

Online Master of Public Administration Program

MPA Adviser, Dr. Robert Sobie

PSFA 153

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Degree Requirements

The MPA program consists of 36 units of graduate level. Twenty-one units (seven courses) are required courses with 12 additional units (four courses) of electives that will be selected by the cohort as a whole by voting. Students will complete their program with a 3 unit capstone project.

Required Courses

All students must complete the following seven courses (21 units). For descriptions of all courses see the SDSU Graduate Bulletin.

- PA 600 Scope of Public Administration (3 units)
- PA 604 Methods of Analysis in Public and Urban Affairs (3 units)
- PA 606 Seminar in Quantitative Approaches to PA (3 units)
- PA 630 Public Personnel Administration (3 units)
- PA 642 Seminar in Administrative Theory (3 units)
- PA 650 Seminar in Public Financial Management (3 units)
- PA 660 Administration and Public Policy Development (3 units)

Elective Courses

Students must complete an additional 12 units (four courses) of graduate level electives numbered 500, 600 and 700. For the cohort beginning in Spring 2014, the options for electives are:

- PA 501 Nonprofit Relations and Government
- PA 530 Negotiation & Bargaining
- PA 531 Employer-Employee Relations
- PA 580 Comparative Public Administration
- PA 620 Management of Urban Governments
- PA 632 Organization Development in the Public Sector
- PA 640 Community/ Government Relations
- PA 640 Emergency Management
- PA 640 Urban Planning Implementation
- PA 640 The US City Planning Process
- PA 643 Administrative Behavior

Students will have an opportunity to rank their top four course selections, and the top four choices for the class as a whole will be offered as electives.

Capstone Project

The student must complete a capstone research project to indicate a mastery of the subject matter for graduation. More information on the Capstone Project will be presented at the orientation.

Proceeding through the Program

- Students should download a copy of the SDSU Bulletin of the Graduate Division that is in effect when they are admitted to the University and become familiar with its provisions. The Graduate Bulletin can be accessed here: <http://arweb.sdsu.edu/es/catalog/bulletin/>

The Bulletin states: “*Graduate students are individually responsible for complying with the procedures, regulations, and deadlines as set forth in the General Catalog and in the Bulletin of the Graduate Division.*” Most of the answers to your questions can be found in the Bulletin.

- Students are admitted as *Classified or Conditionally Classified students*. Conditionally Classified students must meet the conditions noted on the admission letter that they received at the time of their acceptance. When conditions are met they must file a **Change of Status form** http://newscenter.sdsu.edu/gra/change_of_status.aspx with the Graduate Division via the MPA Graduate Advisor, indicating that they have successfully met the conditions imposed on them in the time indicated, and they will become *Classified* students and may continue in the program. This form should be completed and submitted to the PA Department office (PSFA 101).

- Following the successful completion of at least 12-units of graduate course work students may file an **Official Program of Study (OPS form)**.

- With the successful submission and approval of the *OPS* the student will **Advance to Candidacy**.

- After advancing to candidacy the student will be allowed to register for the Capstone course

- Following successful completion of all coursework, completion of the Capstone Project, and filing *Application for Graduation with an Advanced Degree* with the Cashier’s Office, the student will graduate with the MPA.

Petition for Adjustment of Academic Requirements for the Master’s Degree

http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx?

Generally, this petition is used to request an exception of specific requirements stated in the Graduate Bulletin. These may include substitution of core (required) courses, extension of incompletes, excess units taken through Extended Studies' Open University, using prior year's Graduate Bulletin requirements and transfer courses from another university replacing core (required) courses. The petition must be signed and supported by the graduate adviser. A letter of support may accompany the petition if extensive explanation is required, but the letter is not necessary for most requests. If the student is submitting their Official Program of Study at the same time, the petition must be included. After the petition is submitted to the Graduate Division, the Associate Graduate Dean will make the final decision. Both the student and Graduate Adviser will receive notification of the Dean's decision. At times, it is necessary for the Dean to take these petitions to the Graduate Council for final review prior to determination. Expected processing time: 2 weeks

Please Note:

-Most forms required can be found at <http://gra.sdsu.edu> or at <http://spa.sdsu.edu/>

-Stay in touch by e-mail with both the School and the Graduate Division <http://aztecgrad.sdsu.edu/gra/graforms.aspx> and keep your home address and e-mail address current with the University. Personal information can be updated at www.sdsu.edu/e-services. Important communications or changes in procedures that may be critical to your success will be transmitted in this manner.

Please refer to your SDSU Graduate Bulletin for the most up-to-date information.