



MPA Student Handbook
2019-2020

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Welcome to the Department of Public Affairs!

We are delighted that you have chosen to pursue the Master of Public Administration (MPA) degree at the Department of Public Affairs in the Henry W. Bloch School of Management. Our department is committed to excellence in education, experiential learning, and the kind of collaboration that makes an essential difference in the work of the leaders and agencies that serve our community. Through this commitment you will have the opportunity to participate in an exceptional professional education experience -- an experience that will prepare you for an exciting future, whether you are building the foundation for a new career or charting the path to the next stage of your current career.

Being in the Bloch School of Management allows us to offer you important opportunities to engage in the important work of the public service, healthcare, and civic community of this region. Not only will you engage in applied research projects within your classes -- projects that are connected to real issues and organizations -- but you will have the opportunity to connect with leading professionals of this region through the events we sponsor, the guest speakers in your classes and participation in events and activities of professional organizations such as the Kansas City Chapter of the American Society for Public Administration. The Department of Public Affairs also is home to two special centers that provide opportunities to work directly with the community. One, the Cookingham Institute of Urban Affairs, provides research and programs to help build local government capacity. The second, the Midwest Center for Nonprofit Leadership, is a nationally recognized academic center that offers for-credit and non-credit leadership and professional development programs for nonprofit and governmental leaders. The department also works with many campus-based community initiatives.

The faculty and staff of the Department of Public Affairs are here as a resource for you as you earn your degree. You will find this program exciting, engaging, and challenging, and we look forward to our work together. Congratulations on entering the MPA Program and joining the Department of Public Affairs!

Warm regards,



Arif Ahmed, BDS, PhD, MSPH
Chair, Department of Public Affairs

Bloch School History and Background

Welcome to the Henry W. Bloch School of Management. We are glad that you have chosen us for your graduate education. This Graduate Student Handbook was created to help you navigate the Master of Public Administration program successfully and easily in order to gain the education that you desire.

The Henry W. Bloch School of Management is a special place. Supported by a community of generous philanthropists, we are Kansas City's School of Management. As lived by our namesake Henry Bloch, we are committed to developing students who are innovative and agile, ready to tackle both the business and social challenges in our region. We are a school of management that spans multiple sectors: business, nonprofit, government, and healthcare. Our role is to help our students and community members see opportunity and success more holistically. We are on the path to be the region's top thought leader, convener, and resource for talent. As an integral part of an urban public university, we view the diverse and dynamic Kansas City region as a partner and supporter in our mission.

Prestige

The Henry W. Bloch School of Management is the only fully accredited school of business and public administration in the greater Kansas City area and one of very few such schools in the nation. The integrated public and private sector focus of the School offers Bloch students a competitive advantage.

The quality of the Bloch School of Management is supported by its adherence to international standards for quality education. The Bloch School is accredited by National Association of Schools of Public Affairs and Administration (NASPAA) and AACSB International – The Association to Advance Collegiate Schools of Business.

Bloch School Vision

We are Kansas City's business school, partnering with for-profit, non-profit, and public sector stakeholders to promote inclusive prosperity.

Bloch School Mission

We leverage our partnerships and connectivity to promote experiential learning, encourage career and entrepreneurial success, provide access to thought leaders, and develop talent through distinctive education experiences.

History

The University has offered business courses since 1933. In 1953, with the support and encouragement of the Kansas City community, the School of Business Administration was established.

The Master of Public Administration program was established in Kansas City in 1961 by the University of Missouri as part of its outreach and extension program. In 1978, UMKC renamed its Department of Public Administration the L.P. Cookingham Institute of Public Affairs, in recognition of the role former L.P. Cookingham, former city manager of Kansas City, Missouri, played in inspiring and supporting professional public management.

In 1986, the School of Business received an endowment from Henry Bloch, co-founder of H&R Block. The MPA Program was merged into the new school, and in recognition of Mr. Bloch, the school was named in his honor – the Henry W. Bloch School of Business and Public Administration. In 2007, an urban institute was created, The L.P. Cookingham Institute of Urban Affairs. To minimize confusion, at the same time the Department dropped "Cookingham" from the name of department and thus was no longer the Cookingham Institute of Public Affairs but simply the Department of Public Affairs.

In 2010, with the full support of Henry Bloch, the school was renamed the Henry W. Bloch School of Management to reflect its new 21st century vision to be Kansas City's nationally and globally preeminent school of management focusing on entrepreneurial and innovative thinking as the foundation of transforming talent and achieving sustainable growth in for-profit, public and nonprofit enterprises.

Two Buildings, One School

In fall 2013, The University of Missouri-Kansas City and the Henry W. Bloch School of Management welcomed students to the new Henry W. Bloch Executive Hall for Entrepreneurship and Innovation, which stands adjacent to the historic Bloch School building, the Bloch Heritage Hall. Now students have two beautiful, innovative spaces in which to study, dream, create and succeed. The Bloch Heritage Hall houses academic departments, the Student Services Offices, computer lab, faculty offices and classes from undergraduate through executive level. The Bloch Executive Hall houses Bloch Executive Education and the Regnier Institute for Entrepreneurship and Innovation, as well as undergraduate through executive classes.

The new Bloch Executive Hall was made possible by a \$32 million gift from Bloch School benefactor Henry W. Bloch.

Throughout its history, the Bloch School has maintained close connections to the business and civic community. Bloch's faculty regularly consult with local leaders about the skills that they need from Bloch graduates. Those skills are found in the School's curricula across the undergraduate and graduate degrees, executive education, and certificate programs. More than 14,000 Bloch alumni live and work in the greater Kansas City area, forming a powerful network.

Accomplished Faculty

The Bloch School is known for its very diverse and accomplished faculty. All of the School's full-time faculty members hold the highest terminal degree in their subject areas.

Bloch is home to distinguished faculty who have received prestigious awards and recognition for their teaching, research, and/or service. Bloch faculty publish extensively in top journals; write internationally acclaimed books; and are in high demand to advise and consult with leading corporations, governmental agencies, and nonprofit organizations across the nation and around the world.

MPA Mission and Goals

The Bloch MPA program is designed to prepare entrepreneurial and innovative public service leaders and executives to be effective and successful in an increasingly complex and dynamic world. Graduates of the Master of Public Administration program have the knowledge and skills necessary to effectively and ethically lead and manage dynamic public service organizations.

The student learning outcomes for the MPA program are:

1. To lead and manage in public governance.
2. To participate in and contribute to the public policy process.
3. To analyze, synthesize, think critically, solve problems and make decisions.
4. To articulate and apply a public service perspective.
5. To communicate and interact productively with a diverse and changing workforce and citizenry.
6. To lead in entrepreneurial and innovative ways.

As a program housed in an urban metropolitan public university, our MPA exists to meet the needs of those who aspire to be effective leaders and managers in public service organizations and, by extension, the needs of organizations and communities in which they serve. We serve students at all stages of their careers, from pre-service to highly experienced, currently employed in or aspiring to join the health care, nonprofit, and government organizations of our region.

Our mission reflects our commitment to provide a world-class graduate education to our students. It is our intent that our mission and goals advance the following public service values:

- Effective public service professionals exhibit the highest level of professional competence and performance in their work, and ensure that the needs of all citizens and constituents are addressed as efficiently and effectively as possible.
- Effective public service professionals understand and maintain the public's trust through ethical and effective leadership and management, and exhibit the highest levels of transparency and accountability in all that they do.
- Effective public service professionals are respectful of and responsive to the needs of all citizens of the communities they serve, ensuring that they and their organizations exhibit the highest standards of inclusion, fairness, equity, and accountability.
- Effective public service professionals are prepared to lead and serve in an increasingly diverse local, regional, and global environment.
- Effective public service professionals are entrepreneurial and innovative in addressing the increasingly complex and demanding challenges confronting the communities and organizations they serve.

Through its activities, people, and resources, the UMKC MPA program aspires to achieve the following goals:

- Transformative educational experience. The UMKC MPA experience is transformative, effectively preparing its students to succeed in public service careers and roles of significance and impact in all three sectors.
- Innovation and discovery. The UMKC MPA program provides the venue for, and thought leadership in, innovation and discovery to address public sector challenges.

- Community engagement. The UMKC MPA program is highly responsive to, and strives to meet the needs of, the community in which it serves. It actively and effectively attracts students from its community and engages them and community stakeholders in helping to meet the community's public service challenges.

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Faculty Contact Information by Emphasis Areas

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Note: Each student has an assigned UMKC email and students must get in the practice of checking and responding to emails often. UMKC email may be routed to a personal or work email address if that is easier for the student.

ALL university email communications will be sent through the university email system, not to a student's personal or work email.

The MPA Curriculum

Public service career opportunities are numerous, ranging from employment in local, state, national and international governmental and quasi-governmental agencies to employment in health care and nonprofit and nongovernmental organizations. The Department of Public Affairs offers the Master of Public Administration (MPA) and related certificate programs in Health Services Administration, Nonprofit Management, and Urban Policy and Administration. The MPA curriculum enables students to gain transferable skills such as budget management, program evaluation, policy analysis, leadership and more. Also, our team is dedicated to students' career advancement in health, nonprofit, or public sectors that requires leadership in managing people and policies.

Program Requirements

The MPA degree is awarded upon successful completion of 42 semester hours of coursework, consisting of 24 hours of required core courses, 12 credit hours in a selected emphasis area, and three to six credit hours of electives. A three-credit hour internship is required for any MPA student who does not have prior work experience in public, nonprofit or health administration. Individual courses may be waived if a student presents evidence of significant relevant undergraduate study, but other graduate courses must be substituted to meet the minimum of 42 credit hours.

Note: Students who repeat courses may not count the repeated course toward their degree.

Core Curriculum (24 credit hours)

The following courses are required for each student:

PUB-ADM 5510	Research Methods in Public Administration	3
PUB-ADM 5525	Financial Accountability and Policy Development	3
PUB-ADM 5526	The Politics of Administration	3
PUB-ADM 5528	Supervision, Performance Leadership, and Human Resources	3
PUB-ADM 5530	Capstone Seminar in Public Administration	3
PUB-ADM 5541	Public Policy Development and Analysis	3
PUB-ADM 5544	Program Evaluation	3
PUB-ADM 5548	Leadership for Public Service	3
Total Credits		24

Course core sequence –

Block 1: 5510, 5526, 5548

Block 2: 5525, 5541, 5544, 5528

FINAL COURSE: 5530

Note: Students should ensure that prerequisites are taken in the proper sequence.

Students selecting the **Health Services Administration** emphasis have the following core requirements:

PUB-ADM 5510	Research Methods in Public Administration	3
PUB-ADM 5526	The Politics of Administration	3
PUB-ADM 5528	Supervision, Performance Leadership, and Human Resources	3
PUB-ADM 5548	Leadership for Public Service	3
HLTH-ADM 5580	Economics of Health and Medicine	3
<i>or</i>		
PUB-ADM 5541	Public Policy Development and Analysis	3
HLTH-ADM 5571	Financial Management Issues: Health & Human Services Organizations	3
<i>or</i>		
PUB-ADM 5525	Financial Accountability and Policy Development	3
HLTH-ADM 5578	Data Analytics for Health Care Managers	3
<i>or</i>		
PUB-ADM 5544	Program Evaluation	3
PUB-ADM 5530	Capstone Seminar in Public Administration	3
Total Credits		24

Note: The same HLTH-ADM course cannot be used to meet both core and emphasis area requirements.

Independent Study

MPA students are limited to a total of six hours of independent study, of which three hours can be an internship. Specific emphasis areas may have slightly different requirements, which override the general policy. If applicable, they are listed under the relevant emphasis area.

MPA Workshop Series (non-credit)

The MPA Workshop Series includes short workshops, programs, and noncredit seminars that are designed to enrich the breadth and depth of MPA students' learning experiences and career success. These events (generally 2.5 clock-hours in length) address a wide array of topics, ranging from guest lectures on significant civic and public service issues presented by prominent civic and community leaders to programs, workshops and development programs in areas such as career planning and professional development, trends and applications associated with emerging technologies and software applications, and trends in professional practice.

All students in the MPA Program are required to participate in a minimum of four MPA Workshop Series events during their degree program. Students may attend as many events as they would like, and many Workshop Series events are open to alumni and the general public.

Examples of Workshop Series programs include:

- Excellence in Professional Writing
- Applications of GIS Technologies in Public Service Decision Making
- Career Development and Job Search Strategies
- Strategies for Navigating Politics in the Civic Environment

Take a look at [MPA Workshop Series Requirement Checklist](#).

Electives (3-6 credit hours)

Elective courses may be selected from public or health administration, including courses in the student's chosen emphasis area. Courses may also be selected from political science, economics, psychology, sociology, management, and bioinformatics as well as from other graduate fields with approval of the faculty advisor. The Internship course (PUB-ADM 5595 or HLTH-ADM 5595) is included in this category for MPA students who elect to complete an internship as part of their degree program and MPA students required to complete an internship (except for students in the Urban Policy and Administration emphasis, who may choose to include an internship course as one of their emphasis area courses).

Emphasis Areas (12 credit hours)

Students seeking the Master of Public Administration degree **may** choose to specialize in one or more of three emphasis areas listed below. (An emphasis area is NOT required, however.)

- Health Services Administration
- Nonprofit Management
- Urban Policy and Administration

A student may also tailor a general or specific program in order to meet individual talents, needs or job requirements. Such a program must be developed in consultation with and approved by a faculty advisor. Each course is worth three credits unless otherwise noted.

Health Services Administration

Required:

HLTH-ADM 5581	Health Policy in the United	3
HLTH-ADM 5571	Financial Management Issues: Health & Human Services	3
<i>or</i>	Organizations	
HLTH-ADM 5580	Economics of Health and Medicine	3

Select two of the following:

HLTH-ADM 5572	Quality and Safety in Healthcare	3
HLTH-ADM 5573	Health and Social Equity	3
HLTH-ADM 5577	Health Service Administration and the Health Professions	3
HLTH-ADM 5578	Data Analytics for Health Care Managers	3
HLTH-ADM 5586	Independent Study	3
HLTH-ADM 5587	Special Topics	3
HLTH-ADM 5595	Internship	3
Total Credits		12

Nonprofit Management

Select 12 hours from the following:

PUB-ADM 455	Non-Profit Leadership Issues	1
PUB-ADM 5551	Strategic Management in Nonprofit Organizations ¹	3
PUB-ADM 5552	Community Organizations and Public Policy	3
PUB-ADM 5553	Legal Framework & Financial Management of Nonprofit Organizations ¹	3
PUB-ADM 5554	Seminar on Social Entrepreneurship	3
PUB-ADM 5555	Topics in Nonprofit Fundraising	1-2
PUB-ADM 5556	Innovation in Nonprofit Management and Leadership ¹	3
PUB-ADM 5559	Voluntarism, Philanthropy, and the Nonprofit Sector ¹	3
PUB-ADM 5582	Developing and Managing the Nonprofit Social Enterprise	3
PUB-ADM 5585	Seminar in Public Affairs	3
PUB-ADM 5598A	Supervised Research: Nonprofit Management	1-3
HLTH-ADM 5571	Financial Management Issues: Health & Human Services Organizations	3

Total Credits 12

¹ Students choosing the nonprofit emphasis should choose **at least 6** of their 12 emphasis area credit hours from among the following courses: PUB-ADM 5551, PUB-ADM 5553, PUB-ADM 5559 and PUB-ADM 5556.

Urban Policy and Administration

Required:

PUB-ADM 5535	Urban Policy and Administration	3
PUB-ADM 5536	Urban Planning for Public Administrators	3

Plus select two of the following:

PUB-ADM 5536	Managing Urban Economic Development	3
PUB-ADM 5540	Regional and Local Government Systems	3
PUB-ADM 5552	Community Organizations and Public Policy	3
PUB-ADM 5554	Seminar on Social Entrepreneurship	3
PUB-ADM 5565	Topics in Urban Administration	3
PUB-ADM 5581	Seminar in Urban Administration	3
PUB-ADM 5595	Internship Seminar	3
PUB-ADM 5598C	Supervised Research: Urban Administration	1-3
Total Credits		12

The BA (Urban Studies)/MPA Program

Students obtaining a BA in Urban Affairs in the College of Arts and Sciences may pursue early admission to the master's degree program in public administration and obtain a master's degree in approximately four additional semesters. The program allows students to utilize some of the MPA courses to satisfy urban affairs requirements, thereby reducing the number of courses needed to complete both degrees. Read [admissions guidelines and procedures](#). For more information about the BA Urban Studies to MPA Program, please contact Dr. Arif Ahmed at ahmedar@umkc.edu.

The BBA/MPA Program

Students completing the Bachelor of Business Administration (BBA) degree may pursue early admission to the MPA Program while at the same time reducing the total number of hours to complete the MPA. For more information about this option, contact the Bloch School Student Services Office at 816-235-2215.

Combined JD/MPA Program

The Bloch School and the UMKC School of Law offer a combined JD and MPA Program. Students must satisfy the admission and degree requirements for each school and program. Students **fully admitted** to the School of Law are exempt from the GRE requirement for admission to the MPA Program. For more information about the JD/MPA joint program, click [here](#).

Note: Students must complete and have signed a “Program of Study” form on file with Student Services at 18-25 credits into the program. You can find the form at <https://bloch.umkc.edu/wp-content/uploads/2019/02/Program-of-Study-Form.pdf>

MPA Internship Information

The essential purpose of the Master of Public Administration (MPA) Internship Program is to offer public administration students who lack previous **career relevant** public service experience a developmental learning opportunity. Beyond providing professional development for interns, participating agencies also benefit from the program by being able to tap the resources of talented, motivated graduate students to help meet agency needs. The basic objectives of the internship program are:

- to provide the pre-professional student with a valuable learning experience in his or her area of public service interest
- to provide agencies with talented pre-professionals
- to strengthen the university and community bond

Internship Guidelines

The Internship experience is a key opportunity to put into practice the concepts and theories of public administration. It is critical in gaining experience, building credentials and networking for future professional opportunities.

A three-credit internship (PA 5595) is required of any student who does not have at least one year of relevant career experience. Student will complete the MPA core courses (PA5510, PA5526, PA5548, PA5525, PA5541, PA5544) before taking the internship.

Interns must:

- Complete 150 hours of service for their placement
- Engage in substantive work that addresses real issues
- Provide professional-quality work product

Interns are generally assigned research or administrative duties by supervisors at the agencies for which they work, but always involve a meaningful learning experience. The nature of assignments varies widely depending on agency needs. Our MPAs are graduate students with substantial training in management, finance, and program evaluation and will have taken courses in public policy, research methods and leadership before their internship begins.

For more information and access to forms, go to <https://bloch.umkc.edu/graduate-program/mpa/internship-information/>

MPA Tuition and Fees 2019-2020

CREDIT HOURS	N/R TOTAL with fees	RES TOTAL with fees
1	\$ 1,132.82	\$ 503.92
2	\$ 2,216.25	\$ 958.45
3	\$ 3,299.67	\$ 1,412.97
4	\$ 4,383.10	\$ 1,867.50
5	\$ 5,466.52	\$ 2,322.02
6	\$ 6,549.95	\$ 2,776.55
7	\$ 7,633.37	\$ 3,231.07
8	\$ 8,716.79	\$ 3,685.59
9	\$ 9,800.22	\$ 4,140.12
10	\$ 10,883.64	\$ 4,594.64
11	\$ 11,966.91	\$ 5,049.01
12	\$ 13,050.18	\$ 5,503.38
13	\$ 14,091.35	\$ 5,915.65
14	\$ 15,132.52	\$ 6,327.92
15	\$ 16,173.69	\$ 6,740.19
16	\$ 17,214.86	\$ 7,152.46
17	\$ 18,256.03	\$ 7,564.73
18	\$ 19,297.20	\$ 7,977.00
19	\$ 20,338.37	\$ 8,389.27
20	\$ 21,379.54	\$ 8,801.54

MPA graduate cluster fee: \$ 41.50 per credit hour

For information regarding tuition and fees, please go to
<https://www.umkc.edu/finadmin/cashiers/graduate-tuition-fee-rates.asp>

Useful Links

Forms

[MPA Workshop Series Requirement Checklist Form](#)

[MPA Internship Contract Form](#)

[MPA Internship Waiver Form](#)

[Master's Degree Program of Study](#)

[Graduate Teaching or Graduate Research Assistantship Application Form](#)

[Peace Corps Fellowship Application Form](#)

[Undergraduate Course Authorization for Graduate Students Form](#)

[Independent Studies Learning Contract](#)

[Add/Drop Registration Form](#)

Other Graduate Links & Information

[Forms for Graduate Students](#) (School of Graduate Studies)

[Forms and Resources](#) (Registration and Records)

[Policies and Forms](#) (The Bloch School of Management policies, procedures and necessary forms)

[The Paul D. Coverdell Peace Corps Fellows Program](#)

Navigating Your Academic Program

The following information will help you navigate your academic program.

Academic Calendar: Students should consult the UMKC [academic calendar](#) for important dates including semester schedule, add/drop deadlines, commencement, etc.

Advising: MPA students are required to receive faculty advising before registering for their first courses and after completing 18 hours of coursework. Students, however, may visit their advisors at any time.

Canvas: Faculty use Canvas in different ways. Some post syllabi and handouts. Others use it for announcements, communication, and class discussions. Students are expected to clarify with an instructor how Canvas will be used in his or her class. You can access Canvas [here](#) using your UMKC login and password.

Catalog: The catalog is the official site for curriculum policy. Find the most recent catalog or the catalog for the year in which you were admitted [here](#).

Class Schedule: [The Pathway system](#) is what students use to view the class schedule and to register for classes. Click [here](#) for more information.

Computer Resources: The Bloch School Computer Lab is available for your use. Lab staff is available during Lab hours; and they can inform you about software, equipment, and services. The Lab is located in Bloch 110; for lab's website click [here](#).

Courses: Graduate courses in the Bloch School typically meet two evenings per week from 5:30-6:45 (Monday/Wednesday or Tuesday/Thursday) or one evening per week from 7:00-9:45 (Monday through Thursday). Some MPA courses will meet one day per week from 4:00-6:45 or 5:30-8:15. Summer semester courses are offered two nights per week from 6:00-8:30 pm. There are limited weekend courses, and these are typically offered in the summer. Students can access course schedules approximately three months prior to the beginning of the semester through [the Pathway system](#).

Email Address (UMKC): All students are assigned a UMKC email address at the time of admission. *This address will be the vehicle for all official communication from faculty, staff and the University.* Students are advised to check this email account regularly and to keep it managed. UMKC mailboxes fill up quickly – and a full mailbox is no excuse for missing an important announcement, deadline, requirement or program change. An easy link is <http://www.umkc.edu/exchange/>

Faculty Directory [Here](#) is a listing of faculty in the Bloch School with additional links.

GPA Calculator: Graduate students must maintain a 3.0 grade point average to stay in their program and to graduate (other, more specific grade requirements are noted elsewhere in this handbook, on the Bloch School website and in the university catalog). Calculate your GPA [here](#).

Inclement Weather Policy: In the event of threatening weather conditions, check local media outlets for information on potential class cancellation. The UMKC Alert! notification system provides students, faculty and staff with cancellation information sent via text message, personal or UMKC voice mail, personal or UMKC e-mail, and pager.

To sign up for UMKC Alert! Go <http://www.umkc.edu/umkcalert/>.

Missouri Residency: Information about whether or not you are considered a Missouri resident for tuition purposes, and other options to pay for college if you are not, can be found [here](#).

One Card: Students can obtain [UMKC photo ID](#) cards at the beginning of the first semester. These ID cards provide access to the University Libraries and other campus buildings and activities. The cards are easily obtainable in the [Student Union](#) room 410.

Parking Permits: Student parking is available on side streets, in metered lots or in campus parking lots. Most campus parking lots require a valid parking permit. For information on parking options and the purchase of permits, go to the UMKC Parking Operations Office or to their [website](#).

Pathway: UMKC's student information system is referred to as Pathway. During your tenure at UMKC, you will utilize Pathway frequently. Class schedules, enrollment, financial aid notices and billing statements are all accessed through the Pathway system. For more information and Pathway tutorials visit [here](#).

Release of Transcripts: University policy prohibits the re-release (including copying) of test scores, transcripts, etc. once received by the University. Students may view their materials in the Bloch School Student Services Office.

Request Transcripts: To request a UMKC transcript of your academic work click [here](#).

Scholarships: The deadline for most scholarships is March 1st for the next academic year. Awards are made for the fall and spring semesters (unless otherwise noted). For more information on available scholarships and the scholarship application visit [here](#).

Semesters: UMKC operates on semesters including fall (the end of August through the middle of December); spring (middle of January through the beginning of May); and summer (beginning of June through the end of July). The fall and spring semesters are 16 weeks long and the summer semester is 8 weeks long. The Bloch School has offered limited intercession courses in May which have typically been [Study Abroad](#) programs.

Student Organizations: The university as well as the Bloch School have numerous organizations for students to join. For more information about general university student organizations, visit [the Office of Student Involvement](#) inside the Student Union, room 320.

Public Administration Student Association (PASA): PASA is made up of MPA and Interdisciplinary PhD students who are interested in networking and socializing with students and faculty outside the classroom to enrich their experience at UMKC. For more information, visit <https://bloch.umkc.edu/graduate-program/mpa/pasa/>.

****** In addition to PASA, we strongly recommend students join the local chapter of **American Society for Public Administration (ASPA)** at <http://aspaonline.org/ASPAKC/>.

Student Resources: The [Student Resources](#) site is provided by the university Registrar's Office and gives links to many important things including forms, address change instructions, student directory, Blackboard website, etc. This is a must-have bookmark.

Study Abroad: The Bloch School has a great [Study Abroad](#) program that caters to students who can only accommodate shorter excursions (longer programs are available through the UMKC [Study Abroad and Global Engagement Office](#)). These trips, which are part of a course offered in the spring semester, typically occur either in January or in mid to late May and last for 7-10 days. The Department of Public Affairs typically offers a trip to Portugal in January and to South Africa in May.

Syllabi: Some syllabi for Bloch MPA classes are available online at [syllabi](#).

Textbooks: To learn about the textbooks required for your classes and for purchasing instructions, go the UMKC [Bookstore](#).

UMKC Homepage: For information about UMKC in general, other academic programs, etc., visit the UMKC Homepage at <http://www.umkc.edu>.

Other Useful Resources

Introduction to empirical social science research methods, free download at <https://scholar.utc.edu/oer/1/>

Public Service Values, by Richard Box (2014)

Writing Public Policy: A Practical Guide to Communicating in the Policy Making Process
by Catherine Smith (2018)

Academic Standards

The minimum academic regulations and degree requirements for graduate study at UMKC are outlined in the [UMKC graduate catalog](#). They are built on University of Missouri requirements for all graduate students and they identify steps for intervention when students encounter difficulty. A few of these policies are outlined below:

Note: In addition to information found in the graduate catalog, please use the [link](#) to obtain further information about the Henry Bloch School of Management policies, procedures and necessary forms.

Academic Loads

Full-time Academic Load Definition for Graduate Students

Graduate students enrolled in nine or more credits during a regular semester or five credits during a summer session are considered full-time students. All students registered for fewer than those specified totals are classified as part-time students, unless they hold a teaching or research appointment at UMKC.

Full-time enrollment for students holding graduate teaching assistant or graduate research assistant appointments (GTA/GRAs) is six hours in a regular semester or three hours in a summer session. GTAs/GRAs are expected to make normal progress toward their degrees and should enroll in a minimum of six hours per semester (three credits in the summer session). However, GTA/GRA appointees who have completed all required coursework for the degree and who are working full time on research need only enroll for the minimum of three credits.

These designations of full time are for academic purposes only and do not apply to assessment of fees or degree program residency requirements. Note that this policy in no way alters the residency requirements and criteria for doctoral degrees. Further, international students holding GTA/GRA appointments also must abide by requirements of the U.S. Immigration Service and should consult the international student advisor before reducing their course loads.

Restricted Academic Loads

Limitation on the size of the academic load for which graduate students can register might be imposed by the dean or faculty advisor. Generally, students on probation are required to restrict the academic program to a minimum full-time load until they have returned to good standing.

Requirements for Retention

Graduate Probation Policy

Graduate students, regardless of classification, must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the school, department or Interdisciplinary Ph.D. discipline. Students

are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office.

Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate advisor." (Interdisciplinary PhD students will be directed to consult their interim advisor or research advisor.) The principal graduate advisor, interim advisor or research advisor will review the student's progress and provide counsel, and the following conditions apply:

- While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.
- A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the cumulative GPA fell below 3.0 will be declared ineligible to re-enroll.
- A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

Enrollment

Additions

Students who want to enroll in an additional course may do so during the first week of the term provided they have the approval of the faculty advisor. Course additions or late enrollments after the first week of the term generally are not allowed.

Withdrawals

Graduate students may withdraw from a course at any time prior to the first day of the final examination period, provided the permission of the faculty advisor has been obtained and notification to the instructor has been made. However, after the mid-term, students will be academically assessed. If failing at the time of withdrawal, students will be graded "WF" (withdrawn failing).

Note: Individual academic units may have earlier deadlines for withdrawal.

Ineligibility for Further Graduate Study

Ineligibility Following Academic Probation

In the case of ineligibility following academic probation, the graduate student may present a petition for re-enrollment to the principal graduate advisor of the student's academic program. Petitions will be reviewed by the graduate faculty member responsible for the student's degree program. That faculty member will make a written recommendation to the appropriate administrative levels within that academic unit approving or denying of the petition. The approval or denial action may include:

- Approval for further graduate study in the student's current field of study and in the same classification but on a restricted probation basis (as defined in written contract).
- Approval for further graduate study in the student's current field of study in a different student classification and on a restricted basis.
- Denial for further graduate study in the student's current field but approval for undergraduate study only.
- Denial for further study, either graduate or undergraduate, in the student's current field of study.

Ineligibility Due to Unsatisfactory Progress or Performance

When a department or school or Interdisciplinary PhD supervisory committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory, that department, school or committee may recommend to the dean or director of the academic unit in which the student's degree is housed that the student be reclassified or declared ineligible for further study. The dean or director reviews the recommendation and conveys a decision to the respective faculty group and the student.

Students in programs other than the Interdisciplinary PhD program who have been declared ineligible due to unsatisfactory progress or performance may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor. Students in the Interdisciplinary PhD program may appeal such decisions to the provost, as designee of the chancellor. Such appeals must be made in writing within 14 consecutive days after receipt of the notification to the student of the decision.

The decision of the graduate dean or provost, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:

1. The student
2. The graduate faculty review group(s)
3. The academic dean or director
4. The registrar

Graduate Courses and Grading Policies

Course Designations

In general, courses numbered 5000 and above are open only to regularly admitted graduate and PhD students.

Courses numbered 300 to 499 are upper division junior- and senior-level courses. Graduate students who enroll in such courses have the option of designating them, at the time of enrollment, as being "not for graduate credit." If the student chooses this option, the grade will not be included in the student's graduate grade-point average and the course may not be included on the graduate or PhD program/plan of study and will not count toward a graduate degree. In order for a 300- or 400-level course to be accepted for graduate credit, students will be expected to do supplementary work (additional reading, projects, papers and contact hours with the instructor) and to demonstrate graduate-level competency and achievement in the subject. Also,

students must take the course for graduate credit and complete it with a grade of B- (2.7) or better. The total number of acceptable 300- to 400-level courses to be applied to requirements for a graduate degree may not exceed 40 percent of the total number of courses applied to graduate or non-interdisciplinary doctoral-degree requirements, or one-third of the total number of courses on the approved Interdisciplinary PhD plan of study.

Courses at the 100- and 200-level are not available for graduate credit and will not be applied toward the number of hours required for a graduate degree.

Courses numbered 5580 to 5589 generally are reserved for seminars, workshops and special topics. Consult individual degree programs for possible restrictions on such offerings. The course numbers 5590 to 5598 usually are reserved for non-thesis research, directed studies and readings. Courses numbered 5599 are restricted to research leading to a thesis. Considering this numbering system, no more than 40 percent of courses numbered 5590 to 5599, or other courses which fall in the categories listed above for that course number range, may be applied to a graduate degree program of study, with the exception of the Interdisciplinary PhD study.

Courses numbered 5695 to 5699 are restricted to research leading to a dissertation. Continuous Graduate Enrollment is numbered 5899.

Policy on Repeated Graduate-Credit Courses

Whenever students repeat a graduate-credit course, they must submit a course repeat form to the Registration and Records Office no later than the fourth week of the term. Students seeking graduate degrees are limited to repeating no more than 20 percent of the credits applicable toward a graduate degree. If approved by the school or department or Interdisciplinary Ph.D. supervisory committee, students may repeat a course once to improve the grade-point average or satisfy the program requirements. The second grade received will be used to calculate the grade-point average that will be used in satisfying degree requirements.

The course repeat form can be downloaded [here](#).

Graduate Course Waiver Guidelines

Course waivers are determined by a review of the student's undergraduate/graduate transcript after admission during the student's initial advising session. In some cases, courses may need to be reviewed by the faculty member currently teaching the class. The student may be asked to provide a course description or syllabus to assist in this process.

Grade Appeals

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance.

The grade appeals process for the Bloch School can be found [here](#).

Incomplete Grades

An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one calendar year to avoid an F (failure without credit). The instructor may specify a shorter completion period. A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question, or by attending additional classes. In other instances, students should withdraw. Students cannot re-enroll in a course for which an incomplete remains on the record. Furthermore, graduate students cannot graduate with an incomplete on their record.

This policy is exclusive of those courses which are considered directed individual studies; internships; special topics; practicums; research and thesis; and research and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year, but will adhere to the completion period specified by the instructor.

Grade Reports

The university posts student grades on Pathway approximately one week after finals end.

Requirements for Graduation

Program of Study

Graduate education is intended to answer the personal needs of students and the special needs of society not satisfied through undergraduate training. Graduate degrees indicate that the holders have sufficiently mastered a program in a particular field to pursue creative projects in that specialty. The degrees are awarded for completion of a coherent program -- formalized as the program or plan of study -- designed to assure the mastery of specified knowledge and skills. Forms for specifying individual programs or plans of study are available from the principal graduate advisor (Arts and Sciences) or graduate officer of the academic unit.

Students may elect to fulfill either the degree requirements in effect at the time of their original admission (provided there has not been a lapse in attendance at UMKC of more than two consecutive terms) or the degree requirements in effect at the time of advisement into a planned graduate program of study.

No course at the 300- or 400-level taken on a credit/no credit basis; no 300- or 400-level course with a grade below B- (2.7); and no 5000-level or higher course with a grade below C (2.0), will count toward any advanced degree program. Additionally, 80 percent of the credits for the degree must be passed with a grade of B (3.0) or better. Students admitted to the combined JD/MBA program must receive grades of B or better in 80 percent of Bloch School courses. Because of different grading standards, the transferred law hours are not included in the 80 percent calculation. Degree programs may have requirements which are more stringent. If so, the program requirement takes precedence over the campus minimums. Final GPA at the time the degree is conferred (graduate certificates, masters and PhD degrees) must be 3.0 or higher for

courses completed on the plan of study. Exceptions to this policy require a petition signed by the student's advisor and the Dean of the School of Graduate Studies.

Application for Graduation

Completing degree requirements does not automatically result in conferral of the degree. Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later than the end of the fourth week of the semester in which the degrees will be completed. Students graduating at the end of the summer session must file an application for graduation no later than the end of the second week of the summer session. An approved program/plan of study must be on file with the registrar at the time the student makes application to graduate. Filing applications for graduation initiates degree checks in the Registrar's Office. The students and their advisors receive a degree checklist which indicates any deficiencies the students must clear. Students should contact their advisors if there are questions about the checklist. The application for graduation also places candidates' names in the commencement program. In addition, when completion of degree requirements have been certified by the registrar, the Registrar's Office authorizes the diploma order.

Specific term deadlines for all graduate requirements are announced in the schedule of classes for each term. Students are responsible for being aware of and meeting these deadlines. The registrar will certify degree completion if students' academic records (transcripts) show that they have completed all of the requirements listed on the approved program/plan of study.

Commencement

Advanced degree candidates are urged to attend commencement. Students should arrange for rental or purchase of a cap and gown at the University Bookstore at least six weeks before the graduation date.

Student Code of Conduct ([200.010 Standard of Conduct](#))

Academic Dishonesty

Academic dishonesty, including but not limited to cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

- The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff;

or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

- The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
- The term sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Note: Students are responsible for understanding guidelines for documentation and for responsible referencing.

Classroom Expectations

There are common expectations for classroom behavior to encourage the creation of an open, comfortable, and welcoming learning community. These expectations include:

Attendance Policy: Each faculty member will have their own individual attendance policy, and this should be highlighted in the course syllabus. If an emergency or illness occurs, students should contact the course professor prior to missing a class session, if possible.

Cell phone use: The classroom is a no cell phone zone. That includes beeps to announce new text messages. Please turn off your phone during class and wait until break time or after class to make and to receive calls and messages. If you expect an important message, please let the instructor know before class that you may need to get up to leave class in order to take the call.

Class Preparation: Faculty members will assign course material for students to prepare in anticipation of each class. Each student is expected to come to every class period fully prepared. Class participation is a major path to graduate learning – and is often graded in individual courses – lack of preparation greatly affects course grades as well as learning. Good class participation is not just how often you speak. It is how well your comments further the discussion at hand, integrate materials from course readings, apply ideas and concepts to real world problems, and illustrate deep thinking about the subject matter.

Deliverables: Students will receive a syllabus during or prior to the first class period. This will include class meetings, assignments and deliverables due for each course. The course professor has sole discretion for extending deadlines for assignments and for making up tests and exams. It is a student's responsibility to check due dates, understand criteria for assignment assessment and make sure s/he meets the expectations of each course instructor. Faculty has their own norms and preferences. Learning to identify and to meet diverse expectations are critical leadership skills. Faculty recognizes that graduate students have many demands on their time. However, we ask you to plan ahead as needed to meet your course and program commitments.

Disabilities or Special Needs: The Bloch School seeks to create an environment that supports all students in their learning. Students who desire accommodations for special needs under the Americans with Disabilities Act should contact [Student Disability Services](mailto:disability@umkc.edu) at 816-235-5612 or disability@umkc.edu.

Guest speakers: Many faculty members supplement their course lectures with guest speakers. These visiting scholars, CEOs and community leaders are giving their time to support your education. During these exchanges, students represent the Bloch School. Well-prepared and incisive questions reflect well on the class and on the program as do respectful actions such as engagement in discussion, no laptop use beyond note taking, staying in the room throughout the session, active listening, refraining from distracting chatter with neighbors and so on.

Laptops in the classroom: Professors have their own preferences. Some will declare no laptop use during their classes. Students are asked to respect that. When laptops are allowed, students are asked to use them only for class notes or for internet use as and when requested by the professor.

Starting times: Course times are generally either 5:30-6:45pm twice per week or 7:00-9:45pm once per week (some public administration classes are offered from 4:00-6:45pm and 5:30-8:15pm once per week). Please be punctual for the benefit of the instructor and fellow classmates.

What to wear: Dress comfortably. Unless there is a guest speaker, informal attire is the rule (though many students come straight from work and thus may be dressed professionally). The rooms may vary from cool to warm so dressing in layers makes sense.

Bloch Student Services Office

Staff members in the Bloch Student Services Office are available to help students with their customer service needs including admissions, advising, graduation and course requirements. Advising for the MPA Program is done by department faculty (**see below**).

Bloch Student Services Office

115 Bloch Heritage Hall

5100 Rockhill Road

Kansas City, MO 64110

Phone: 816-235-2215

Fax: 816-235-2708

Email: blochadvising@umkc.edu

Website: <https://bloch.umkc.edu/students/contact-us/>

Director

Nancy Wilkinson

Phone: 816-235-2217

Email: wilkinsonn@umkc.edu

Assistant Manager of Admissions and Recruitment

Scott Ezzell

Phone: 816-235-5155

Email: ezzells@umkc.edu

MPA Advising (Assigned at time of admission to program)

Arif Ahmed ahmedar@umkc.edu

Chris Garmon garmonc@umkc.edu

Hye-Sung Han hansa@umkc.edu

Scott Helm helmst@umkc.edu

Brent Never neverb@umkc.edu

David Renz renzd@umkc.edu

Anne Williamson williamsona@umkc.edu

Campus Services

Graduate students have full access to the resources of the Bloch School and University. A full listing of campus resources, university policies and links to University of Missouri – Kansas City services and programs is available on the [UMKC Website](#). Some of those services are detailed below.

Bloch Career Center

102 Bloch Executive Hall
5110 Cherry Street
Kansas City, MO 64110
Phone: 816-235-5529
Email: blochcareernet@umkc.edu

The [Bloch Career Center](#) website offers information on career planning and job searches. It includes a listing of seminars, networking events, job postings, job search web links, and more.

Career Services Main Office

Atterbury Student Success Center
5000 Holmes, 2nd Floor
Kansas City, MO 64110
Phone: 816-235-1636
Fax: 816-235-5156
Email: careerservices@umkc.edu

The [UMKC Career Services](#) website provides resources for job seekers and for employers, and it includes guidance on resume building and on other career management information. UMKC Career Services also provides access to Career Exec, an employment database that offers nationwide job listings. This service is free to both job seekers and employers.

Counseling, Health and Testing Center

4825 Troost Avenue, Suite 201
Kansas City, MO 64110
Phone: 816-235-1635
Fax: 816-235-5534
Website: <http://www.umkc.edu/cht/>

The University Counseling, Health and Testing Center offers a range of comprehensive services to students, including counseling for personal concerns at no or modest costs. The staff consists of eight licensed psychologists, one licensed social worker, two consulting psychiatrists, three doctoral-level interns and five masters-level or advanced practicum interns.

The Center offers psychological counseling services to students without charge for the first eight sessions. The initial intake session is also free. Additional sessions are \$15 each. Visits to the Center and the contents of counseling sessions are always strictly confidential. The Center website (listed above) provides full details of services and fees. These include:

1. Individual and Couples Counseling
2. An Assessment Service for individuals experiencing difficulty due to study skills, unique learning styles, test anxiety, learning disabilities, or attention and focus issues.
3. General Process Therapy Groups offering students an opportunity to practice the development of healthy relationship building skills while in a group of peers. A counseling group is typically comprised of six to eight university students and two co-leaders who are members of the Center's professional staff. The group meets once each week for about 1 ½ hours. The Therapy Group provides a safe and challenging place where members can work on their concerns which often include interpersonal relationship and communication difficulties.
4. Study Skills and Test Anxiety Assistance in the form of counseling and/or psycho-educational materials.
5. Alcohol and Other Substance Use Services which include specially trained staff available to provide evaluations, support, education, early intervention, and recovery related services including assistance in locating community referral resources for particular needs. More information is available [here](#).

HelpLine

Student Union, Room 310

5100 Cherry Street

Kansas City, MO 64110

Phone: 816-235-2222

Email: helpline@umkc.edu

Website: <http://www.umkc.edu/helpline>

The Bloch School Student Services Office is normally your first stop for information about the School and services available. However, students may have a larger question about the University or access to services. In such cases, the HelpLine provides a confidential, independent resource for problem solving and information sharing about the University. The UMKC HelpLine services students, staff, faculty, and the community via phone, e-mail, walk-ins, and appointments.

The HelpLine is also the contact for information on access to health services while on campus, hours of University operation, and a host of other topics.

University Libraries

There are multiple University Libraries. Bloch students have access to them as well as to inter-library loan programs and other library services.

Meet with a Librarian

Students can stop by the Service Desk at Miller Nichols Library or the Health Sciences Library and ask to see a librarian or go online to make an appointment for a session with a librarian. Appointments can be in person or online. Librarians are also available via email, phone, or live chat. They can assist with research projects, the identification of primary and secondary source materials, instruction on the use of databases, or responses to general how to questions on research and documentation. Learn more about your options or schedule an appointment at [here](#).

Miller Nichols Library

800 East 51st Street
Kansas City, MO 64110
Administration: 816-235-1531
Service Desk: 816-235-1526
Website: <http://library.umkc.edu/>

Health Sciences Library

2411 Holmes Street
Kansas City, MO 64108
Phone: 816-235-1880
Website: <http://library.umkc.edu/hsl/>

Leon E. Bloch Law Library

500 E. 52nd Street
Kansas City, MO
Phone: 816-235-1650
Website: <http://law.umkc.edu/library/>

Writing Studio

Atterbury Student Success Center
5500 Holmes, 2nd Floor
Kansas City, MO 64110
Phone: 816-235-1146
Email: writingstudio@umkc.edu
Website: <http://www.umkc.edu/writingstudio/>

The UMKC Writing Studio is a university-wide resource. It offers one-on-one coaching and editing help at student request. Workshops and study space are also available.

Appointments are required for both writing centers, and advanced planning is needed to secure a spot during heavy-demand times like the end of the semester. Students using the UMKC Writing lab are advised to request staff members who are experienced working with graduate-level writing and assignments. To work effectively with staff at either center, students should take their paper draft, a copy of the assignment, and the course syllabus.

Several university-based online writing sites are also very helpful. One favorite is the **Online Writing Lab (OWL)** at Purdue University. The <http://owl.english.purdue.edu/> offers a wide range of supports from basic grammar and business letter writing to theory building and how to construct a strong research-based argument. The site is known for its contrasting examples of good vs. weak writing: students see common mistakes and learn steps for avoiding basic writing traps. This site is regularly used by university faculty and by writing professions!

Printing Allotment

Students receive their entire **print quota** of \$42.50 at the start of each semester. This amounts to 850 black and white prints (\$0.05/single-sided page).

Student Computing Labs

There are many computer labs on the Volker and Hospital Hill campuses. You can find general use student computer labs at the following locations (Hours and locations: <https://www.umkc.edu/is/labs/hoursLocations/>)

Remote Labs

Remotes labs are available so that you can access many software applications from home. Available software depends on which school you are enrolled in. To see a complete list of available software, login to our Remote Labs through this web page: (<http://www.umkc.edu/is/remotelabs/>)

Swinney Recreation Center

5030 Holmes Street

Kansas City, MO 64110

Phone: 816-235-1772

Email: umkcswinney@umkc.edu

Website: <http://www.umkc.edu/src>

Swinney Recreation Center includes the following:

- A 25-meter indoor/outdoor pool
- An 1/8-mile indoor track
- A 1/4-mile competitive outdoor track
- Handball, racquetball and squash courts
- A fitness training center
- A wellness center
- Numerous aerobic training machines
- Five multipurpose courts

Graduate students are eligible to use Swinney Recreation Center. Your UMKC ID will identify you as eligible.

In conjunction with the Swinney Recreation Center, the UMKC Campus Recreation and Intramural Department offers a variety of individual and team sports and programs. Student Intramural leagues consist of flag football, volleyball, basketball, kickball, softball, and Ultimate Frisbee. Individual tournaments include table tennis, golf chipping, three-point shot, and many others. Aerobics and swimming lessons (group or private) are also available.

Other UMKC Offices

Admissions Office

UMKC Welcome Center
Atterbury Student Success Center
5000 Holmes Street
Kansas City, MO 64110
Phone: 816-235-8652
Email: admissions@umkc.edu
Website: <http://www.umkc.edu/admissions/>

Bookstore

5100 Cherry Street
Kansas City, MO 64110
Phone: 816-235-2665
Email: bookstore@umkc.edu
Website: <https://www.umkcbookstore.com/>

Campus Police

UMKC Police Department
5005 Oak Street
Kansas City, MO 64112
Phone: 816-235-1515
Email: umkcpd@umkc.edu
Website: <https://umkc.edu/finadmin/police/default.asp>

Campus Shuttle Service

2019 UMKC Summer Shuttle Schedule:
<https://www.umkc.edu/transportation/documents/2019SummerShuttleSchedule.pdf>
Website: <https://www.umkc.edu/transportation/>

Cashier's Office

112 Administrative Center
5115 Oak Street
Kansas City, MO 64112
Phone: 816-235-1365
Email: cashiers@umkc.edu
Website: <http://www.umkc.edu/finadmin/cashiers/>

Financial Aid and Scholarships Office (Volker Office)

101 Administrative Center
5515 Oak Street
Kansas City, MO 64112
Phone: 816-235-1154
Email: finaid@umkc.edu
Website: <https://finaid.umkc.edu/>

International Student Affairs Office

Atterbury Student Success Center, G-04
5000 Holmes Street
Kansas City, MO 64110
Phone: 816-235-1113
Email: isao@umkc.edu
Website: <https://info.umkc.edu/ISAO/>

Parking and Transportation Office

Administrative Center, Room 221
5115 Oak Street
Kansas City, MO 64112
Phone: 816-235-5256
Email: parking@umkc.edu
Website: <http://www.umkc.edu/finadmin/parking/default.cfm>

Registration and Records Office

Administrative Center, Room 115
5115 Oak Street
Kansas City, MO 64112
Phone: 816-235-1213
Email: registrar@umkc.edu
Website: <http://www.umkc.edu/registrar/>

Student Disability Services

5100 Oak Street, Suite 225
Kansas City, MO 64112
Phone: 816-235-5612
Email: disability@umkc.edu
Website: <https://info.umkc.edu/disability-services/>

Student Health and Wellness

Brookside 51 Building, Suite 237
5110 Oak Street
Kansas City, MO 64112
Phone: 816-235-6133
Fax: 816-235-6565
Email: studenthealth@umkc.edu
Website: <https://info.umkc.edu/studenthealth/>

Technology Support Services

4825 Troost Avenue, Room 102
Kansas City, MO 64110
Phone: 816-235-2000
Email: techsupportcenter@umkc.edu
Website: <http://www.umkc.edu/IS/support/>

UMKC Calendars

Academic: <http://www.umkc.edu/registrar/acal.asp>

Events: <http://www.umkc.edu/calendar/>

Academic Calendar for 2019-2020 School Year

Aug 19	Course Work Begins
Aug 23	Last day for 100% refund (regular 16-week session)
Aug 23	Last day to add without an instructor signature (16-week session)
Sep 2	Labor Day Holiday - University Closed
Sep 16	Last day for 50% refund (regular 16-week session)
Sep 16	Last day to drop a class and not have it appear on your transcript (16-week session)
Oct 31	Last Day to File for December Graduation
Nov 25	Thanksgiving Holiday Begins
Dec 2	Course Work Resumes
Dec 6	Last Day of Classes
Dec 6	Last day to change credit to audit (graduate) (16-week session)
Dec 6	Last day to withdraw with assessment (W or WF) (graduate) (16-week session)
Dec 9	Exams Begin (All Academic Units)
Dec 13	Classes End (final exams) (16-week session)
Jan 20	Martin Luther King Birthday Observance - University Closed
Jan 21	Course Work Begins (16-week session)
Jan 27	Last day to add without instructor signature (16-week session)
Jan 27	Last day to change audit to credit (16-week session)
Feb 17	Last Day to File for May Graduation
Mar 13	Last day to withdraw without assessment (W) (16-week session)
Mar 23	thru 27 - Spring Break
May 8	Last day to change credit to audit (graduate) (16-week session)
May 8	Last day to withdraw with assessment (W or WF) (graduate) (16-week session)
May 11	Classes End (final exams) (16-week session)
May 18	Summer Intersession Begins
May 25	Memorial Day Holiday - University Closed
May 26	Course Work Begins (first 5-week session)
May 29	Summer Intersession Ends
Jun 8	Course Work Begins (8-week session)
Jul 31	Last Day of Classes (8-week session)

