Master of Public Administration

Requirements (48-56 units)

The Master of Public Administration (M.P.A.) is a broad program designed to prepare students for a career in administration in the public sector. The major objective is to provide the student with a generalist perspective of public administration, including tools of decision-making, an understanding of the total public administrative system, and a capacity for working within the public environment.

This degree is intended for graduate students and career employees seeking to develop and strengthen academic and professional skills for admission and advancement in the professional practice of public administration.

The program is open to all students, regardless of undergraduate major.

Admission to the M.P.A. Program

In addition to the general requirements of the university, specific requirements for admission to classified graduate status are:

1. A bachelor's degree from an accredited college or university;
2. A grade point average of 3.0 or above for the last 90 quarter units (or 60 semester units) of course work including post-baccalaureate courses. Students with a gpa of 2.75-2.99 may be conditionally admitted with submission of scores from the Graduate Record Examination (GRE).
3. Competence in the following prerequisite courses or their equivalents:
   - PA 611 Public Administration Theory and Practice (Completion of the required core class PA 611 with a grade of "B-" or better.)
   - MATH 165 or ADMN 210 Introductory Statistics and Hypothesis Testing
   - PA 575 Internship (May be waived dependent upon related work experience.)

   Competence in the above prerequisite courses may be demonstrated by:
   a. Waiver based on specialized work experience; must have documentation of work directly related to course to be waived; and must be approved by the department's M.P.A. Graduate Director. (Students requesting waiver of any prerequisite courses must petition the M.P.A. Graduate Director.)
   b. Credit by examination.
   c. Formal completion of the course or its equivalent.
4. Academic motivation and personal qualifications demonstrated through submission of a 200-250 word statement of reasons for wishing to pursue the M.P.A. at California State University, San Bernardino, and personal qualifications that will contribute to successful completion of the program. This requirement is embedded in the application form. Please note that poor writing and/or an insufficient professional plan are grounds for declining admission to the program.

No more than 12 units of graduate credit earned in unclassified/conditionally classified standing may be counted toward meeting the requirements for the degree.

Students who meet all entrance requirements except course prerequisites may be admitted to the program in a conditionally classified status until those prerequisite deficiencies are removed, at which time they will be advanced to classified graduate standing in the program. Only fully classified students, however, may enroll in 600-level courses unless they have written consent from the school graduate director.

Advancement to Candidacy

To be advanced to candidacy, a student must have:

1. Achieved classified standing;
2. Completed at least 20 quarter units of applicable graduate-level course work at the university, with a minimum grade point average of 3.0 ("B");
3. Completed an approved graduate program plan in consultation with an M.P.A. advisor after achieving classified status;
4. Secured the approval of candidacy from the M.P.A. Graduate Director and the Dean of Graduate Studies.

Requirements for Graduation

1. A minimum of 48 quarter units of acceptable graduate-level work, consistent with the program plan (with a grade point average of 3.0), with at least 36 units completed at this university;
2. Successful completion of the required core and elective courses as outlined in the curriculum section;
3. A grade point average of 3.0 ("B") in all course work taken after admission to conditionally classified or classified status, and grades of "C" (2.0) or better in all courses in the program;
4. Successful completion of an integrative comprehensive examination. Students with a grade point average below 3.0 ("B") will not be permitted to take the examination. A "no credit" (NC) designation will be entered on the student's transcript if he/she fails the examination. Students who do not receive a passing grade may repeat the examination, one additional time only, with the written approval of the M.P.A Graduate Coordinator. The examination will be offered fall, winter and spring quarters. Only students who are currently classified, have been advanced to candidacy, have completed their core classes, and are not on probation may take the examination.
   OR
   Successful completion of a Graduate Research Project. The Graduate Research Project is an advanced field study in public administration including both literary and empirical research. Upon approval of the M.P.A. Graduate Coordinator students will enroll in PA 695 during the last quarter of work in the MPA program and complete the project to the satisfaction of the student's project advisor. Students with a grade point average below 3.5 will not be permitted to enroll in the Graduate Research Project option.
5. In addition to satisfactory completion of the graduate entrance writing requirement, classified MPA students must satisfy the graduation writing requirement by completion of all M.P.A. core courses with a grade point average of "B" or better and successful completion of either the comprehensive examination or the graduate research project.
Degree Requirements (48 units) (Program Code: PAM_)

PA 603 Research Methods in Administration 4
PA 611 Public Administration Theory and Practice 4
PA 615 Public Financial Management 4
PA 650 Public Management Information Systems 4
PA 662 Human Resource Management in the Public Sector 4
PA 663 Public Budgeting and Finance 4
PA 664 Management of Public Organizations 4
PA 680 Public Policy Analysis 4
Select one of the following groups: 12

Group A:
Twelve units of electives to be chosen from any Department of Public Administration 500- or 600-level courses in consultation with an advisor or from related fields with advance approval from the MPA Graduate Coordinator. At least four units must be taken from 600-level courses.

PA 999 Comprehensive Examination (Students must successfully complete the first 8 courses in order to register for the comprehensive examination.)

Group B:
Eight units of electives to be chosen from any Department of Public Administration 500- or 600-level courses in consultation with the MPA Graduate Coordinator.

PA 695 Graduate Research Project

Total Units 48

Only conditionally classified and classified students (or those who have the consent of the college director of graduate studies) may enroll in 600-level courses.

Students may not include more than 12 quarter units in transfer credit from other colleges. California State University San Bernardino will not consider for transfer credit course work from any institution which will not accept that work in its own advanced degree program.

Students may not take more than a total of eight quarter units in any combination of College of Business and Public Administration 575, 590, 595, 675, and 690 courses.

Leadership Concentration (48 units) (Program Code: PALD)

PA 501 Administrative Leadership 4
PA 603 Research Methods in Administration 4
PA 611 Public Administration Theory and Practice 4
PA 615 Public Financial Management 4
PA 650 Public Management Information Systems 4
PA 662 Human Resource Management in the Public Sector 4
PA 663 Public Budgeting and Finance 4
PA 664 Management of Public Organizations 4
PA 672 Administrative Regulation 4
PA 680 Public Policy Analysis 4
Eight units selected from: 8
PA 514 Management of Private Nonprofit Organizations
PA 516 Public and Non-Profit Project Management
PA 564 Local Public Administration
PA 590 Seminar in Public Administration (topic related to leadership and approved by MPA Coordinator)
PA 619 Managing Diversity in Organizations
PA 628 Intergovernmental Administration
PA 999 Comprehensive Examination (Students must successfully complete the first 8 courses in order to register for the comprehensive examination)

Total Units 48

Public Financial Management Concentration (48 units) (Program Code: PAFM)

PA 603 Research Methods in Administration 4
PA 611 Public Administration Theory and Practice 4
PA 615 Public Financial Management 4
PA 617 Management of Local Economic Development 4
PA 630 Program Evaluation
PA 650 Public Management Information Systems 4
PA 662 Human Resource Management in the Public Sector 4
PA 663 Public Budgeting and Finance 4
PA 664 Management of Public Organizations 4
PA 672 Administrative Regulation 4
PA 680 Public Policy Analysis 4
Two additional courses selected from: 8
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PA 557</td>
<td>Public Sector Labor Relations</td>
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<tr>
<td>PA 568</td>
<td>Accounting for Government and Not-for-Profit Organizations</td>
</tr>
<tr>
<td>PA 617</td>
<td>Management of Local Economic Development</td>
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<tr>
<td>PA 630</td>
<td>Program Evaluation</td>
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<tr>
<td>PA 661</td>
<td>Principles of Public Procurement</td>
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<tr>
<td>PA 690</td>
<td>Advanced Topics in Public Administration</td>
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<td>(Financially oriented and approved by the MPA Coordinator)</td>
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<tr>
<td>FIN 602</td>
<td>Financial Theory and Corporate Finance</td>
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<tr>
<td>PA 999</td>
<td>Comprehensive Examination (Students must successfully complete the first 9 courses in order to register for the comprehensive examination)</td>
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</tbody>
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| Total Units | 48 |