PUBLIC ADMINISTRATION, MASTER OF PUBLIC ADMINISTRATION

Admission Requirements

The College of Business Administration and Public Policy School of Public Service and Justice offers the Master Public Administration degree on-campus and on-line (Internet). All applicants to the MPA Program, on-campus and on-line, must follow all admission procedures outlined in the catalog section "Graduate and Post-Baccalaureate Procedures and Policies (https://catalog.csudh.edu/general-information/graduate-degree-postbaccalaureate-studies/)."

Applicants will be considered for classified admission to the MPA program if they:

- Hold an acceptable baccalaureate degree from an accredited college or university,

- Are in good standing at the last institution attended,

- Have an overall GPA of at least 3.0 in the last 60 semester (90 quarter) upper division units, or 2.75 overall GPA

- A minimum score of 570 paper-based total, (230 computerized or 88 internet based) on the Test of English as a Foreign Language (TOEFL) required only of international students from non-English speaking countries; or a IELTS score of at least 6.5.

Applicants admitted on a "conditional" basis must maintain a "B" average every semester that they remain on a conditional status or they will be subject to disqualification after any one semester with a GPA less than 3.0.

Applicants admitted on a "classified" basis must maintain a "B" average every semester. If in any one semester a student's GPA falls below 3.0, they will have one semester to bring their GPA up to the required 3.0 or they will be subject to disqualification. This refers to both the cumulative and the major GPA.

Program Requirements

In order to receive an MPA degree, the following is required:

1. Completion of a minimum of 42 semester units (33 core course units and 9 approved elective course units);

2. A grade point average of 3.0 or higher for all coursework used to satisfy degree requirements; 3.0 for cumulative university coursework.

3. A grade of "C" or higher in all courses taken for the degree. While a "C" grade is passing, the GPA in the major and cumulative coursework must be 3.0.

4. Satisfactory completion of the Capstone course (PUB 592) or an Honors Thesis (PUB 599);

5. Completion of all program requirements within five years from beginning of core or transferred graduate coursework.

6. All students must apply through Cal State Apply. Please check https://www.calstate.edu/apply (https://www.calstate.edu/apply/) for application deadlines.

Transfer Requirements

Students transferring from other MPA programs may request transfer credit for equivalent MPA courses. Transfer credit for MPA course work is limited to 12 semester units and only for equivalent courses taken at an accredited university or college and for which the student received a grade of "B" or higher.

All MPA coursework, if taken as part of the MPA program, and including transfer coursework, must be completed within five years to meet the College of Business Administration and Public Policy graduation requirements.

Admission Procedures

1. Submit an application for admission for graduate study to the University in accordance with procedures outlined in the "Graduate Application Procedures" section of the University Catalog.

2. Send the following documents directly to the MPA Program Office (mpaonline@csudh.edu) or upload them in your online application.

3. A one-to-two page typewritten personal statement. Please discuss how the five (5) domains essential to public service listed below inform your decision to pursue the degree and your career path:
a) Leading and managing in public governance
b) Participating or impacting the public policy process
c) Ability to critically analyze problems and provide viable solutions or direction
d) Providing a public service perspective in your professional career
e) Ability to work in a diverse and global environment

4. A current résumé listing all full time employment. The résumé will be used to evaluate the applicant's academic background and professional experience.

5. In addition to the above described documents, applicants requesting consideration for Conditional Admission (see description above) are required to submit two letters of recommendation that provide an assessment of the applicant's academic abilities and potential for success in a graduate program (letters from prior instructors are preferred but letters from work supervisors are acceptable) and participate in an interview with the MPA Director or Program Coordinator if requested.

Degree Requirements
Core Curriculum (33 units)

Core courses are designed to give a thorough background in each of the major areas of Public Administration.

Code	Title	Hours
PUB 500	Environment and Practice of Public Administration	3
PUB 501	Public Management	3
PUB 502	Administrative Theory and Behavior	3

PUB 503	Introduction to Research Methods in Public Administration	3
PUB 504	Quantitative Methods in Public Administration I	3
PUB 505	Quantitative Analysis in Public Administration II	3
PUB 506	Administration and Public Policy Analysis	3
PUB 508	Public Human Resources Management	3
PUB 510	Public Budgeting	3
PUB 512	Foundations of Ethical Administration	3
PUB 592	Capstone: Integrative Seminar in Public Administration	3
or PUB 599	Honors Thesis	
Total Hours		**33**

Concentration Area (9 units)

Each student must select one concentration area from the following (9 units)

Criminal Justice Policy and Administration Concentration

Code	Title	Hours
CJA 563	Administrative Law, Policy and Analysis	3
CJA 565	Issues in Police Administration and Ethics	3
Select one from the following:		3
CJA 566	Issues in Homeland Security and Terrorism	
CJA 540	Adv. Criminal Justice Issues	
CJA 595	Special Topics in Criminal Justice Administration	
CJA 596	Internship Practicum	
Total Hours		**9**

Health Care Policy and Administration Concentration

Code	Title	Hours
PUB 570	Administration of Health Care Organizations	3
PUB 572	Legal Issues in Health Care Administration	3
PUB 574	Health Care Financial Management	3
Total Hours		**9**

Nonprofit Management Concentration

Code	Title	Hours
PUB 580	Nonprofit Leadership and Management	3
PUB 582	Public and Nonprofit Financial Management	3
PUB 584	Fundraising and Development for Nonprofit Organizations	3
Total Hours		**9**

Public Management Concentration

Students will need three concentration courses to fulfill degree requirements. It is possible that up to three PUB 595 Special Topics In Public Administration can be applied and/or any other graduate Public Administration and/or Criminal Justice courses not used to satisfy other requirements for the degree.

Code	Title	Hours
Select three courses from the following:		9
PUB 520	Leadership in the Public Sector	
PUB 522	Financial Management in the Public Sector	
PUB 524	Strategic Management and Planning in Public and Non-Profit Organizations	

PUB 526	Collab Governance	
PUB 527	Fundamentals of Qualitative Research	
PUB 528	Economics for Public Managers	
PUB 594	Independent Study	
PUB 595	Special Topics In Public Administration	
PUB 596	Internship Practicum	
Total Hours		**9**

Master's Requirement

In addition to the major requirements, students must meet all university requirements for the master's degree. Students should consult the section of the catalog entitled "Graduate Degrees and Postbaccalaureate Studies (https://catalog.csudh.edu/general-information/graduate-degree-postbaccalaureate-studies/)."

Additional MPA Requirements

An overall grade point average of 3.0 ("B") or higher is required in all courses taken to satisfy MPA degree requirements. Any course in which a grade lower than a "C" (2.0) is earned must be repeated for a grade of "C" or higher. Graduate students, unlike undergraduates, may not repeat a course to cancel the lower grade ("Repeat and Cancel").

An MPA student may be placed on academic notice if, in any semester, he or she has failed to earn a grade point average of 3.0 or higher for work taken in that semester. During the subsequent semester the student must achieve a grade point average sufficiently high enough to bring the cumulative grade point average to 3.0 or higher. In addition, any MPA student receiving less than a "C" grade in any class during any semester must meet with the MPA Director prior to registering for the next semester to discuss the student's progress.

Program Learning Outcomes

The NASPAA five universal required competencies are defined as follows:

1. To lead and manage in public governance:
   a. Examine the theory and practice of the discipline of public administration;
   b. Assess the role of environmental context in leading and managing public organizations (including political, legal, economic and social factors);
   c. Develop competencies and skills to effectively and ethically lead and manage in public organizations; and
   d. Evaluate different reform strategies aimed at effective management in the public sector.
2. To participate in and contribute to the public policy process
   a. Explain the public policy processes;
   b. Evaluate the roles of pubic administrators in the public policy processes;
   c. Integrate theoretical and applied knowledge in public policy analysis and/or program evaluation; and
   d. Use data to conduct public policy analysis and/or program evaluation, and provide recommendations to policy makers and public managers.
3. To analyze, synthesize, think critically, solve problems and make decisions"
   a. Utilize critical thinking to construct and deconstruct arguments;
   b. Synthesize applied social science research;

    c. Conduct applied social science research using qualitative and/or quantitative analytical tools to assess the validity of research hypotheses and generate meaning and understanding; and

    d. Integrate information to facilitate recommendations, decision making, and problem solving for administrative and policy processes.

4. To articulate and apply a public service perspective:

    a. Apply the normative frameworks to make ethical decisions in the public sector;

    b. Practice democratic values that contribute to effective public service and responsible citizenship;

    c. Value and demonstrate commitment to social equity and justice; and

    d. Demonstrate professionalism and respect for citizens.

5. To communicate and interact productively with a diverse and changing workforce and citizenry:

    a. Examine multicultural and global work environments;

    b. Utilize various communication and information technology tools and strategies (e.g., written reports, PowerPoint, Excel, SPSS, emails, and internet) to mange [sic] public organizations;

    c. Collaborate with stakeholders of diverse age, cultural, educational, professional backgrounds, and interests to reach consensus; and

    d. Analyze workforce-related issues and policies and articulate appropriate courses of action.