Graduate Curriculum Approval Form
Changes to Graduate Majors

Degree Program CIP Code	44.0401
Degree *(i.e. M.A., Ph.D., etc.):*	M.P.A.
Name of Major *(e.g. Biology)*	Public Administration
Name of affected Concentration(s) *(e.g. Botany)*	
Proposed Effective Term *(e.g Fall 2017)*	Fall 2018
Faculty Contact	Dr. Stephen Aikins
Email	saikins@usf.edu

APPROVALS	Name	Signature	Action	Date
Dept. Chair	Dr. Ronald Sanders	Original request signed 01/22/18	☐ Approve ☐ Not approved ☐ Comments attached	
School Committee Chair (if applicable)	Bernd Reiter	Original Request signed 01/31/18	☐ Approve ☐ Not approved ☐ Comments attached	
College Committee Chair	Kathleen McCook	Original Request signed 02/07/18	☐ Approve ☐ Not approved ☐ Comments attached	
College Dean/ Associate Dean	Robert Potter	Robert Potter for	☐ Approve ☐ Not approved ☐ Comments attached	3/7/18
Concurrence ☐ N/A ☐ Needed	Dept: Chair:		☐ Concurs ☐ Doesn't concur ☐ Comments attached	
Grad Council	☐ Approve ☐ Not approved ☐ Tabled ☐ Comments	**Graduate Studies**	☐ Approve ☐ Disapprove	

Summary of Changes – Select all that apply:

Admissions Section:

☐ Change Priority Admission Deadlines
- ☐ Fall: Change to June 1
- ☐ Spring: _____
- ☐ Summer: _____
- ☐ To "fall admissions only"

☐ From Regular to Direct Receipt Admissions

☐ From Direct Receipt to Regular Admission

☐ Admission Requirements

Curriculum Requirements

☐ Current Curriculum Requirements
- ☐ Core
- ☐ Add New Concentration, Specialization, or Track*
- ☐ Delete Concentration, Specialization, or Track
- ☐ Thesis/Dissertation
- ☐ Comprehensive/Qualifying Exam

☐ Other: Revise core, curriculum—increase total hours to 45

**Requires submission to APAC for comment/clearance*

Why are these changes necessary?

We want to change the Fall admissions date from Feb 15 to June 1 – we're not able to review applications in time for the current "priority" admissions deadline, but we review each application as they come in. We've also made a change to the minimum number of credit hours—our catalog has 36 hours listed (which used to apply when we had an online MPA program), but the correct number should be 42 hours. Catalog copy is attached, using track changes.

ADDITIONAL CHANGES – 03/06/18 –

Additional changes to the curriculum were made on 03/06/18 to meet the needs of accreditation. Total minimum hours changed from 42 to 45, increasing core required courses from 24 hours to 27.

Attach the current Catalog Copy, with the requested revisions shown using Track Changes. Catalog copy is not required for changes to the Admission Deadline. All other changes require Catalog Copy. To obtain the most current catalog, email cdh@usf.edu.

PUBLIC ADMINISTRATION

Master of Public Administration (M.P.A.) Degree

DEGREE INFORMATION

Priority Admission Application Deadlines:
Fall: June 1~~February 15~~
Spring: October 15
Summer: February 15

International applicant deadlines:
http://www.grad.usf.edu/majors

Minimum Total Hours: 45~~36~~
Level: Masters
CIP Code: 44.0401
Dept. Code: -SPF
Major/College Codes: PAD AS
Approved: 1977

~~**Also offered as:**~~
~~A Doctoral Minor in Public Administration~~

CONTACT INFORMATION

College: Arts and Sciences
Department: School of Public Affairs

Contact Information: http://www.grad.usf.edu

Other Resources:
http://www.spa.usf.edu/graduate/mpa ~~Traditional Program~~
~~http://onlinempa.usf.edu/ Exec. MPA Concentration~~

MAJOR INFORMATION

The Public Administration mMajor offers a multi-disciplinary course of study leading to the Master of Public Administration (MPA, ~~P.A.~~). The MPA, ~~P.A.~~ degree is designed primarily to prepare students for successful leadership roles and management careers in the public (i.e., governmental and quasi-governmental organizations) and non-profit sectors. Students enrolled in the MPA, ~~P.A.~~ pursue careers in local, state, or federal agencies of government, non-profit organizations, and special service districts. Additionally, the MPA, ~~P.A.~~ degree prepares individuals for further academic study leading to a doctorate in Public Administration, a Ph.D. in Public Policy and Administration, as well as a variety of other disciplines. Those employed in public management positions may wish to pursue the MPA, ~~P.A.~~ in order to broaden educational backgrounds to prepare for increased job responsibilities, ~~,~~ or to change career paths. Such in-service students currently make up the majority of the MPA, ~~P.A.~~ student body.

The Public Administration mMajor also offers courses of study leading to a Graduate Certificate in Public Management (GCPM, ~~C.P.M.~~) or a ~~,~~ ~~and~~ Graduate Certificate in ~~,~~ ~~Nonprofit~~ Management of Non-Governmental and Non-Profit Organizations (GCNM, ~~C.N.M.~~). These options are designed for individuals who wish to acquire knowledge of public and nonprofit management theory and practices, but who do not find it necessary or feasible to pursue the MPA, ~~P.A.~~ degree. The MPA, ~~P.A.~~ ~~program~~Major also serves pre-service students who have recently completed a bachelor's degree and ~~,~~ ~~who~~ wish to gain entry to a professional career track. ~~Students admitted to the M.P.A. are not eligible for the Graduate Certificate in Public Management.~~

Accreditation:
Accredited by the Network of Schools of Public Policy, Affairs, and Administration ~~the National Association of Schools of Public Affairs and Administration~~ (NASPAA).

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ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions), as well as requirements for admission to the major, listed below.

Admission decisions to the MPA ~~P.A. program~~~~Major~~ are based on an overall assessment of the applicant's potential for successfully completing the MPA ~~P.A.~~ degree. General admission criteria include scores obtained on the Graduate Record Examination (GRE) and ~~,~~ performance as an undergraduate.
Specific criteria includes~~are~~:

- Two letters of recommendation, one from a faculty member familiar with the applicant's academic performance and potential. Should the applicant be unable to provide the letter from a former professor, with the MPA D~~d~~irector's approval, letters from other sources will be accepted.
- The submission of a ~~one page~~ career statement detailing the applicant's career goals and aspirations, including ways in which the applicant believes the MPA ~~M.P.A.~~ degree can help to facilitate the stated goals.
- The submission of a r~~R~~esume showing work experience.
- Approval by the MPA ~~M.P.A.~~ Admissions Committee and, if deemed necessary, an admissions interview.
- GRE is recommended with preferred scores of 60% in verbal~~V~~, 25% in q~~Q~~uantitative, and 4.0 in analytical writing ~~AW~~. ~~This provision applies to all applicants, including those who have already completed courses in the MPA MPA curriculum. Regardless of GPA, those who score below the 20 percentile on either the verbal or quantitative sections of~~n the GRE are required to retake the exam. ~~However, at the discretion of the MPA MPA faculty, it may be waived under certain conditions. Examples where GRE requirements may be waived include:~~

  - ~~O~~ Applicant already possesses a graduate degree from a regionally accredited university;
  - ~~o~~ Applicant has a 3.25, or higher, undergraduate GPA;
  - ~~o~~ Five years or more of practical, professional experience at a senior level (to be determined upon review of documentation by the admissions committee);
  - ~~o~~ Documentation of past experience through letters of recommendation from senior management; or
  - ~~and~~
  - ~~o~~ Completion of the ~~Graduate Certificate in Public Management ,~~ or Graduate Certificate in Non-profit Management ~~)~~ with a grade point average of 3.05/4.0 or better in the c~~C~~ertificate ~~and~~ no certificate course grade less than a B-.

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CURRICULUM REQUIREMENTS

Total ~~M~~Minimum ~~H~~Hours: ~~45~~52 credit hours

~~Traditional MPA - 42 hours minimum~~
Core – 2~~7~~ credit ~~1~~ hours
~~Course requirement – 3 hours~~
Electives – 15 credit hours
Capstone – 3 credit hours
Internship (if required) – 3 credit hour~~s~~

Core ~~R~~Requirements ~~–~~ –2~~7~~ credit ~~1~~ hours

~~PAD 6060~~	~~3~~	~~Public Administration Theory and Practice~~
PAD 5700	3	Research Methods in Public Administration
~~PAD 6041~~	~~3~~	~~Ethics and Public Service~~PAD 6060 3 Public Administration Theory and Practice
PAD 6105	3	Public Organizations and Change
PAD 6227	3	Public Budgeting
PAD 6275	3	Political Economy for Public Managers
PAD 6307	3	Policy Design and Implementation
~~PAD 6307~~	~~3~~	~~Policy Analysis, Implementation, and Program Evaluation~~PAD 6417 3 Human Resources Management
PAD 6703	3	Quantitative Analysis in Public Administration
~~PAD 6703~~	~~3~~	~~Quantitative Aids for Public Managers~~
PAD 6710	3	Public Information Management

Performance in core courses: Students will only be allowed to have a maximum of two "C" letter grades in their core courses. Any student who obtains a third "C" letter grade will be required to retake one of the applicable courses.
~~PAD 6275 3 Political Economy for Public Managers~~

~~Traditional M.P.A. Requirements~~
~~In addition to the 21 hours of Core requirements, students in the traditional path are required to complete:~~

~~Course requirements - 3 hours~~
~~PAD 6417 3 Human Resources Management~~

Elective Requirements ~~–~~ ~~6~~ –15 credit hours
Each student must take 15 elective credit ~~hours depending on the exit option chosen.~~ hours. Students should refer to the MPA ~~MPA~~ website ~~http://www.cas.usf.edu/pad/index.html~~ http://www.spa.usf.edu/graduate/mpa for courses approved by the ~~d~~Department. Students wishing to take courses from outside this list must obtain approval from the MPA Director before registering. ~~.~~ Students must maintain an overall GPA of 3.0/4.00 or better in all of their coursework during their time in the program ~~major~~.

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Internship (if required) – 3 credit hours ~~minimum~~

PAD 6946 3 ——————Internship in Public Administration

Pre-service students are required to complete a supervised internship in a governmental or non-profit organization. Internships provide students the opportunity to gain valuable experience in the public sector, thereby enhancing the academic course of study. ~~Internship C~~credits ~~must~~ be earned while the student is in residence and before the student has completed ~~all regular~~ course work requirements. ~~Exceptions~~ to this rule can only be made by the MPA ~~M.P.A.~~ Director and must be made in advance. In-service students, who have appropriate managerial/work experience commensurate with their career goals, may not be required to complete an internship. After consultation with the student, the MPA ~~M.P.A.~~ Director may choose to waive the internship requirement.

~~**Comprehensive Exam**~~

~~**Exit Requirements**~~

Capstone ~~Course~~ (exit requirement) – ~~(~~3 credit hours~~)~~

PAD 6056 3 ~~The~~ Practice of Public Management

This is the ~~is a~~ final step before graduation. The course is designed to provide students with the opportunity to apply their knowledge, leadership, communication, and decision-making skills acquired ~~during~~ throughout the MPA ~~MPA program Major~~. This course is designed to challenge students to demonstrate their capability in synthesizing and integrating conceptual frameworks, and relate these skills to managerial or administrative situations. To be eligible for the Capstone course, students must ~~be in their last semester or~~ have already completed all of their core course requirements prior to enrolling in this course ~~a minimum of 13 courses and must have completed PAD 6060~~. A minimum grade of "B-" ~~"~~must be earned in the Capstone to pass. ~~Course. Students who transfer before completing all of the requirements for the MPA at USF will need to enroll into a capstone class at another NASPAA accredited institution with prior approval provided by the Director of Public Administration. An Independent Research class cannot be substituted for PAD 6056 The Practice of Public Administration.~~ No other course can substitute this requirement.

~~**Doctoral Minor in Public Administration**~~

~~Students enrolled in doctoral level courses of study in other majors (e.g., Anthropology, Psychology, Education) can, with their department's approval, complete a doctoral minor in Public Administration. Students should complete a minimum of four graduate public administration courses to be determined with the advice and consent of an M.P.A. faculty member or M.P.A. Director.~~

COURSES

See https://www.systemacademics.usf.edu/course-inventory/ ~~http://www.ugs.usf.edu/course-inventory/~~

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