

# Marshall University Graduate College

Master in Public Administration (MPA) Plan of Study

To be completed no later than registration for the 12th credit hour.

Student Name

901 Number

MU Email

Phone

Advisor

Degree Program

Area of Emphasis

Approved Minor if Applicable

See Graduate Catalog for list of approved minors.

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Signature of Graduate Director of program offering the approved minor.

Term and year you plan to graduate

This proposed graduation date must be 7 years from date of completion of first course applied to degree.

NOTE: This declaration of intent to graduate at a specific time does not put you on the tentative Graduation List. You must still apply for graduation at the beginning of the semester/term in which you plan to graduate, pay the Diploma Fee at the Bursar's office, and return the Application to Graduate to the Graduate College office, Old Main 113. You must also have an approved Plan of Study on file in the Graduate College office before you apply for graduation.

Applications for graduation are available

online: [http://www.marshall.edu/graduate/forms/ApplicationforGraduation\\_0309.pdf](http://www.marshall.edu/graduate/forms/ApplicationforGraduation_0309.pdf)

Graduate Catalog of Record (Year): this is the catalog that is current for the semester/term during which you were admitted to your graduate degree program. You may choose a more recent catalog as your catalog of record.

Are you submitting a Thesis/D as part of your degree requirements?    Yes            No

If YES, and if your Thesis/D involves human subject research, you must review the requirements of the Marshall University Institutional Research Board (IRB) BEFORE you begin any data collection.

<http://www.marshall.edu/graduate/etd/humansubjectresearch.asp>

THE PURPOSE OF THIS PLAN OF STUDY IS TO DETAIL YOUR PROGRAM REQUIREMENTS FROM START TO FINISH. IT SHOULD INCLUDE ONLY THOSE COURSES REQUIRED BY YOUR DEGREE PROGRAM AND MAY INCLUDE ELECTIVE OR MINOR COURSES. DO NOT INCLUDE ANY UNDERGRADUATE COURSES. ONLY 6 HOURS OF CREDIT WITH A GRADE OF "C" CAN BE INCLUDED AND NO GRADE BELOW A "C." SOME PROGRAMS MAY HAVE MORE STRINGENT REQUIREMENTS. PLEASE REFER TO YOUR GRADUATE CATALOG OF RECORD WHEN COMPLETING THIS FORM.

As you list your courses, please include courses currently in progress, courses already completed, and courses planned for future semesters. If you have any transfer courses (up to 12 transfer credits may be allowed), you must attach a completed Application for Approval to Transfer Graduate Credit to this Plan of Study: <http://www.marshall.edu/graduate/forms/applicationtotransfergraduatecredit.pdf>

NOTE: Your Advisor and the Graduate Dean MUST approve in writing any change in coursework or completion date on this Plan of Study.

List below graduate courses completed, in progress, or planned for the future.

Course Title	Semester	Credit Hours	Grade
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CORE COURSES (18 HOURS)			
MGT 620: Human Resources Management		3	
MGT 672: Organizational Behavior		3	
PSC 533: Public Administration and Policy Dev		3	
PSC 553: Governmental Budgetary Administration		3	
PSC 604: Data Analysis		3	
PSC 616: Public Admin Scope and Practice		3	

CONCENTRATION COURSES (12 HOURS)			

INTERNSHIP/PRACTICUM (6 HOURS)			
PSC 676: Internship/Practicum		6	

OTHER?			

NOTE: If you are planning to transfer coursework from another institution, the Graduate College office must have the official transcripts on file before the end of your final semester/term. If we do not have these documents your graduation will be delayed.

PLEASE CHECK YOUR GRADUATE CATALOG OF RECORD FOR THE REQUIRED GPA FOR GRADUATION

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## SIGNATURES

\_\_\_\_\_ Date   
Student Signature

### Faculty Signatures

\_\_\_\_\_ Date   
Advisor Signature

\_\_\_\_\_ Date   
Graduate College Dean Signature

Please return your completed form to:

**The Graduate College**

Old Main 113

NOTE: This form must be approved and on file in the Graduate College office before you apply for graduation.