



Master of Public Administration Student Handbook

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Welcome to the Master of Public Administration (MPA) Program. Our MPA Program is committed to nationally recognized excellence in public administration education and research, to development of leadership in government, to public service for solutions to urban problems, and to an enhanced understanding of public policy and management in a global & diverse society.

The MPA Program is the cornerstone of the Maxine Goodman Levin College of Urban Affairs. U.S. News and World Report ranked the Levin College's MPA Program as second in the nation for city management and urban policy in 1999, 2001, and 2004.

Public administration education at CSU is a multi-disciplinary enterprise. The MPA Program draws the faculty from many disciplines, including public administration, political science, economics, law, nonprofit management, sociology, planning, urban affairs, business, and health sciences. Faculty members in the MPA Program combine outstanding teaching with research productivity and public service.

The MPA Program prepares men and women for middle and upper level managerial roles in public and nonprofit organizations. Students blend the successful application of theory to practical problems of effective administration. Also, they gain insight into the role that professional public administrators play in governing communities with moral integrity and social responsibility. The MPA degree enhances the professional standing of program graduates at every stage of their careers.

Students who will find value in the MPA program are as follows:

- Recent college graduates and mid-career administrators
- Employees in federal, state, county, and local governments
- Employees in regional authorities and special districts
- Managers in health and human service organizations or criminal justice agencies
- Leaders in volunteer organizations and community development initiatives
- Executives in nonprofit organizations

The MPA degree is education for public service leadership. A humane and just public service reinforces public trust, strengthens democratic governance, and advances human dignity. What finer calling is there than public service? Developing leaders for public service is what the Levin College of Urban Affairs does best.

In fact, five students who graduated recently have landed highly competitive, national fellowships – Joe McRae, 2005 ICMA Fellow and Management Analyst in Catawba County, North Carolina; Tanisha Briley, 2006 ICMA Fellow and Management Analyst, Davenport City Manager Office; Paige Akins, 2005 U.S. Presidential Fellow with NOAA; Jorianne Jernberg, 2006 U.S. Presidential Fellow with the Federal Transit Administration, and Mark Medlar, City Management Intern, Tamarac, Florida. They join hundreds of alumni in Cleveland, Columbus, and Washington, D.C., who serve as senior administrators of public, nonprofit and health-care organizations, elected officials, agency heads, and community leaders.

Again, welcome to the College's world-class MPA Program.

Dr. Jessica Sowa, Assistant Professor & MPA Program Director

P.S. There are at least three ways to keep current with MPA Program news. First, please check the MPA bulletin board in the Urban Affairs Building, 2nd floor, northwest entrance. Second, the MPA Program website. Third, please check your CSU email account for special announcements.



Welcome to the Master of Public Administration graduate program at the Maxine Goodman Levin College of Urban Affairs at Cleveland State University. Levin College is ranked among the top ten urban programs in the United States and is the only college of its kind in the state of Ohio. The college has been voted #2 in the nation by *U.S. News & World Reports* as one of America's best graduate schools for its "city management/urban policy" specialty.

Our graduate programs feature a nationally recognized faculty with outstanding reputations in teaching, research, and public service. Our students are a diverse and interesting group, representing greater Cleveland and northeast Ohio, as well as other parts of the United States and the world.

You will find that courses are scheduled to meet the needs of both full-time and part-time students, many of whom are also employed throughout the area. Our graduate programs offer a wide array of learning opportunities beyond the classroom, especially through graduate assistantships and internships where students gain practical experience, build professional networks, and enhance their opportunities for job placement and career advancement.

The Levin College offers courses in our state capital and in the nation's capital. Additionally graduate students have the opportunity to present their research not only in the classroom but also at professional and academic conferences, while working with faculty and staff in the research centers.

I welcome comments and interactions with students. Feel free to e-mail me at e.hill@csuohio.edu or stop by my office (Room 335). I hope that you will have a valued learning experience while attending the Levin College of Urban Affairs.

Edward W. Hill
Interim Dean and University Vice President for Economic Development

MISSION

The Master of Public Administration (MPA) Program's mission is to advance intellectual and administrative leadership in public administration by preparing students to assume the challenges of public service. Course work gives a diverse student body a foundation in general public administration and specialized skills grounded in one of the program's areas of expertise. It also helps students to discover, construct, interpret, and disseminate knowledge and understanding about the practice of public affairs. The MPA Program also serves the Northeast Ohio region, including the professional community, by extending intellectual resources and applying knowledge.

The MPA Program has built this mission on a commitment to nationally recognized excellence in public administration education and research, to the development of leadership in government, to public service for solutions to urban problems, and to an enhanced understanding of public policy and management in a global and diverse society. Through its activities, the Master of Public Administration Program supports the educational, research and public service missions of the Maxine Goodman Levin College of Urban Affairs and Cleveland State University.

WHAT IS A MASTER OF PUBLIC ADMINISTRATION DEGREE?

Depending on the university, graduate education in the field of public affairs and administration can have different emphases and the degree granted can have a number of different names. While a master's degree in public administration – the MPA – is the most common degree, it also may be known as a master of governmental administration, a master in public affairs, a master of international relations or a number of other specific concentrations. In every case, the degree is a professional one and the educational program is designed to train individuals for government service and related fields.

While the title of the program is not important, the substance is. Every graduate program has a core curriculum designed to teach the skills required for effective public management planning, decision-making, nonprofit management and other related policies.

Graduates of public affairs programs have a wide range of skills. They are prepared for many different jobs yet they have something in common. They understand the challenge, anticipate the excitement, and accept the responsibility that comes with managing in the public sector.

WHY PUBLIC ADMINISTRATION?

In 1960, the government employed one out of eight persons in the workforce. By 1980, this figure had increased to one in six. While the growth in public sector employment has slowed, government spending still accounts for over a third of the Gross National Product.

The scope of government extends beyond these impressive numbers. The demarcation between the public and private sectors is blurred. Laws, regulations, tax policies, contracts, grants and loans require an interaction between the two sectors so that even in the private sector an understanding of public administration and government is critical.

THE CORE FOUNDATIONS OF PUBLIC ADMINISTRATION

The MPA core curriculum covers the following areas:

- Political and legal institutions and processes
- Economic and social systems
- Organizational and managerial skills and practices
- Concepts and techniques of financial administration
- Techniques of analysis, including quantitative, economic and statistical methods and computer systems
- Information management and technology
- Diversity and social equity

These core elements constitute the building blocks for a diverse field of study. The choices range from city management and international affairs to personnel administration and strategic planning.

Educational programs in public administration draw on a wide variety of academic disciplines such as political science, economics, business administration and law. Public administration is a unifying field of study that effectively merges the specialties of others. Yet public administration has its own unique set of competencies and areas of expertise as it applies the disciplines of other fields to the public and nonprofit sectors.

The Levin College of Urban Affairs Master of Public Administration is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

CAREER OPPORTUNITIES

Levin College graduates are employed in the public, private and nonprofit sectors.

Graduates pursue careers in:

- Local, State, and Federal Government
- Special Districts and Public Authorities
- Economic Development
- Health Care Management
- Program Evaluation and Policy Analysis
- Housing
- Community and Neighborhood Revitalization
- Environmental Advocacy/Management
- Research Administration
- Historic Preservation
- Human Services and Resource Management
- Urban Planning
- Public Safety Management
- Nonprofit Organizations

THE MPA PROGRAM

The Master of Public Administration program is multi-disciplinary, drawing on the faculties of the College of Business Administration, the College of Urban Affairs, and the Department of Political Science. The program prepares graduates for administrative positions in government, nonprofit, and public service organizations. The program provides a broad educational base as well as specific administrative techniques as preparation for positions carrying administrative responsibility. The program is designed for in-service students and recent college graduates. Most courses are offered in the evening, and some are on Saturdays.

PROGRAM REQUIREMENTS

The curriculum for the MPA program consists of a minimum of 42 credit hours of study. The program is divided into core courses, a specialization area, electives, and a Public Administration capstone.

Core Courses:	16 credit hours
Specialization Area:	3 courses minimum
Electives:	1-3 courses*
MPA Capstone requirement:	4 credit hours
<hr/>	
Total:	42-45 credit hours

Core Courses

The core of the MPA curriculum (16 credit hours) is required of all students and consists of the following:

- PAD 600: Introduction to Public Administration
- PAD 601: Applied Quantitative Reasoning I
- PAD 603: Public Finance and Economics
- PAD 604: Organizational Behavior

Students pursuing the Economic Development specialization must also take PAD 617: Public Administration and the Political Process.

Areas of Specialization

All students must complete an area of specialization. The six areas of specialization are listed below. Specific curriculum plans for each specialization begin on page 20 of this handbook.

1. Public Management
2. Nonprofit Management
3. City Management
4. Public Safety and Justice Management
5. Economic Development
6. Health Care Administration (2 options)
 - Health Care Management
 - Long Term Care Administration*

*Completion of the Long-Term Care Administration option can be used toward fulfillment of the educational requirements for licensure of the State of Ohio Board of Examiners of Nursing Home Administrators.

Elective Credit

Electives may be used to enhance current skills, to fill gaps in substantive areas, or to develop an additional concentration. For example, students may take additional courses in Human Resources Management, Public Finance and Budgeting, Urban Planning, or Environmental Policy. Depending on the chosen track and method of degree completion, students must complete up to three elective courses to reach a minimum of 42 credit hours.

Capstone Requirement (PAD 692/PAD 691)

PAD 692 is a generalist public administration capstone seminar that provides a final common experience for MPA students. In this course, students integrate learning from the MPA core curriculum with professional practices encountered in public and nonprofit organizations. Students prepare and defend a capstone paper. This capstone course is a requirement for all MPA students who have entered the MPA Program as a degree-seeking student in the Spring 2003 or later.

THE JD/MPA DUAL DEGREE PROGRAM

The dual-degree program is designed for students who seek career opportunities in the public and nonprofit sectors as lawyers, public administrators, policy analysts, and appointed or elected government officials. The Master of Public Administration is fully accredited by National Association of Schools of Public Affairs and Administration.

Entry into the dual-degree program can occur in one of two ways. Applicants who are not currently enrolled in either the JD or the MPA degree program must apply for admission to both Graduate College and the College of Law concurrently and follow the normal admissions procedures of the respective colleges. Application for admission must be specifically for the dual-degree program. Students who enroll in this manner will spend their first year taking courses exclusively in the JD program and their second year taking courses exclusively in the MPA program. In the third and fourth years students will take courses in both degree programs.

Applicants who are currently enrolled in either the JD or the MPA degree program must apply for admission to the other degree program prior to the completion of 60 credit hours in the JD program or 28 credit hours in the MPA program. Students who enroll in this manner will be advised as to how to schedule the remainder of their courses in the Dual Degree Program. *Law students applying to the dual-degree program must be in good standing (minimum Law school GPA 2.0).*

The dual-degree program requires a total of four academic years. The Juris Doctor requirements are fulfilled by completion of 80 credit hours of work in the College of Law, including all required courses, and the transfer of ten credit hours from courses taken in the Master of Public Administration program. The Master of Public Administration requirements are fulfilled by completion of a minimum of 34 credit hours of courses in the College of Urban Affairs, including all required courses, and the transfer of the equivalent of eight credit hours from courses taken in the College of Law. In order to ensure that the degree requirements of both programs are fully maintained, while at the same time permitting the saving of a full academic year, students who pursue the dual degree program will not be permitted to take courses outside either the College of Law or the Master of Public Administration program for credit toward either degree.

ACADEMIC CREDITS FOR THE OHIO CPM PROGRAM

Cleveland State University, in partnership with Kent State University, Youngstown State University, and the University of Akron, are the urban university sponsors of the Ohio Certified Public Manager (OCPM) Program in northeast Ohio.

The OCPM Program is an accredited training program designed to enhance the skills of practicing public managers who work in state, county, regional, or local agencies of Ohio's governments. The first accredited CPM Program was developed in Georgia in 1976. Twenty-seven states, including Ohio, have an accredited CPM Program, along with the federal government, and the District of Columbia.

The Ohio CPM Program is housed in the Ohio Department of Administrative Services (DAS). The Levin College of Urban Affairs delivers the Ohio CPM Program in the northeast region of the state.

The comprehensive training of the Ohio CPM Program culminates in professional certification. Its curriculum involves intensive classroom study, experiential learning, practice, application, and testing. To earn the OCPM designation, participants must complete 300 program hours of workshops in the following four learning areas:

- General Administration & Organizational Skills
- Analytical & Conceptual Skills
- Technical, Quantitative & Qualitative Skills
- Human Relations Skills

Participants must also successfully complete two work-related projects that demonstrate mastery of OCPM learning and pass a comprehensive examination.

The Levin College's MPA Faculty recognizes that the Ohio CPM Program is worthy of graduate public administration credits. The College will award OCPM graduates entering the MPA Program with 8 credit hours of elective course work. OCPM graduates applying to the MPA Program must provide documentation from DAS that they have successfully completed the entire Ohio CPM Program.

ADMISSION REQUIREMENTS

In addition to meeting Graduate College admission requirements, applicants to the MPA program must submit the following materials to:

Office of Graduate Admissions
Cleveland State University
2121 Euclid Avenue, PH 227
Cleveland, OH 44115-2214

- Graduate Admissions application
- All transcripts with degrees posted from an accredited institution
- The General portion of the Graduate Record Examination (GRE), with combined GRE Verbal and Quantitative scores at the 40th percentile and Analytical Writing score of at least a 4.0. *Students with an advanced graduate degree from an accredited college or university may be exempted from this requirement.*
- Two letters of recommendation
- Non-native English speakers must demonstrate language proficiency, demonstrated by a minimum score of 525 on the TOEFL (197 on the computer based test); a minimum score of 85 on the Michigan Test; successful completion of the English as a Second Language program level 109 of the ESL Language Centers; or an earned bachelor's degree or higher from an accredited U.S. institution.

All admission forms may be found at: <http://www.csuohio.edu/gradcollege/admissions/apply.html>

TYPES OF ADMISSION TO THE MPA PROGRAM

Regular Admission

- Undergraduate GPA of 3.0 or higher
- Combined GRE Verbal & Quantitative score at the 40th percentile or above
- Analytical Writing score of 4.0 or higher

Regular Admission with MPA Requirements

Students who do not meet all of the above requirements but do meet the minimum requirements of the College of Graduate Studies may be considered for regular admission *with MPA requirements*. Students must meet at least one of the following criteria:

- Undergraduate GPA of 2.75 or higher
- Combined GRE scores at the 50th percentile or higher
- Completion of 12 credit hours of CSU graduate coursework as a non-degree student, with a B or better in each course

Admission as a Non-Degree Student

- Students who do not qualify for Regular Admission to the MPA program may register for prescribed coursework, and apply up to 16 credit hours of satisfactory coursework toward MPA degree requirements.
- Students may not apply more than 16 credit hours of prescribed coursework completed as a non-degree student to a graduate degree program. **In order to apply coursework completed in non-degree status to an MPA degree, students must receive a grade of B or better in each course that is counted.** Coursework completed in non-degree status with a grade below a B cannot be counted towards a graduate degree.
- Students must consult the Graduate Advisor to register as long as they hold non-degree seeking status. Non-degree students are not permitted to register without advisor approval.
- Students must sign a Non-Degree Status Policy Form during their first term as a non-degree student. This form outlines the conditions of Non-degree Student Status for the College of Urban Affairs.
- Students must fill out an Application for Graduate Admission and submit copies of undergraduate transcripts to obtain non-degree graduate student status.
- Taking courses as a non-degree student **does not** guarantee admission to a graduate program.

- Non-degree students may only enroll in the following courses:
 - PAD 600: Introduction to Public Administration - recommended as the first course
 - PAD 501: Fundamentals of Applied Reasoning
 - PAD 601: Applied Quantitative Reasoning
 - PAD 603: Public Finance and Economics
 - PAD 604: Organizational Behavior
 - PAD 617/PSC 605: Public Administration and the Political Process

Quantitative Requirements (For All MPA Students)

An assessment of quantitative knowledge is required for all MPA students who do not have a Quantitative GRE score at the 60th percentile or above. This assessment will determine whether students must enroll in PAD 501: Fundamentals of Applied Reasoning, before they enroll in PAD 601: Applied Quantitative Reasoning I. Students must receive a grade of B or better in PAD 501 before being permitted to enroll in PAD 601.

The MPA Program will permit enrollment in PAD 601 only if a student meets one of the following conditions:

- 1) has a GRE Quantitative score at the 60th percentile or better
- 2) has passed the 501 assessment
- 3) has completed PAD 501 with a grade of “B” or better

ACADEMIC STANDARDS

All students must maintain an overall grade point average (GPA) of 3.00 to be considered in good academic standing. However, an academic review for probation or dismissal can occur for various reasons. Please see the rules listed below. Students will be reviewed by the Academic Standards Committee at the Maxine Goodman Levin College of Urban Affairs and may be put on academic probation or be academically dismissed if they earn:

- one grade of F, **OR**
- two grades of less than B, **OR**
- two grades of NS **even if their overall GPA is 3.00.**

If it is determined that a student may continue in the graduate program, the Committee will indicate to the student, in writing, the conditions under which continuation is possible. If the Committee determines that dismissal is in order, this recommendation is to be made to the Graduate Dean for review and final determination.

Mandatory dismissal by the Graduate College occurs if a student (in 400-800 level courses):

- Receives a second grade of F, OR
- Accumulates a total of nine credit hours of less than B grades and has a cumulative grade point average below 3.00

These rules apply in all of the following categories:

- Core courses
- Courses in area of specialization
- Electives

Please be aware that it is your responsibility to read and understand the current academic regulations of the College of Graduate Studies, as written in the CSU Graduate Catalog: <http://www.csuohio.edu/gradcollege/catalog/>.

ACADEMIC STANDARDS FOR GRADUATION

- A maximum of eight credit hours of work at the C level for 400-level and above courses may apply toward graduate degree requirements
- Students must achieve a cumulative grade point average of 3.00 for all courses taken to fulfill a degree program.
- A student may be required to repeat a course if deemed necessary by the MPA Program Director (if the student receives a grade of less than B).

GRADUATION APPLICATION INSTRUCTIONS

Application Deadlines

If you are graduating	The deadline is
Fall Semester	April 14
Spring Semester	September 9
Summer Semester	February 1

Graduation Application

All students are required to file an application for graduation well in advance of their projected graduation date. Students should consult the Graduate Advisor before submitting their application. Graduation applications can be obtained from the Office of Student Services, UR 205, or from the Office of the Registrar, UC 400. There is a \$25 application fee that must be paid at the Office of Treasury Services. Completed applications must include a receipt from Treasury Services and can be submitted in person at Campus 411 UC 162 or mailed to the Graduation Office, UC 400, 2121 Euclid Avenue, Cleveland, OH 44115-2214. For more information on graduation filing fees, approval process, requirements and commencement please visit: <http://www.csuohio.edu/enrollmentservices/registrar/graduation.html>.

Please note: You must have degree-seeking status in order to file a graduation application.

OFFICE OF STUDENT SERVICES

The Office of Student Services (OSS) facilitates the Levin College of Urban Affairs' efforts to attract, retain, graduate, and place students. The OSS is a unique unit dedicated to meeting the diverse needs of students from the time they express interest in urban studies education until after they become alumni. Staff members have a wide range of responsibilities including recruitment, registration, and academic advising. Internships, graduate assistantships and scholarship awards are also coordinated through this office. A variety of career development services are available to current students and alumni such as resume review, career counseling, and career forums.

Scholarships

In addition to the financial aid services offered by CSU's Financial Aid Office, the Maxine Goodman Levin College of Urban Affairs provides various forms of financial support, this information may be found on the website at: <http://urban.csuohio.edu/students/financing.html>.

Graduate Assistantships & Internships

Internships and assistantships are opportunities for graduate students to gain experience in their field. For more information regarding graduate assistantships and internships through the Levin College of Urban Affairs, please contact please contact Rachel Singer.

Phone: 216.687.2388
E-mail: r.g.singer88@csuohio.edu
Location: Urban Building, Room 134

Advising

Students are encouraged to schedule an appointment with the graduate advisor for additional information about course selections and progress toward degree completion. Joan Demko is the Graduate Advisor for the Levin College of Urban Affairs.

Phone: 216.523.7552

E-mail: j.h.demko@csuohio.edu

Location: Urban Building, Room 211

Career Services

Cleveland State University and the Levin College of Urban Affairs are committed to assisting students with their job search and career opportunities upon graduation. Career Services offers a host of on-line and in-person resources for students including on-line job postings, résumé review and interview skills, career counseling and forums and workshops geared toward career development. Programs and services are free and are designed to help students succeed in career decision-making and planning. Linda Pfaff is the college's Career Services representative. For more information students can log on to: <http://www.csuohio.edu/offices/career/>.

Phone: 216.687.2233

E-mail: l.pfaff@csuohio.edu

Location: Urban Building, Room 209

EMAIL AND TECHNOLOGY SERVICES

Email is one of the most important means of communication among students, faculty and administrative offices in the Levin College and throughout Cleveland State University. Students are strongly encouraged to check their University email accounts regularly.

CSU Campus System

Every student is supplied with an email address that is used by faculty and administrative offices for sending CSU-specific e-mail. Students can have their CSU e-mail forwarded to another e-mail address (such as hotmail, AOL, or yahoo) by accessing the "email" link within CampusNet (<https://campusnet.csuohio.edu/index.jsp>).

Information on e-mail options, instructions, features, and training is available through the CSU Information Services & Technology website (<http://www.csuohio.edu/offices/ist/studentcomputing/email.html>). Information on CSU technology services including internet access, laptop loaner programs, and wireless service, please go to <http://www.csuohio.edu/offices/ist/>

Levin College System

Students enrolled in the Levin College of Urban Affairs may be added to the system as users to access file storage and shared file systems. New students can activate their accounts completing the [CUACS Application Form](#). Questions regarding accounts can be directed to Bob Martel, r.martel@csuohio.edu. Additional information regarding college technology can be found at <http://urban.csuohio.edu/tech/>.

CAMPUSNET ONLINE STUDENT SERVICES AND YOUR CSU ID NUMBER

CSU ID Number

Your admission materials will contain a unique 7-digit CSU ID number, which will appear on most paperwork from the University. Additionally, when seeking assistance from administrative offices around campus, you may be asked to provide your ID number. If you do not know your number or have misplaced it, you must come to the University Registrar's Office (University Center (UC) 400) with a picture ID so that the number can be given to you. This information will not be given out over the phone.

CampusNet System

<https://campusnet.csuohio.edu/index.jsp>

On CampusNet students can:

- Add and drop classes
- Print schedules
- Manage accounts
- Request transcripts
- Forward campus email
- View grades
- Receive online software training
- Order textbooks
- Purchase parking hangtags and register vehicles
- Plus much more

CampusNet Password

Upon admission, students receive a letter notifying you of your CampusNet password. This password is used to log into the CampusNet pages. You can use those pages to view personal information, grades, and transcripts and to add and drop classes from your registration schedule. If you do not have this password, call 216.687.5050 for assistance.

CHANGE OF NAME / CHANGE OF ADDRESS

All students are responsible for keeping their University records as current as possible while enrolled at CSU. Address changes can be done on-line through [CampusNet](#). Students should notify CSU of a name change by completing a Change of Information form. Completed forms can be submitted to Campus411 in UC 162. A downloadable form can be found at: <http://www.csuohio.edu/enrollmentservices/registrar/forms/changeInfo.pdf>.

CSU ID CARD

VikingCard Office

Phone: 216.875.9888

E-mail: vcardoffice@csuohio.edu

Location: Main Classroom, Room 112

The VikingCard is the official campus identification card for Cleveland State University students, faculty and staff. The card is the means to building and lab access, testing centers, sporting events, library privileges, meal plans, and other University activities. The University supplies the first VikingCard free to all students, faculty and staff. Replacement cards cost \$15 each.

For more information on VikingCard policies and on-line forms visit: <http://www.csuohio.edu/services/vcard/>

CAMPUS411: STUDENT SERVICES

Campus411

Phone: 216.687.5411

E-mail: campus411@csuohio.edu

Location: Main Classroom (MC) 116

Campus411 is the place to go for information and assistance with registration, academic records, student billing, and financial aid. The “one stop” approach provides a central place where the CSU community is effectively and efficiently served. Campus411 will listen to your concerns and work with you to resolve them as they support your educational goals.

Campus411 Services

Campus411 customizes services to ensure your needs are met. Whether you have a quick question, need help registering, or want assistance with a complex concern, Think Campus411.

The Concierge Service welcomes you to Campus411 and determines your service needs. Professionals who know how to help will promptly serve you. Concierge Service provides:

- Answers to quick questions
- General information about the University
- Maps and directions to help you navigate our campus
- A convenient location to Pick Up or Drop Off forms

The Express Service is designed to help you with basic student services. Professionals listen carefully and extend guidance when you need a helping hand. Express Service provides:

- Help logging onto and navigating CampusNet
- Guidance in filing for and completing financial aid documentation such as the FAFSA, entrance/exit counseling, and the Master Promissory Note Online
- General information about registration and financial aid along with explaining your student bill
- Help in printing your class schedule

When your concerns are complex, the Extended Service professionals provide assistance. Student Service Specialists are cross-trained to help you with registration, academic records, student billing, and financial aid. Specialists work with you to understand your concern, explore your options, and resolve your concerns.

Extended Service provides:

- An explanation of Academic Regulations and Procedures
- Help with Deregistration and Reinstatement of Classes
- Information about Financial Aid Verification and Standards of Academic Progress (SAP)
- Help filing Petitions
- An explanation of your student account (billing/payment)

REGISTRATION

Registrar's Office

Phone: 216.687.3700

e-mail: registrar@csuohio.edu

Add/Late Add

Adding classes can be done online through [CampusNet](#) through the first week of the term. All subsequent adding must be done with the appropriate late add form and must have confirmation of payment from the Office of Treasury Services. Please follow all directions and deadlines stated on the appropriate late add form, which is available online at <http://www.csuohio.edu/gradcollege/students/forms/index.html>.

Drop/Withdrawal

Dropping/Withdrawing from classes can be done through [CampusNet](#) through the last day to drop a class to be graded "W" for the term. Non-attendance does NOT constitute an official withdrawal from classes. Questions regarding the refund schedule for classes can be directed to the Office of Treasury Services at (216) 687-3615.

Add/Drop forms are available by:

- Calling the CSU Registrar's Office 216.687.3700
- Visiting the Registrar's website at <http://www.csuohio.edu/enrollmentservices/registrar/> or;
- Contacting your advisor.

Check the current *Semester Course Bulletin* for specific add/drop deadline dates at <http://www.csuohio.edu/enrollment/services/registrar/calendar/>.

Students who wish to drop a course after the deadline must file a petition with their CSU college advising office explaining the extenuating circumstances.

Graduate students must request a Petition Form from the Graduate School and follow the instructions as outlined. Petition approval is not guaranteed.

For a refund calendar schedule refer to <http://www.csuohio.edu/offices/treasuryservices/refunds/>

Courses are refunded at 100% if canceled by the university.

Note: The official date of withdrawal (the date the course drop form is received by the Registrar's Office) will be the basis for computing the refund. Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.

Web Registration

Web Registration is available through [CampusNet](#). You will log into this service using your CSU ID and your personal CampusNet password. You can view the online course schedule, add courses to your schedule, drop courses, and print your final schedule. Use the help screens for any assistance you need with these web pages.

Error Messages

You may receive a message as you begin your registration session that indicates a hold on your registration privileges. If so, you must contact the office indicated and complete the instructions given. As you proceed through your session, you may receive a message about your selection (if a class is closed for example). You will not be able to register for that class through the web. Proceed with the remainder of your course requests. Required permission will have to be requested in person from the academic department and materials submitted to your college or the University Registrar's Office in order to complete registration for the closed class.

Non-Degree Student Registration

Non-Degree seeking students may not register through CampusNet, and must contact the Graduate Advisor in order to enroll. For more information on taking courses as a Non-Degree student, please see page 8 in this handbook.

TUITION AND FEE PAYMENT

Office of Treasury Services (formerly the Bursar's Office)

Phone: 216.687.3615

E-mail: Bursars.Office@csuohio.edu

Location: Main Classroom (MC) 115

The Office of Treasury Services is responsible for billing and collecting student fees. Information on **tuition and fees, payment plan options** and **payment methods** can be found at:

<http://www.csuohio.edu/offices/treasuryservices/tuition/>.

Note: Students registering for classes that begin after the first week of the semester may register during the registration period or may have the opportunity to register at the first class meeting. Students should be prepared to pay for these classes at the beginning of the semester or prior to the first class meeting.

Financial Aid

Office of Financial Aid

Phone: 216.687.3764

E-mail: fao@csuohio.edu

Location: Keith Building (KB) 1300

CSU provides quality education at a moderate cost. Through various financial aid programs, CSU seeks to meet the direct educational expenses (tuition, books, and transportation) of students who have financial need. Students seeking information on financial aid opportunities and processes are encouraged to call or visit Campus411 or go online to: <http://www.csuohio.edu/enrollmentservices/financialaid/>. The major programs of assistance are:

- University scholarships and grants
- Federal Aid programs
- State-supported programs
- Sponsored scholarships

Financial Aid Application Procedure

To be considered for financial aid, including student loans, students should complete the Free Application for Federal Student Aid (FAFSA) and should list CSU as the institution to receive the results of their FAFSA. Students are encouraged to file all appropriate paperwork as soon as possible to ensure timely awarding of financial aid.

The CSU Federal School Code number is 003032. Students can file online at: <http://www.fafsa.ed.gov/>

TEXTBOOKS

CSU Bookstore

Phone: 216.687.2128

Website: <http://www.csuohio bookstore.com/>

Location: 2400 Euclid Avenue

Required texts for CSU courses can be purchased at the CSU Bookstore or reserved or purchased online.

CLASS CANCELLATIONS DUE TO WEATHER

CSU closings can be found on the CSU website: www.csuohio.edu. Off-campus classes are cancelled if the host site is closed. Students may also call the CSU telephone operator for information during bad weather at 216.687.2000 or 1.888.CSUOHIO, ext. 2000.

PARKING SERVICES

Parking Operations

Phone: 216.687.2023

Location: Chester Building Annex
2300 Chester Avenue
Room 128

Parking information can be found online at: <http://www.csuohio.edu/services/parking/>. Parking hangtags can be purchased online through CampusNet, or in person at the Parking Operations office on campus. Vehicle registration can be completed through [CampusNet](#) or in person. To purchase a parking pass in person, you will need the following:

- Completed Registration Form
- Photo ID (VikingCard, Drivers License or Military ID)
- Course Schedule with CSU ID # included
- Vehicle Plate Number

UNIVERSITY LIBRARY

Phone: 216.687.6953
Location: Rhodes Tower
Floors 1-5

The University Library supports Cleveland State's instructional and research programs through resources and services made available to students and faculty both in-house and over the Internet. The Library provides more than 125 public computers connected to the Internet for access to online resources to conduct research. Information regarding library holdings is available online through SCHOLAR.

The Electronic Course Reserve provides the full text of selected reserve materials online both from inside the Library or remotely from any computer with Internet access. Other Library resources include the Find Articles search, the University Archives, the Virtual Reference Desk and the Center for Research Libraries (CRL) for faculty and staff.

The University's in-house collections are complemented by retrieval and delivery services made possible through resource sharing networks, traditional interlibrary loan, document delivery and OhioLINK. A statewide academic network reporting to the Ohio Board of Regents, OhioLINK provides the Cleveland State community with access to 31 million library items statewide.

Many University Library resources, including Electronic Course Reserves, online databases, and electronic journals are accessible via the web at <http://www.ulib.csuohio.edu/>

The University Library also offers distance library services to students taking classes at other locations, including SCHOLAR, OhioLINK, ECR-Electronic Course Reserve, research assistance, instruction, and delivery of selected materials. Further information about Distance Library Services can be obtained at: <http://www.ulib.csuohio.edu/dl/index.html>.

LEVIN COLLEGE OF URBAN AFFAIRS FACULTY SPECIALIZATIONS

Urban Planning

Dr. S. Jang
Dr. M. Jones
Dr. S. Kaufman
Dr. D. Keating
Dr. W. Kellogg
Prof. N. Krumholz
Dr. S. Lee
Dr. R. Simons (Real Estate)
Prof. A. Weinstein (Law)

Housing/Neighborhood Development

Dr. T. Bier
Dr. M. Jones
Dr. D. Keating
Prof. N. Krumholz
Dr. R. Simons
Mr. P. Star

Historic Preservation/Sacred Landmarks

Dr. V. Benson
Dr. M. Tevesz
Dr. M. Wells

Economic Development

Dr. W. Bowen
Dr. J. Elvery
Dr. N. Hill
Dr. L. Ledebur
Dr. M. Rosentraub
Dr. R. Simons

Organizational Leadership

Dr. S. Kaufman
Dr. L. Keller
Dr. N. Meyer-Emerick
Dr. V. Vogelsang-Coombs

Health Care Administration

Dr. C. Stivers
Dr. G. Weiner

Public Administration

Dr. J. Alexander
Dr. J. Brudney
Dr. L. Keller
Dr. N. Meyer-Emerick
Prof. S. Murray
Dr. J. Sowa
Dr. M. Spicer
Dr. C. Stivers
Dr. V. Vogelsang-Coombs

Non-Profit Management

Dr. J. Alexander
Dr. J. Brudney
Dr. S. Mendel
Dr. M. Rosentraub
Dr. J. Sowa
Dr. C. Stivers

Law and Public Policy

Dr. M. Jones (Public Policy)
Dr. H. Gorovitz Robertson (Law)
Prof. A. Weinstein (Law)

Public Management

Dr. J. Alexander
Mr. T. Cozzens
Dr. L. Keller
Prof. S. Murray
Mr. C. Phelps
Mr. K. O'Brien
Dr. M. Spicer
Dr. C. Stivers
Dr. V. Vogelsang-Coombs

Urban Management

Dr. J. Alexander
Dr. S. Kaufman
Dr. V. Vogelsang-Coombs

Urban Policy Analysis

Dr. M. Jones
Dr. N. Hill
Dr. S. Kaufman
Prof. N. Krumholz
Dr. R. Steinbacher

Geographic Information Systems (GIS)

Dr. S. Jang
Dr. S. Lee
Dr. B. Mikelbank
Dr. M. Salling
Mr. J. Wyles

Housing/Neighborhood Development

Dr. M. Jones
Dr. D. Keating
Prof. N. Krumholz
Dr. B. Mikelbank

Environmental Studies

Dr. W. Bowen
Dr. M. Kaufman
Dr. S. Kaufman
Dr. W. Kellogg
Dr. N. Meyer-Emerick
Dr. H. Robertson (Law)
Dr. R. Simons
Dr. M. Tevesz

Research Methods

Dr. W. Bowen
Dr. S. Kaufman
Dr. C. Stivers

Real Estate

Dr. R. Simons
Dr. J. Webb (Business)

RESOURCES:

Maxine Goodman Levin College of Urban Affairs Homepage: <http://www.urban.csuohio.edu>

Frequently Called Levin College Numbers

MAES Program Director: Dr. Sanda Kaufman	(216) 687-2367
Graduate Advising: Joan Demko	(216) 523-7522
Graduate Assistantships/Internships: Rachel Singer	(216) 687-2388
Office of Student Services	(216) 687-3884
Scholarships	(216) 687-3884
Career Planning Services	(216) 687-2233
Dean's Office	(216) 687-2135

Cleveland State University Homepage: <http://www.csuohio.edu>

Frequently Called Cleveland State University Numbers

Admissions	(216) 687-2100	http://www.csuohio.edu/admissions
Admission, Graduate	(216) 687-9371	http://www.csuohio.edu/gradcollege/admissions/apply.html
Affirmative Action Office	(216) 687-2223	http://www.csuohio.edu/offices/affirmativeaction/index.html
Athletics Dept. and Intramurals	(216) 687-4800	http://csuvikings.com/
Black Studies Program	(216) 687-5461	http://www.csuohio.edu/class/blackstudies/
Bookstore	(800) 325-3252	http://www.csuohiobookstore.com/
Office of Treasury Services	(216) 687-3615	http://www.csuohio.edu/offices/treasuryservices/
Career Services Center	(216) 687-2233	http://www.csuohio.edu/career
Counseling/Testing Center	(216) 687-2277	http://www.csuohio.edu/offices/counselingtesting/
Continuing Education	(216) 687-4850	http://www.csuohio.edu/ce
Disabilities Services	(216) 687-2015	http://www.csuohio.edu/offices/disability/
Financial Aid	(216) 687-9370	http://www.csuohio.edu/enrollmentservices/financialaid/
Housing (On-Campus)	(216) 687-5196	http://www.csuohio.edu/services/reslife/index.html
Housing (Off-Campus)	(216) 687-2011	http://www.csuohio.edu/services/reslife/offcampus/
ID Center (Viking Card Office)	(216) 687-9888	http://www.csuohio.edu/services/vcard/
International Student Services	(216) 687-3910	http://www.csuohio.edu/offices/international/
Library Services	(216) 687-2486	http://www.ulib.csuohio.edu/
Parking Operations	(216) 687-2023	http://www.csuohio.edu/services/parking/
Police Department & Safety Escorts	(216) 687-2020	http://www.csuohio.edu/offices/police/
Registrar's Office	(216) 687-3700	http://www.csuohio.edu/enrollmentservices/registrar/
Student Life	(216) 687-2048	http://www.csuohio.edu/studentlife/
Tutorial Services	(216) 687-2012	http://www.csuohio.edu/academic/advising/tutoring/
Student Government Association	(216) 687-2262	http://www.csuohio.edu/studentlife/studentorgs/sga.html
Women's Comprehensive Program	(216) 687-4674	http://www.csuohio.edu/class/wcp/

**MASTER OF PUBLIC ADMINISTRATION
PUBLIC MANAGEMENT CURRICULUM PLAN**

TERM ADMITTED _____

NAME _____

CSU ID # _____

STUDENTS MUST COMPLETE A MINIMUM OF 42 CREDIT HOURS, INCLUDING CORE COURSES, A SPECIALIZATION AREA, ELECTIVES, AND THE MPA CAPSTONE SEMINAR.

CORE (16 credit hours)

	Term taken	Grade
PAD 600: Introduction to Public Administration	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____

SPECIALIZATION (11 credit hours)

PAD 617/ PSC 605: Public Administration and the Political Process	(4) _____	_____
PAD 630: Public Human Resource Management	(3) _____	_____
PSC 635/PAD 635: Public Sector Information Management	(4) _____	_____

ELECTIVES (11 credit hours minimum)

PAD 572: Negotiation & Conflict Management	(4) _____	_____
PAD 618: Comparative Public Administration	(4) _____	_____
PAD 619: Seminar in City Management	(3) _____	_____
PAD 631: Law and Public Administration	(3) _____	_____
PAD 632: Leadership & Governance	(3) _____	_____
PAD 633: Budget Policy & Management	(4) _____	_____
PAD 634: Ethics in the Public Sector	(4) _____	_____
PAD 690: Internship	(3) _____	_____
PAD 698: Applied Public Administration Project	(2) _____	_____
_____	() _____	_____
_____	() _____	_____
_____	() _____	_____

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

***An application for graduation must be submitted prior to registration for the MPA Capstone. See the Graduate Advisor to discuss progress**

PAD 692: Capstone Seminar in Public Administration	(4) _____	_____
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COMMENTS:

MASTER OF PUBLIC ADMINISTRATION
NONPROFIT MANAGEMENT CURRICULUM PLAN

TERM ADMITTED _____

NAME _____

CSU ID # _____

STUDENTS MUST COMPLETE A MINIMUM OF 42 CREDIT HOURS, INCLUDING CORE COURSES, A SPECIALIZATION AREA, ELECTIVES, AND THE MPA CAPSTONE SEMINAR.

CORE (16 credit hours)

	Term taken	Grade
PAD 600: Introduction to Public Administration	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____

SPECIALIZATION (12 credit hours)

PAD 550: Institutional Development of Nonprofit Organizations	(4) _____	_____
PAD 651: Fundraising & External Relations for Nonprofit Organizations	(4) _____	_____
PAD 652: Financial Administration of Nonprofit Organizations	(4) _____	_____

ELECTIVES (10 credit hours minimum)

PAD 510: Proposal Writing & Program Evaluation	(4) _____	_____
PAD 617/ PSC 605: PA and the Political Process	(4) _____	_____
PAD 630: Public Human Resource Management	(3) _____	_____
PAD 632: Leadership & Governance	(3) _____	_____
PAD 634: Ethics in the Public Sector	(4) _____	_____
PAD 656: Nonprofit Capstone in Leadership and Management	(4) _____	_____
*MKT 705: Service Marketing	(4) _____	_____
UST 572: Conflict Management	(4) _____	_____
*LAW 722: The Law of Nonprofit Corporations	(4) _____	_____
PAD 690: Internship	(3) _____	_____
PAD 698: Applied Public Administration Project	(2) _____	_____
_____	() _____	_____
_____	() _____	_____
_____	() _____	_____

*Written permission is required to take classes outside the Levin College

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

***An application for graduation must be submitted prior to registration for the MPA Capstone. See the Graduate Advisor to discuss progress**

PAD 692: Capstone Seminar in Public Administration	(4) _____	_____
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COMMENTS:

**MASTER OF PUBLIC ADMINISTRATION
CITY MANAGEMENT CURRICULUM PLAN**

TERM ADMITTED _____

NAME _____

CSU ID # _____

STUDENTS MUST COMPLETE A MINIMUM OF 42 CREDIT HOURS, INCLUDING CORE COURSES, A SPECIALIZATION AREA, ELECTIVES, AND THE MPA CAPSTONE SEMINAR.

CORE (16 credit hours)

	Term taken	Grade
PAD 600: Introduction to Public Administration	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____

SPECIALIZATION (14 credit hours)

PAD 619: Seminar in City Management	(3) _____	_____
PAD 630: Public Human Resource Management	(3) _____	_____
PAD 633: Budget Policy & Management	(4) _____	_____
PAD 572: Negotiation & Conflict Management	(4) _____	_____

ELECTIVES (8 credit hours minimum)

PAD 634: Ethics in the Public Sector	(4) _____	_____
PAD 617/ PSC 605: PA and the Political Process (highly recommended)	(4) _____	_____
PAD 618: Comparative Public Administration	(4) _____	_____
PAD 631: Law and Public Administration	(4) _____	_____
PAD 632: Leadership & Governance	(3) _____	_____
PAD 693: Seminar in Public Safety Management	(4) _____	_____
UST 572: Conflict Management	(4) _____	_____
PAD 690: Internship	(3) _____	_____
PAD 698: Applied Public Administration Project	(2) _____	_____
_____	() _____	_____
_____	() _____	_____
_____	() _____	_____

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

***An application for graduation must be submitted prior to registration for the MPA Capstone. See the Graduate Advisor to discuss progress**

PAD 692: Capstone Seminar in Public Administration	(4) _____	_____
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COMMENTS:

MASTER OF PUBLIC ADMINISTRATION
 PUBLIC SAFETY AND JUSTICE MANAGEMENT CURRICULUM PLAN

TERM ADMITTED _____

NAME _____

CSU ID # _____

STUDENTS MUST COMPLETE A MINIMUM OF 42 CREDIT HOURS, INCLUDING CORE COURSES, A SPECIALIZATION AREA, ELECTIVES, AND THE MPA CAPSTONE SEMINAR.

CORE (16 credit hours)

	Term taken	Grade
PAD 600: Introduction to Public Administration	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____

SPECIALIZATION (12 credit hours)

PAD 581: Issues in Public Safety & Justice Management	(4) _____	_____
PAD 582: Public Safety Institutions & the Delivery of Justice	(4) _____	_____
PAD 583: Policy Analysis & Accountability in Public Safety & Justice Management	(4) _____	_____

ELECTIVES (10 credit hours minimum)

PAD 617/ PSC 605: PA and the Political Process (highly recommended)	(4) _____	_____
PAD 618: Comparative Public Administration	(4) _____	_____
PAD 630: Public Human Resource Management	(3) _____	_____
PAD 631: Law and Public Administration	(4) _____	_____
PAD 632: Leadership & Governance	(3) _____	_____
PAD 633: Budget Policy & Management	(4) _____	_____
PAD 634: Ethics in the Public Sector	(4) _____	_____
UST 572: Conflict Management	(4) _____	_____
PAD 690: Internship	(3) _____	_____
PAD 698: Applied Public Administration Project	(2) _____	_____
_____	() _____	_____
_____	() _____	_____
_____	() _____	_____

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

***An application for graduation must be submitted prior to registration for the MPA Capstone. See the Graduate Advisor to discuss progress**

PAD 692: Capstone Seminar in Public Administration	(4) _____	_____
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COMMENTS:

MASTER OF PUBLIC ADMINISTRATION
 ECONOMIC DEVELOPMENT CURRICULUM PLAN

TERM ADMITTED _____

NAME _____

CSU ID # _____

STUDENTS MUST COMPLETE A MINIMUM OF 42 CREDIT HOURS, INCLUDING CORE COURSES, A SPECIALIZATION AREA, ELECTIVES, AND THE MPA CAPSTONE SEMINAR.

CORE (20 credit hours)

	Term taken	Grade
PAD 600: Introduction to Public Administration	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____
PAD 617/PSC 605: Public Administration and the Political Process	(4) _____	_____

SPECIALIZATION (12 credit hours)

PAD 602: Applied Quantitative Reasoning II	(4) _____	_____
PAD 605: Urban Spatial Structures	(4) _____	_____
PAD 626: Economic Development and Workforce Development	(4) _____	_____

ELECTIVES (6 credit hours minimum)

PAD 524: Distressed People, Distressed Places	(4) _____	_____
PAD 572: Conflict Management	(4) _____	_____
PAD 610: Urban Development Process/Market Analysis	(4) _____	_____
PAD 615: Economic Development & Budgetary Policy	(4) _____	_____
PAD 620: Economic Development: Plans & Strategies	(4) _____	_____
PAD 621: Local Labor Market Analysis	(4) _____	_____
PAD 622: Economic Development Policy (required for Certificate)	(4) _____	_____
PAD 623: Urban Development Finance & Applied Project	(4) _____	_____
PAD 625: Strategic Thinking	(4) _____	_____
PAD 627: Urban Tourism, the Urban Core, and Economic Development	(4) _____	_____
_____	() _____	_____
_____	() _____	_____
_____	() _____	_____

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

***An application for graduation must be submitted prior to registration for the MPA Capstone. See the Graduate Advisor to discuss progress**

PAD 692: Capstone Seminar in Public Administration	(4) _____	_____
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COMMENTS:

**MASTER OF PUBLIC ADMINISTRATION
HEALTH CARE ADMINISTRATION CURRICULUM PLAN**

TERM ADMITTED _____

NAME _____

CSU ID # _____

CHOSEN OPTION: _____ Public Health Management _____ Long Term Care Administration

STUDENTS MUST COMPLETE A MINIMUM OF 42 CREDIT HOURS, INCLUDING CORE COURSES, A SPECIALIZATION AREA, ELECTIVES, AND THE MPA CAPSTONE SEMINAR.

CORE (16 credit hours)

	Term taken	Grade
PAD 600: Introduction to Public Administration	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____

SPECIALIZATION (bold indicates required courses)

HEALTHCARE MANAGEMENT (5 courses/16 credit hours)

PAD 617/ PSC 605: Public Administration and the Political Process	(4) _____	_____
PAD 630: Public Human Resource Management	(3) _____	_____
HCA 515: Medical Care Organizations	(3) _____	_____
HCA 511: Tools for Healthcare Managers (Spring only)	(3) _____	_____
HCA 555: Analysis of Health Care Markets (Fall only)	(3) _____	_____
PAD 632: Leadership & Governance	(3) _____	_____
HCA 616: Ethics and Policy in Health Care	(3) _____	_____
HCA 625: Health Care Informatics for Managers	(3) _____	_____
HCA 640: Health Care Law	(3) _____	_____
HCA 690: Internship	(4) _____	_____

LONG-TERM CARE ADMINISTRATION (6 courses/18 credit hours)

PAD 617/ PSC 605: Public Administration and the Political Process	(4) _____	_____
HCA 515: Medical Care Organizations	(3) _____	_____
HCA 511: Tools for Healthcare Managers (Spring only)	(3) _____	_____
HCA 650: Long-Term Care (Spring only)	(3) _____	_____
HCA 690: Internship	(4) _____	_____
HCA 691: Internship	(1) _____	_____
NUR 498: Health of Older Persons	(3) _____	_____
PSY 429: Psychology of Aging	(4) _____	_____
PSY 549: Aging and Mental Health Issues	(4) _____	_____
SOC 516: Sociology of Aging	(4) _____	_____

ELECTIVES (1-2 classes/4-8 credit hours)

_____	() _____	_____
_____	() _____	_____

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

***An application for graduation must be submitted prior to registration for the MPA Capstone. See the Graduate Advisor to discuss progress**

PAD 692: Capstone Seminar in Public Administration (4) _____

COMMENTS: