# Official Program of Study (OPS) and Advancement to Candidacy

## Master of Public Administration

**Last Name** | **First** | **Middle** | **Red ID #**
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**Street Address** | **Apartment Number**
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**City** | **State** | **Zip Code** | **Telephone Number**
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**Degree (MPA)** | **Major/Concentration** | **E-mail**
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### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Grade or E=planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 600 Scope of Public Administration</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PA 604 Methods of Analysis in Public Affairs</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>_PA 605 or <em>PA 606 Seminar in Research Methods</em></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Quantitative Approach to Public Administration</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PA 630 Public Personnel Administration</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PA 642 Seminar in Administrative Theory</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PA 650 Seminar in Public Finance</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PA 660 Administration and Public Policy</td>
<td>3.00</td>
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</tbody>
</table>

### ELECTIVES

**YOU CAN CHOOSE UP TO THREE 500-HUNDRED LEVEL COURSES**

Electives must be approved by MPA Coordinator. See reverse side of this form for a list of options. For City Planning and Criminal Justice concentrations, see reverse side of the form and/or refer to the Graduate Bulletin for electives.

<table>
<thead>
<tr>
<th>Elective 1</th>
<th>Units</th>
<th>Elective 2</th>
<th>Units</th>
<th>Elective 3</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

### INTERNSHIP

Check which of the following applies to you:

- ☐ I have already submitted an Internship Waiver Request form.
- ☐ I plan to complete 12 units of PA 796.
- ☐ My Internship Waiver Request Form is attached.

Please note: Your OPS CANNOT be processed if none of the selections above is checked. The MPA Coordinator will determine how many units you will be required to complete. The Internship Waiver Request Form can be found on the table in PSFA 100 or at [http://spa.sdsu.edu](http://spa.sdsu.edu).

**Number of internship units required**

**MPA Advisor completes this section:**

<table>
<thead>
<tr>
<th>Number of internship units required</th>
<th>MPA Advisor completes this section:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___________ units</td>
</tr>
</tbody>
</table>

Use space below for listing transfer coursework and/or for coursework you have petitioned. Attach your Petition of Adjustment of Academic Requirement form to this OPS for approval. Indicate university, course abbreviation, number, title and units.

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**Choose ONE:**

- **Plan A** 799A ☐ Thesis (must be advanced to candidacy to sign-up for thesis) *(If you choose the thesis option, you may choose PA799A as one of your 3-unit electives)*

- **Plan B** ☐ Final comprehensive exam in lieu of thesis (report of exam required) (must be advanced to candidacy to sign-up for comp exams)

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I have read and accept this program of study (sign and date below)

**Student:** ___________ **Date:** ___________

I approve this program of study (sign and date below)

**Student has met all programmatic requirements and is recommended for advancement to candidacy** ☐

**Graduate advisor:** ___________ **Date:** ___________

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Revised Fall 2015
Filing an Official Program of Study & Advancement to Candidacy

MASTER OF PUBLIC ADMINISTRATION

- Students are eligible to submit an Official Program of Study (hereafter referred to as OPS) after completing PA 600 and at least three other required courses. Also required is a GPA of at least 3.00, and Classified Graduate Standing.

- The OPS should be submitted NO LATER than the semester prior to anticipated graduation and prior to signing-up for comprehensive exams or thesis.

- The MPA program consists of 36 units with additional 3 to 12 units of internship, if not waived.

- Students are to complete PA 796, which is a 12-unit internship requirement. However, this course may be waived completely or partially after submitting the Internship Waiver Request Form can be found on the table in PSFA 100 or at http://spa.sdsu.edu.

- If you have any questions please contact the MPA Graduate Adviser: Dr. Robert J. Sobie 619-594-4604 rsobie@mail.sdsu.edu

Additional information for filing an OPS

Students should consult the current Graduate Bulletin for more information about the policies and procedures to be followed in completing and filing the Official Program of Study (OPS).

Do not include any course in which the student received a grade of C- or lower, WU (withdrawal unauthorized), or INC (incomplete authorized). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

After approval of the OPS, if there are changes that involve specific curricular requirements, a Petition for Adjustment of Academic Requirement for the Master’s Degree must be filed. This form can be found at http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx?

MPA with Concentration in Criminal Justice

Students must complete 15 units from the following courses:
- CJ 602 Seminar in Comparative Criminal Justice System (3)
- CJ 603 Seminar in Community and Restorative Justice (3)
- CJ 604 Seminar in Criminal Justice and Urban Administration (3)
- CJ 605 Seminar in Juvenile Justice and Youth Violence (3)
- An approved CJ Related Elective (see your advisor)

MPA with Concentration in City Planning

Students must complete the following courses:
- P A 525 The U.S. City Planning Process (3)
- C P 630 Seminar in Urban Planning Implementation (3)
- C P 640 Seminar in Urban Planning Theory (3)
- C P 670 History of Urban Planning (3)
- C P 690 Seminar in Land Use Planning Principles and Techniques (3)

MPA Elective Options

There may be prerequisites—it is your responsibility to check. For other courses not list, please see your advisor.

SAN DIEGO CAMPUS

Any PA, CJ, or CP course (500, 600, or 700 level)
ACCTG 508 Accounting Not-For-Profit Orgs
B A 651 Organizational Behavior
ECON 565 N. American Economic Relations
ECON 630 Microeconomic Theory
ECON 710 Seminar in Public Economics
FIN 784 Seminar in Real Estate Finance & Valuation
GEOG 554 World Cities
H SEC 603 Seminar: Emergency Prep & Response
H SEC 604 Seminar: Law Society & Homeland Security
H SEC 650 St Abroad: Comp Sec Mexico
MGT 710 Seminar: World Business Environment
MGT 721 Seminar: Group Procedures/Leadership
MGT 722 Seminar: Business Ethics & Social Inst’s
MGT 723 Seminar: International Strat Management
MGT 725 Seminar in Negotiations
MGT 743 Seminar in Business Plan Development
PHIL 523 Theory of Knowledge
POL S 564 Political Ecology of Latin America
POL S 577 Principles of International Law

POL S 603 Seminar: Public Policy Analysis
POL S 620 Seminar: American National Government
POL S 625 Seminar: Political Behavior
POL S 661 Seminar: Political Systems of Dev Nat
PSY 621 Seminar in Personnel Psychology
SOC 730 Seminar in Social Institutions
SWORK 601 Seminar: SWL Pol & Services

IMPERIAL VALLEY CAMPUS

Any of the courses listed above
ECON 565 N. American Economic Relations
FIN 654 International Business Finance
HIST 584 Topics in Environ. History
IDS 753 Global Manufact/Serv Oper
MGT 669 Human Resource Management
MGT 710 World Business Environment
MGT 723 International Strategic Management
MKTG 769 Seminar: International Marketing
POL S 531 Interest Groups & Political Motives
PS 620 Seminar: American Nat’l Government
PS630 Seminar in Politics