Degree candidacy requirements
A graduate student admitted to a program or concentration requiring a final research project, work of art, thesis or dissertation, must qualify for continuing master’s or doctoral status according to the degree candidacy requirements of the student’s graduate program. Admission to degree candidacy, if applicable, is a formal statement by the graduate student’s faculty regarding the student’s academic achievements and the student’s readiness to proceed to the final research phase of the degree program.

Graduate students and program directors should refer to the following degree candidacy policy as published in the VCU Graduate Bulletin for complete information and instructions.

Visit the academic regulations section for additional information on degree candidacy requirements. (http://bulletin.vcu.edu/academic-regulations/grad/candidacy/)

Graduation requirements
As graduate students approach the end of their academic programs and the final semester of matriculation, they must make formal application to graduate. No degrees will be conferred until the application to graduate has been finalized.

Graduate students and program directors should refer to the following graduation requirements as published in the Graduate Bulletin for a complete list of instructions and a graduation checklist.

Visit the academic regulations section for additional information on graduation requirements. (http://bulletin.vcu.edu/academic-regulations/grad/graduation-info/)

Apply online at graduate.admissions.vcu.edu (http://www.graduate.admissions.vcu.edu).

Admission requirements

<table>
<thead>
<tr>
<th>Degree</th>
<th>Semester(s) of entry</th>
<th>Deadline dates:</th>
<th>Test requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.P.A.</td>
<td>Fall</td>
<td>Apr 1 (Mar 1 for financial aid)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Oct 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>Feb 1</td>
<td></td>
</tr>
</tbody>
</table>

Special requirements

- These deadlines are designed to allow sufficient time for application review and admission processing. Applications may be submitted after the deadline; however, there is no guarantee of sufficient time for processing. Any application submitted too late for current semester processing will be considered for the following semester. Please contact the program chair with specific application questions.

In addition to the general admission requirements of the VCU Graduate School (http://bulletin.vcu.edu/graduate/study/admission-graduate-study/admission-requirements/), selection is made on the basis of prior academic performance, professional accomplishments and other indicators of the ability to pursue graduate studies and a professional career in public management successfully. Specifically, the application for admission requires a transcript documenting the completion of a bachelor’s degree, three letters of reference (including both academic and professional references if possible), and a current resume. In addition, applicants must have taken an undergraduate math course...
(algebra, statistics or finite mathematics) and passed with a minimum grade of C.

No applicant will be considered for admission to the M.P.A. program within two years of having been terminated from the program or of having been rejected for admission to the program.

**Degree requirements**

The Master of Public Administration program is designed to meet the graduate educational needs of pre-service and in-service professionals for careers in public management and analysis in the public and nonprofit sectors. The degree requires a minimum of 36 graduate credit hours (39 credit hours for students with less than one year of experience in the public or nonprofit sector). In addition to the general VCU Graduate School graduation requirements (http://bulletin.vcu.edu/academic-regs/grad/graduation-info/), M.P.A. students must meet the following requirements:

1. Students must complete a minimum of 36 graduate credit hours, as approved, with an overall minimum GPA of 3.0. Students who do not have at least one year of professional-level experience in the public sector or in a nonprofit agency are required to earn three additional hours of credit in a public service practicum/internship (for a total of 39 graduate credit hours for the degree).
2. Students may have no more than two C grades to graduate. Students who earn a D or F in a course will be dismissed from the program. Students must have a minimum grade of B in all core courses to be eligible to take the capstone class.
3. Students who are required to take the practicum/internship will usually do so during the summer between the first and second years or during the last semester of course work. The practicum must include a minimum of 300 hours as required by the National Association of Schools of Public Affairs and Administration. The scheduling of the practicum will be flexible enough to accommodate the needs of those students who pursue the degree on a part-time basis. Each practicum will be negotiated between VCU and the host agency, including the scope of work to be performed by the student, the type and extent of supervision, both within the agency and from the university, and the stipend. A learning contract will be executed among the department, the agency and the student. A written student project is required to complete the internship.
4. All students are required to complete the courses in the core curriculum unless competence in the subject matter can be demonstrated on the basis of previous experience or course work. Course work that is waived must be replaced by approved substitutions in order to meet the minimum 36 (or 39) graduate credit hours required for the degree.

**Curriculum requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM/GVPA 601</td>
<td>Principles of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 602</td>
<td>Public Administration Theory</td>
<td>3</td>
</tr>
<tr>
<td>PADM 607</td>
<td>Public Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>PADM 609</td>
<td>Financial Management in Government</td>
<td>3</td>
</tr>
<tr>
<td>PADM/GVPA/CRJS/</td>
<td>Research Methods for Government and Public</td>
<td>3</td>
</tr>
<tr>
<td>URSP 623</td>
<td>Affairs</td>
<td></td>
</tr>
<tr>
<td>PADM 624</td>
<td>Quantitative Methods for Public</td>
<td>3</td>
</tr>
</tbody>
</table>

The minimum total of graduate credit hours required for this degree is 36 (or 39 with internship).

The program offers opportunities for qualified undergraduate students to earn both an undergraduate and graduate degree in a minimum of five years by completing approved graduate courses during the senior year of their undergraduate program. See the individual program page for concentrations in the Undergraduate Bulletin (http://bulletin.vcu.edu/undergraduate/college-humanities-sciences/political-science-program/) for details.

**Contact**

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Graduate Student Services and Advising
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(804) 828-6837

Program website: wilder.vcu.edu/academic/pubadmin.html (http://wilder.vcu.edu/academic/pubadmin.html)