<td>A Eco 350</td>
<td>Money and Banking</td>
</tr>
<tr>
<td>A Eco 370</td>
<td>Economics and Labor</td>
</tr>
<tr>
<td>A Eco 341</td>
<td>Urban Economics</td>
</tr>
<tr>
<td>A Eco 355</td>
<td>Public Finance</td>
</tr>
<tr>
<td>A Eco 356</td>
<td>State and Local Finance</td>
</tr>
<tr>
<td>A Eco 357</td>
<td>Public Microeconomics</td>
</tr>
<tr>
<td>A Eco 360</td>
<td>International Economic Relations</td>
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</table>
### Women, Gender & Policy

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>A Soc 115</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>A Wss 220</td>
<td>Introduction to Feminist Theory</td>
</tr>
<tr>
<td>A Wss 240</td>
<td>Classism, Racism and Sexism: Issues</td>
</tr>
<tr>
<td>A Wss 260</td>
<td>History of Women and Social Change</td>
</tr>
<tr>
<td>A Wss 262</td>
<td>Sociology of Gender</td>
</tr>
<tr>
<td>A Wss 360</td>
<td>Feminist Social and Political Thought</td>
</tr>
<tr>
<td>R Pos/A Wss 333</td>
<td>Women and the Law</td>
</tr>
<tr>
<td>A Soc 344</td>
<td>Sociology of Women in the Political Economy</td>
</tr>
<tr>
<td>R Pos 346</td>
<td>Law, Civil Rights, and Sexual Orientation</td>
</tr>
<tr>
<td>A Wss/R Pos 433</td>
<td>Women, Politics, and Power</td>
</tr>
<tr>
<td>A Aas 440</td>
<td>Black Women in United States History</td>
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### International

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>R Pos 102</td>
<td>Comparative and International Politics</td>
</tr>
<tr>
<td>A Lcs 100 or A Lcs 102 or A Lcs 150</td>
<td>Cultures of Latin America/Introduction to Caribbean History</td>
</tr>
<tr>
<td>A Aas 150</td>
<td>Life in the Third World</td>
</tr>
<tr>
<td>R Pos 351</td>
<td>European Politics</td>
</tr>
<tr>
<td>A Lcs 357</td>
<td>Latin American &amp; Caribbean Politics</td>
</tr>
<tr>
<td>R Pos 359</td>
<td>Israeli Politics</td>
</tr>
<tr>
<td>A Lcs 360</td>
<td>Political Economy of the Caribbean</td>
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<tr>
<td>A Eco 360</td>
<td>International Economic Relations</td>
</tr>
<tr>
<td>A Eco 361</td>
<td>Development of the Latin American Economy</td>
</tr>
<tr>
<td>R Pos 370</td>
<td>International Relations: Theory</td>
</tr>
<tr>
<td>R Pos 371</td>
<td>International Relations: Practice</td>
</tr>
<tr>
<td>R Pos 373</td>
<td>Government and Politics in the People’s Republic of China</td>
</tr>
<tr>
<td>R Pos 375</td>
<td>International Organization</td>
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<tr>
<td>R Pos 383</td>
<td>American Foreign Policy</td>
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<tr>
<td>R Pos 395</td>
<td>International Political Economy</td>
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<tr>
<td>A Wss 330</td>
<td>Gender, Class and Community in Modern China</td>
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<tr>
<td>R Pub 398</td>
<td>Comparative National Security Policy</td>
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<tr>
<td>A Wss 451</td>
<td>Gender &amp; Class in Latin American Development</td>
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<tr>
<td>R Pos 473</td>
<td>Economic Relations in the Global System</td>
</tr>
</tbody>
</table>
Environment and Society

<table>
<thead>
<tr>
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<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Ant 119</td>
<td>The City and Human Health</td>
</tr>
<tr>
<td>A Atm 100 or A Atm 101 or A Atm 102N</td>
<td>The Atmosphere/ The Upper Atmosphere/ Science and Major Environmental Issues</td>
</tr>
<tr>
<td>A Atm 107</td>
<td>The Oceans</td>
</tr>
<tr>
<td>A Bio 230P</td>
<td>People and Resources in Ecological Perspective</td>
</tr>
<tr>
<td>A Geo 100N</td>
<td>Planet Earth</td>
</tr>
<tr>
<td>A Geo 250</td>
<td>Energy and Resources</td>
</tr>
<tr>
<td>A Geo 260</td>
<td>Earth Surface Processes and Hazards</td>
</tr>
<tr>
<td>A Gog 101N</td>
<td>Introduction to the Physical Space Environment</td>
</tr>
<tr>
<td>A Phy 202</td>
<td>Environmental Physics</td>
</tr>
<tr>
<td>A Atm 300Z</td>
<td>Solar Energy</td>
</tr>
<tr>
<td>A Atm 304</td>
<td>Air Quality</td>
</tr>
<tr>
<td>A Atm 307Z</td>
<td>Introduction to Atmospheric Chemistry</td>
</tr>
<tr>
<td>A Bio 311</td>
<td>World Food Crisis</td>
</tr>
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<td>A Bio 319</td>
<td>Field Biology</td>
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<td>A Bio 320</td>
<td>Ecology</td>
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<td>A Atm 408B</td>
<td>Hydrometeorology</td>
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<td>A Atm 414</td>
<td>Air Pollution Meteorology</td>
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Education Policy

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<th>Title</th>
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<tbody>
<tr>
<td>A Soc 180M</td>
<td>Social Problems</td>
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<tr>
<td>A Aas 220</td>
<td>Black and White in America</td>
</tr>
<tr>
<td>A Aas 240</td>
<td>Classism, Racism and Sexism Issues</td>
</tr>
<tr>
<td>E Edu 275</td>
<td>Social Morality &amp; Citizenship Education in a Pluralistic Society</td>
</tr>
<tr>
<td>E Est 300</td>
<td>Social Foundations of Education</td>
</tr>
<tr>
<td>E Est 301</td>
<td>Issues in American Education</td>
</tr>
<tr>
<td>A Eco 341</td>
<td>Urban Economics</td>
</tr>
<tr>
<td>A Eco 380</td>
<td>Contemporary Economic Issues</td>
</tr>
<tr>
<td>R Crj 308</td>
<td>Juvenile Justice Administration</td>
</tr>
<tr>
<td>E Psy 441</td>
<td>Social Issues in testing</td>
</tr>
<tr>
<td>E Aps 400</td>
<td>United States Educational Governance, Policy, and Administration</td>
</tr>
<tr>
<td>E Aps 470</td>
<td>Introduction to Law and Education</td>
</tr>
</tbody>
</table>

Student-Defined Concentration
With the agreement of your Program Advisor, a Faculty Advisor, and the Director of the Undergraduate Public Policy & Management Program – confirmed by filling out a Student-Designed Concentration Form (see Appendix C) signed by all those mentioned above – student may create a concentration that combines a set of existing policy-related subjects to establish a coherent program of study in a defined area of public policy to form a concentration composed of 18 credits.
**Internship (RPUB 338)**
The student is required to find and arrange his or her own internship. Securing an internship is the student’s responsibility, but there are faculty that are able to assist in this endeavor. The student should speak with the Internship Coordinator. The student should complete the appropriate paperwork with the Internship Coordinator prior to accepting an internship. Students may complete the internship during the academic year or over the summer.

**Senior Seminar (RPUB 499)**
This capstone course is an intensive examination of selected problems in public affairs. Students are expected to write a substantial research paper demonstrating analytic sophistication and knowledge of the relevant scholarly literature. Specific topics are designated by arrangement with the instructor. This course is limited to Public Policy majors and is offered during the student’s final spring semester.

**Minor in Public Policy**
In addition to a BA in Public Policy, the Department of Public Administration and Policy offers a Minor for those students interested in studying the public sector. The curriculum focuses on such topics as the role of bureaucracy in society, management of finances in the public sector, organizational theory and development, the political and legal environment of administration, and public policy research and analysis. The required and elective courses mandated by the Minor provide the student with a foundational understanding of the operational, political, and policy issues involved in the public sector.

**Required Courses (12 credits):**
PUB 140   Introduction to Public Policy
PAD 303   Public Administration and Management
PAD 329   Bureaucratic Politics
PUB 340   Introduction to Policy Analysis

**Two courses chosen from the following courses:**
PAD 204   Computers Modeling for Decision Support
PAD 302   Understanding Public Organizations
PAD 307   Professional Applications for Public Admin. & Policy
PUB 316   Methodological Tools for Public Policy
PUB 321   State & Local Government
PAD 324   Policy Analyses in Complex Systems
PUB 325   Government and Politics of NY State
PUB 328   Law & Policy
PUB 330   Topics in American Policy History
PUB 399   Selected Topics
**HONORS PROGRAM IN PUBLIC POLICY**

As noted above, the Honors Program in Public Policy is a highly competitive program for those students who have achieved sustained academic excellence. Upon acceptance into the program, honors students must satisfy the requirements outlined below.

**Required courses:**
The Honors in Public Policy is a combined major and minor program requiring a minimum of 63 credits as follows. In addition to the 54 credits required for regular majors, Honors majors are required to complete the following courses:

**R Pub 300**
Three 4-credit honors versions of existing 300-level courses (R Pad 300-level + 1-credit R Pub 300 or R Pad 300-level + 1-credit R Pub 300). In addition to attending classes and doing the same assignments as the other students in the course, they will earn the additional fourth credit through a tutorial with the faculty member teaching the course that will include extra reading and writing assignments.

**Pub 494 Honors Research (3)**
Taken in the Fall Semester of the Senior year or the Spring Semester of the Junior year. Meant to engage student in research with a faculty member designated by student and approved by the Director of Undergraduate Public Policy Program in order to generate the research necessary to complete their honors thesis.

**R Pub 495 Honors Seminar (3)**
Highlights the dominant intellectual arguments occurring currently in the area of public policy research.

**R Pub 496 Honors Thesis (3)**
Designed to facilitate students in constructing their honors thesis into the appropriate format. Each student must complete a 25 to 30 page honors thesis. This paper should involve original research on a topic related to public policy. It should have a clearly defined thesis statement, a review of the existing literature on the chosen topic, original evidence offered to support the thesis, consideration of alternative rival hypothesis, and a conclusion of the consequence for public policy research of these findings. The paper is to be created in conjunction with a faculty mentor approved by the Director (and the paper may be co-authored with the chosen faculty mentor). The paper is to be submitted to the Director of the Undergraduate Public Policy Program.
GRADUATION
Of course, graduation is only possible after fulfilling university general education requirements, university residency requirements, senior residency requirements and the required 120 credit hours. For complete information, students should consult the University Undergraduate Bulletin. Students should check their DARS account regularly to ensure that they are on track to graduate on time. This manual and your DARS account can be used as a guide, but students should consult their advisor for more complete and thorough graduation requirement information. Students must complete an application for graduation within the first three weeks of their final semester at the University at Albany. Students should thoroughly discuss this with their advisor when they meet before registering for their final semester.

ADDITIONAL INFORMATION

DEWEY LIBRARY
The Thomas E. Dewey Graduate Library for Public Affairs and Policy is located on the downtown campus in the Hawley Building. The library supports the curricula of the School of Criminal Justice; the Nelson A. Rockefeller College of Public Affairs and Policy; the School of Information Science and Policy; and the School of Social Welfare.

Collections
The collections include approximately 130,000 volumes. Topical strengths include the following: public administration; public policy; federal and state case and statutory law; social welfare policy, service, and practice; social gerontology; information science; information policy; library and archive development and management; criminology; legal processes and policy; and the criminal justice system.

PROGRAM LISTSERV
All students in the public policy program are required to obtain an e-mail account and subscribe to the e-mail list for the program. To do so, please follow these simple directions:

- Address a message to: LISTSERV@listserv.albany.edu
- In the body of the message type this and then hit send: SUBSCRIBE publicpolicy [your first name, last name]

This will sign you up on a mailing list that will contain important information and news on the program. You are responsible for gathering and acting upon the information disseminated through the mailing list.

THE DEGREE AUDIT REPORTING SYSTEM (DARS)
Your DARS Report includes information relevant to your academic career at the University at Albany, and is used extensively during academic advising sessions. You can access your DARS Report through the MyUAlbany website. Included here in description of DARS (Appendix D), an extensive explanation of your DARS Report (Appendix E), and a form you may need during your academic career, a DARS Exception Form (Appendix F).
SAMPLE OF PUBLIC POLICY INTERNSHIP OPPORTUNITIES

Located in one of the nation's most active and exciting state capitols, the Rockefeller College of Public Affairs and Policy offers our students incredible opportunities for practical application of their classroom experience. From state and local government agencies to non-for-profit organizations, along with various private sector firms, the internship prospects available for Undergraduate Public Policy students are immense!

The internship program provides for the integrated and holistic development for the student - academic, professional, and practical implementation of theory/knowledge related to politics, administration, and policy are the tenets of the Public Policy Program.

- Washington D.C. Semester Internship Program
- Advocates for Children of New York State (NYS)
- Center for Law and Justice
- Citizen Action
- Planned Parenthood
- NYS Department of Civil Service
- NYS Energy Research & Development Authority
- NYS Education Department
- NYS Department of Economic Development
- NYS Office of Homeland Security
- NYS Parks, Environmental Management Bureau
- NYS Senate, Education Committee
- NYS Senate & Assembly Internship Program
- St. Peter's Hospital
- SUNY Administration
- NY Public Interest Research Group

Students can learn more about these internships and more opportunities by contacting the Internship Coordinator in the Rockefeller College Office of Career & Alumni Programs at (518) 442-3112.
Appendix A:

UNDERGRADUATE MAJOR IN
PUBLIC POLICY AND MANAGEMENT
HONORS PROGRAM FORM
UNDERGRADUATE MAJOR IN PUBLIC POLICY AND MANAGEMENT
HONORS PROGRAM

Rockefeller College
Department of Public Administration and Policy

This form is to be completed by each undergraduate Public Policy and Management major applying to the Honors Program. In consultation with the Program Advisor and with the approval of the Program Director, the student must have completed at least 12 credits of course work in the major, and have an overall GPA of 3.25 and a GPA of 3.50 in Public Policy and Management. You must (a) meet with the Program Advisor and discuss your intention to apply to the Honors Program; (b) show that you have the requisite GPAs; (c) write a one-page proposal of your intended study as a Honors student; (d) meet with your Program Advisor and have him/her sign off on this form with your one-page proposed program of study; and, (e) get the signatures of your Program Advisor, as well as the Program Director. Upon completion of this process, and upon your successful completion of the scheduled classes, you will be an honors candidate.

Once you have completed the requisite paperwork, and filed forms with the Office of the Registrar, the Program Advisor will use this form to make certain that you are registered as a Public Policy and Management Honors student that will appear on your diploma.

Name: ___________________________________  Student Identification #: ______________________

Concentration Title:  ___________________________________________________________________

Rationale for the Honor Study [ATTACHED]: (Explain why the courses you intend to/have taken meet the standards requisite of an Honors Program. Please attach a one page, single-spaced document describing the process that has brought you to becoming an Honors Student.)

_________________________________________  _________________________________
Signature of Program Advisor  Date

_________________________________________  _________________________________
Signature of Honors Program Director  Date

_________________________________________  _________________________________
Signature of Program Director  Date
Appendix B:

UNDERGRADUATE MAJOR IN
PUBLIC POLICY AND MANAGEMENT
DECLARATION OF CONCENTRATION FORM
UNDERGRADUATE MAJOR IN PUBLIC POLICY and MANAGEMENT 
DECLARATION OF CONCENTRATION

Rockefeller College 
Department of Public Administration and Policy

This form is to be completed by each undergraduate Public Policy and Management major fulfilling the requirement for the substantive policy area concentration. In consultation with the program advisor and/or faculty advisor, students will develop a substantive public policy or methodological concentration composed of a minimum of 18 credits. The concentration is designed to provide students with a focus on a problem or issue in public policy to complement the public policy process concerns of the major requirements. Such problems or issue areas in public policy are listed under Concentration Title (below).

A concentration is not a disciplinary minor (i.e., economics, sociology, history), although courses from those and other disciplines may be taken to fulfill the concentration requirement. The concentration must be approved by the Program Advisor or Faculty Advisor and Director of the Undergraduate Public Affairs Program. Six courses, three of which must be at the 300 level or above, are required.

Name: ___________________________________ Student Identification #: __________________

Major Title:
[ ] Public Administration [ ] Study of Society [ ] Local Government
[ ] Urban Issues [ ] Economics [ ] Women, Gender & Policy
[ ] International [ ] Environment & Society [ ] Education Policy
[ ] Student-Designed (The Student-Designed Concentration Form must accompany this form.)

Course Preferences* [6 x 3-Credit Classes]:

1. ___________________________________  4. ___________________________________
2. ___________________________________  5. ___________________________________
3. ___________________________________  6. ___________________________________

Signature of Program Advisor/Faculty Advisor ___________________________ Date ___________________________

Signature of Program Director ___________________________ Date ___________________________

* Courses may vary based on the semesters/years that courses are offered.
Appendix C:

UNDERGRADUATE MAJOR IN
PUBLIC POLICY AND MANAGEMENT
STUDENT-DESIGNED CONCENTRATION FORM
UNDERGRADUATE MAJOR IN PUBLIC POLICY and MANAGEMENT
STUDENT-DESIGNED CONCENTRATION FORM

Rockefeller College
Department of Public Administration and Policy

This form is to be completed by each undergraduate Public Policy and Management major creating a student-designed concentration. In consultation with the Program Advisor, relevant Faculty Advisor, and with the approval of the Program Director, the student will develop a substantive public policy or methodological concentration composed of a minimum of 18 credits. The concentration is designed to provide students with a focus on a problem or issue in public policy to complement the public policy process concerns of the major requirements. A concentration is not a disciplinary minor (i.e., economics, sociology, history), although courses from those and other disciplines may be taken to fulfill the concentration requirement. The concentration must be approved by the Program Advisor, relevant Faculty Advisor, as well as the Director of the Undergraduate Public Affairs Program. Six courses, three of which must be at the 300 level or above, are required. You must:

- meet with the Program Advisor and discuss your intended plans;
- determine a relevant faculty member that will become your Faculty Advisor upon their approval;
- write a one-page proposal of your student-designed concentration that will be attached to this form;
- meet with your Faculty Advisor and have him/her sign off on this form with your one-page proposal; and
- get the signatures of your Program Advisor, Faculty Advisor, as well as the Program Director.

Upon completion of this process, and upon your successful completion of the scheduled classes, you will be a candidate for your intended student-designed concentration.

Once you have completed the requisite paperwork, and filed forms with the Office of the Registrar, the Program Advisor will use this form to submit a “DARS Exemption Form” to the Office of the Registrar to make certain that you are registered with a student-designed concentration that will appear on your diploma.
Name: ___________________________________  Student Identification #: _______________________

Concentration Title: ______________________________________________________________________

Course Preferences* [6 x 3-Credit Classes]:

1. ______________________________________  4. ______________________________________
2. ______________________________________  5. ______________________________________
3. ______________________________________  6. ______________________________________

* Courses may vary based on the semesters/years that courses are offered.

Rationale for the Concentration [ATTACHED]: (Explain why the courses you intend to/have taken meet the standards requisite of a concentration in Public Policy. Please attach a one page, single-spaced document describing the process that has brought you to creating a student-designed concentration, as well as the guidance given to you by your Program and Faculty Advisors.)

_________________________________________  _________________________________  Signed of Program Advisor  Date

_________________________________________  _________________________________  Signature of Faculty Advisor  Date

_________________________________________  _________________________________  Signature of Program Director  Date
Appendix D:

DESCRIPTION OF YOUR DEGREE AUDIT REPORTING SYSTEM (DARS)
What does DARS mean?
DARS stands for Degree Audit Reporting System. It is a computer based degree audit system developed by Miami University in Ohio and is in use throughout the country. The audit provides the student and academic adviser an analysis of degree requirements for a particular degree and major. The DARS report displays the courses from which you may select in order to complete specific degree requirements and shows how the courses already taken apply toward those requirements.

What is a degree audit?
A degree audit is a road map to graduation for a student, instructing them which requirements have been completed and which need to be completed. A degree audit will match a student's academic record against the requirements in a particular degree program. A Biology major degree audit, for example, would report how completed courses and in-progress courses from UAlbany or transfer institutions would apply toward the Biology degree program. In addition, it would report if any of these courses satisfy the General Education Requirement, Writing Intensive Requirement and/or major/minor residence requirements. By running an audit against a specific major, the degree audit will automatically match courses taken by a student in all the requirements in which the courses can be accepted. As the requirements are completed a "+" will appear, a "-" will appear when the requirement is not completed. A degree audit will be used to award a degree.

What the audit is not.
The degree audit is not an official transcript. It is an internal document to assist students and advisors on degree requirements. It also does not replace written information, such as the University bulletin.

What is transfer articulation?
Transfer articulation is a term used to define the process whereby courses taken elsewhere are assigned an equivalency at UAlbany. Course equivalents can be assigned as a specific catalog number at the University (e.g. ASOC 115M), or as a generic equivalent within a departmental rubric (e.g. A.ENG 010, meaning a 100 level English course) or as an Applied Elective (e.g. APLE 010). Courses that do not carry transfer credit are identified as NOCR.

Advising
The degree audit does not eliminate the need for advising. Rather, DARSWeb and the audit should serve to enhance advising and encourage student contact with an advisor for further academic and career counseling.

Audit Description
(This could be considered the same as "What is a degree audit?")
Each audit represents a degree progress report presented by individual requirements in text form. Each requirement displays additional specifics

**Header Information**  
Header information, contained at the top of the audit, displays student information for that audit which includes: name, Empl ID, major, advisor and bulletin year.

**Requirement Categories**  
This section of the audit includes all the University degree requirements: BA, BS; grade point, residency, limitation, graduation with honors, and general education requirements.

**Requirement, Sub-requirement, Course lists**  
**Students:** The + (plus) sign indicates that the requirement has been completed. The - (minus) sign means that the requirement is INCOMPLETE. The designation is carried throughout the audit in all sections. If a requirement is incomplete, the audit will list courses that a student may choose from in order to complete the specific requirement.  
**Faculty Advisors:** Each requirement is detailed in its sub-requirements. DARSweb offers two unique functions that only faculty advisors and staff members may be able to use. "Expand All" and "Collapse All" functions are located at the top of the audit or can be individually used for each requirement. By clicking "Expand All" or the + box next to each requirement this enables an advisor to see all requirements and courses. By clicking "Collapse All" or the - box means that all of the requirements and courses will be hidden. The requirements in Red Text means that the requirement is not completed. A requirement in Blue Text means that the requirement is completed or not needed.

**Requirement and Sub-requirement text**  
**Earned:** Reports the calculated number of credits completed applying toward the requirement and sub-requirement.  
**Needs:** Reports the number of credits/courses, and/or GPA still needed to complete the requirement and sub-requirement  
**Not From and Select From:** Is text identifying the course list that will be rejected from or accepted by the sub-requirement.

**Status Indicators**  
+: The sub-group is complete - the number of courses and/or credits taken, and the courses used are listed; the SELECT FROM typically displays until the entire requirement is completed.  
-: The sub-group is not complete.

**Course Summary**  
This is the summary of all courses taken at the University listed by academic year. Remember that the symbol "IP>" indicates those courses which are still in progress and for which no grade has been assigned.

*Retrieved on November 15, 2009 from http://www.albany.edu/registrar/dars.html*
Appendix E:

INSIDE YOUR DARS
The following SAMPLE audit will guide you through the layout of a degree audit. The column on the left of the audit explains what type of information is contained in the portion of the audit that appears on the right.

The Degree Audit is based on the requirements outlined in the undergraduate bulletin for the year of matriculation.

**PREPARED: 06/15/05 - 10:55 BY OPER: REGMAB ID: 111111111**

Test Student
PROGRAM CODE: PSY

BULLETIN YR: 2005-06
PSYCHOLOGY MAJOR
BACHELOR OF ARTS

****STUDENT'S ACADEMIC PROGRAM****

***** INTENDED MAJOR *****

DARS MAJOR/MINOR CODES

MAJOR: PSY
ADDL MAJORS: 
MINOR: BUSMIN
ADDL MINORS:

This section lists a summary of all the courses taken at other institutions.

**SUMMARY OF TRANSFER COURSES**

A maximum of 90 credits may be from other schools

<table>
<thead>
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<th>TOTAL CREDITS</th>
<th>TRANSFERRED:</th>
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</thead>
<tbody>
<tr>
<td>EARNED:</td>
<td>38 CREDITS</td>
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<tr>
<td>IN PROGRESS</td>
<td>14 CREDITS</td>
</tr>
</tbody>
</table>

This section includes all of the University degree requirements: BA, BS, grade point, residency, graduation with honors, writing and limitations.

**SUMMARY OF TRANSFER COURSES**

A maximum of 90 credits may be from other schools

<table>
<thead>
<tr>
<th>TOTAL CREDITS</th>
<th>TRANSFERRED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARNED:</td>
<td>38 CREDITS</td>
</tr>
<tr>
<td>IN PROGRESS</td>
<td>29 CREDITS</td>
</tr>
</tbody>
</table>

---

**** BACHELOR OF ARTS REQUIREMENTS ****

Complete a minimum of 120 graduation credits

2.00 Cumulative GPA required for all coursework

Graded A-E at Albany

| EARNED:       | 38 CREDITS   |
| IN PROGRESS   | 29 CREDITS   |

--> Needs: 53 credits

- A minimum of 90 credits of liberal arts and sciences
  Must be completed
  (24 CRS earned)

In-Prog: 24 credits
Needs: 42 credits

University residence requirement

- A minimum of 30 of the last 60 graduation credits must completed in courses at the Albany campus.

Total final credits earned at albany:

(0 CRS earned)

In-Prog: 15 credits
Needs: 15 credits

Limitations

A maximum of 2 courses can be opted S/U graded
(Satisfactory/Unsatisfactory) in courses graded A-E.
None are allowed at the 300 level or above

Graduation honors

A degree with honors requires a minimum of 56 credits
Completed at UAlbany with a minimum of
40 A-E credits and a final UAlbany cumulative GPA of at least 3.25.

Your credits at UAlbany are: 0.00 GPA

(0 CRS earned)

In-Prog: 15 credits
Needs: 41 credits

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**** THE GENERAL EDUCATION PROGRAM ****

The next section describes the General Education Requirement.
30 CREDITS REQUIRED
THE GENERAL EDUCATION PROGRAM AT THE UNIVERSITY
AT ALBANY CONSISTS OF A MINIMUM OF 30 CREDITS
OF COURSEWORK IN THE FOLLOWING AREA: DISCIPLINARY
PERSPECTIVES, CULTURAL AND HISTORICAL PERSPECTIVES,
COMMUNICATION AND REASONING, MATHEMATICS AND STATISTICS, AND FOREIGN LANGUAGE
====================================================================================================
30 MIN CRS OK - INDIVIDUAL REQUIREMENTS MUST BE FULFILLED
EARNED:       18 CREDITS
IN PROGRESS   15 CREDITS
====================================================================================================
** DISCIPLINARY PERSPECTIVES **
** DISCIPLINARY PERSPECTIVES **
====================================================================================================
* ARTS *
+      COMPLETED
SP05 AARH260 3.0 IP > HERKIMER: HU161
====================================================================================================
* HUMANITIES *
+      COMPLETED
SP04 AENG121 3.0 TA HERKIMER: EN112
====================================================================================================
* NATURAL SCIENCES *
+      COMPLETED
FA04 AGOG010 0.0 NTD IN LIEU OF: NATSCIENCE
SURVEY OF THE ADIRONDACKS HERKIMER: SC109
====================================================================================================
* SOCIAL SCIENCES *
+      COMPLETED
FA03 APSY101 3.0 TA HERKIMER: SS151
====================================================================================================
**CULTURAL AND HISTORICAL PERSPECTIVES**
====================================================================================================
* U.S. HISTORY *
- SEE UNDERGRADUATE BULLETIN FOR LIST OF COURSES
U.S. HISTORY
PART A. NARRATIVE
SELECT 3 CREDITS
NEEDS: 1 COURSE
====================================================================================================
* EUROPE *
- SEE UNDERGRADUATE BULLETIN FOR LIST OF COURSES
SELECT 3 CREDITS:
NEEDS: 3 CREDITS
====================================================================================================
* REGIONS BEYOND EUROPE *
- SEE UNDERGRADUATE BULLETIN FOR LIST OF COURSES
SELECT 3 CREDITS:
NEEDS: 3 CREDITS
====================================================================================================
* GLOBAL AND CROSS-CULTURAL STUDIES *
- SEE UNDERGRADUATE BULLETIN FOR LIST OF COURSES
SELECT 3 CREDITS:
NEEDS: 3 CREDITS
====================================================================================================
* U.S. DIVERSITY & PLURALISM *
+      COMPLETED
FA05 AJST260 3.0 IP > Jews & Immigrant Experience
This section describes the course requirements for the declared major. The "NEEDS" line indicates the total number of credits needed as well as the required 2.00 GPA. Courses needed to fulfill each category within the major are listed in the "SELECT FROM" groups of courses. NOTE: Some major summary lines may vary.

****** MAJOR REQUIREMENTS ******

PSYCHOLOGY MAJOR
36 CREDITS REQUIRED
IN ORDER TO BE ADMITTED AS A PSYCHOLOGY MAJOR
REQUIREMENTS ONE AND TWO MUST BE SATISFIED.
EARNED: 3 CREDITS 0.00 GPA
IN PROGRESS 9 CREDITS
--> NEEDS: 24 CREDITS 2.00 GPA

+R 1. INTRODUCTION TO PSYCHOLOGY - REQUIRED COURSE:
YOU MUST ATTAIN A GRADE OF C- OR BETTER
FA03 APSY101 3.0 TA HERKIMER: SS151

-R 2. STATISTICS/EXPERIMENTAL COURSES
BOTH COURSES REQUIRED:
NOTE: THESE COURSES CANNOT BE S/U OPTED
YOU MUST ATTAIN A GRADE OF C- OR BETTER
FA05 APSY210 3.0 IP > Statistical Methods in Psych
NEEDS: 1 COURSE
SELECT FROM: APSY211
- **RESTRICTED ELECTIVES - SELECT 15 CREDITS:**
  FA05 APSY203 3.0 IP > Psychology of Child Development
  FA05 APSY214 3.0 IP > Intro Biopsych & Behavioral Neuros
  NEEDS: 9 CREDITS
  SELECT FROM: APSY270, 314, 327, 338, 380, 381, 382, 384, 385, APSY387

- **ELECTIVES - SELECT 12 CREDITS:**
  **NOTE: THERE IS A LIMIT OF 3 CRS FOR APSY297, APSY397 AND APSY497.**
  NEEDS: 12 CREDITS
  -> NOT FROM: APSY210, 211 RPSY6
  SELECT FROM: APSY100 TO 599 TPSY100 TO 299

A separate section describes the advanced course credits and residency credits required to complete the major.

**ADVANCE COURSE CHECK**
**MAJOR RESIDENCE CHECK**
18 CREDITS AT ALBANY OF WHICH 12 ARE UPPER LEVEL

- **MAJOR RESIDENCE CHECK**
  0 CREDITS
  IN-PROG 9 CREDITS
  NEEDS: 9 CREDITS

- **300-599 ADVANCE COURSE CHECK**
  NEEDS: 12 CREDITS

Following the major, the declared minor requirements are arrayed in a similar fashion to the major. Many minors incorporate advanced credits and residency while others show a separate section for these requirements.

**BUSINESS MINOR**
18 CREDITS REQUIRED
IN PROGRESS 3 CREDITS
--> NEEDS: 15 CREDITS 2.00 GPA

- **FINANCIAL ACCOUNTING - REQUIRED COURSE:**
  NEEDS: 1 COURSE
  SELECT FROM: BACC211

- **COMPUTER SCIENCE - SELECT 1 COURSE:**
  NEEDS: 1 COURSE
  SELECT FROM: BITM215 ACSI101, 201

+ **STATISTICS - SELECT 1 COURSE:**
  FA05 BLAW220 3.0 IP > Business Law

- **SELECT 3 COURSES:**
  NEEDS: 3 COURSES
  SELECT FROM: BACC222 BBUS250 BFIN300 BLAW321 BMGT3141 BMKT310 BITM330

- **MINOR RESIDENCE REQUIREMENT**
  **NOTE: A MINIMUM OF 6 CREDITS IN COURSEWORK AT OR ABOVE THE 300-LEVEL OR COURSES WHICH REQUIRE A PREREQUISITE TAKEN AT ALBANY**
  MINOR RESIDENCE CHECK
  NEEDS: 6 CREDITS

Any course that does not count toward the completing the degree will be listed in this section. These courses may be those which were withdrawn (W), failed (E), incomplete (I), or non-allowed repeated courses. They may be **COURSES THAT ARE EXCLUDED FROM GRADUATION REQUIREMENTS:**

COURSES THAT ARE NOT ALLOWED TO BE REPEATED, OR COURSES TAKEN OUT OF SEQUENCE, OR EXCEEDING A LIMIT
UAlbany courses or transfer courses.

The "ELECTIVE COURSES" section lists courses NOT counting towards other requirements on the audit.

This is the transcript summary of all courses taken at the University listed by academic year. Remember that the symbol "IP>" indicates those courses which are still in progress and for which no grade has been assigned.

The "LEGEND" provides a listing of special symbols used throughout the audit.
** PRE2000 ADMIT WAIVER - STUDENT MATRIC DATE PRIOR TO FALL 2000 AT PREVIOUS INSTITUTION. GENERAL EDUCATION REQUIREMENTS HAVE BEEN MET.
*** PRE2002 ADMIT WAIVER - STUDENT MATRIC DATE PRIOR TO FALL 2002. GENERAL EDUCATION REQUIREMENTS HAVE BEEN MET.

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**** NOTICE ****
THIS DEGREE AUDIT HAS BEEN PROVIDED FOR ADVISEMENT PURPOSES AND IS AN INTERNAL DOCUMENT ONLY FOR USE BY THE STUDENT AND THE ACADEMIC ADVISER.

******* END OF ANALYSIS ************
Appendix F:

DARS EXCEPTION FORM
DARS Exception Approval Form

Student name: ___________________________  ID # _____________  Date ________________

Status (circle):  Freshman  Sophomore  Junior  Senior

Concentration: ________________________________________________________________

Wishes to apply the following course to his/her major/minor

Course Name: ________________________________________________________________

Course Number as it appears on the degree audit: _______________________________

Wishes to apply the course towards (please check which one):

_____ Public Policy & Management Core (please write which core course ________________)

_____ Public Policy Elective

_____ Concentration

Is this a transfer course (circle)?  Yes  No

Please attach:

- Course description (usually can be found on school’s website)
- Course syllabus
- Brief statement as to why this should apply toward your major/minor

To Be Completed by Department

This course has been approved:  Yes  No

Program Director (print)  Signature  Date
Appendix G:

PUBLIC POLICY & MANAGEMENT ACADEMIC CHECKLIST
UNDERGRADUATE MAJOR IN PUBLIC POLICY AND MANAGEMENT
CHECKLIST FOR GRADUATION

Rockefeller College
Department of Public Administration and Policy

Total Credits Needed to Graduate with a BA from the University at Albany: 120x

General Education Requirements

Disciplinary Perspectives
[ ] Arts
[ ] Humanities
[ ] Natural Sciences
[ ] Natural Sciences
[ ] Social Sciences
[ ] Social Sciences

Cultural and Historical Perspectives
[ ] U.S. Historical Perspectives
[ ] Europe
[ ] Regions Beyond Europe
[ ] Global and Cross-Cultural Studies
[ ] U.S. Diversity and Pluralism

Communication and Reasoning Competencies
[ ] Information Literacy
[ ] Oral Discourse
[ ] Written Discourse: Lower-Level
[ ] Written Discourse: Upper-Level
[ ] Mathematics and Statistics
[ ] Foreign Language I
[ ] Foreign Language II

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Public Policy & Management Core Course Requirements

[ ] RPUB 140: Introduction to Public Policy
[ ] ECO 110M: Principles of Economics I: Microeconomics
[ ] ECO 111M: Principles of Economics II: Macroeconomics
[ ] RPAD 204: Computer Modeling for Decision Support
[ ] RPAD 303: Public Administration and Management
[ ] RPUB 316: Methodological Tools for Public Policy
[ ] RPAD 329z: Bureaucratic Politics
[ ] RPUB 340: Introductions to Policy Analysis
[ ] RPUB 338: Internship (or POS 342 – Washington Semester)
[ ] RPUB 499: Senior Seminar (or POS 495Z – Washington Semester)

Public Policy & Management Core Electives (Select 2 Courses From this List)

[ ] PAD 236: Institutions and Policy in Business Regulation
[ ] PAD 302: Understanding Public Organizations
[ ] PUB 321: State & Local Government
[ ] PAD 324: Policy Analyses in Complex Systems
[ ] PUB 325: Government and Politics of NY State
[ ] PUB 328: Law & Policy
[ ] PUB 330: Topics in American Policy History
[ ] PUB 399: Selected Topics
[ ] PAD 435: Fundamentals of Securities Law
[ ] PAD 436: Securities Market Regulation

Public Policy & Management Concentration

[ ] Concentration Class #1: ________________________________
[ ] Concentration Class #2: ________________________________
[ ] Concentration Class #3: ________________________________
[ ] Concentration Class #4: ________________________________
[ ] Concentration Class #5: ________________________________
[ ] Concentration Class #6: ________________________________

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1 As stated by Advisement Services (2006), “courses selected in the major, minor or as electives may also satisfy General Education requirements”. Consult your program advisor with any questions or concerns about this checklist.