

Progressive Degree – Master of Public Administration (MPA)**Application Package and Instructions****Application Requirements**

- University Progressive Degree proposed course plan (to be completed with undergraduate advisor). **MPA course work will be discussed and outlined in the course plan in consultation with the Graduate Advisor once recommended for admission into the MPA Progressive Degree program.**
- Current STARS report
- Current resume
 - One (1) page essay addressing the following questions:
 - Why you would like to pursue the MPA Progressive Degree?
 - What is the area of public administration interests you most and why?
 - What are your short- and long-term career objectives?
- Two (2) letters of recommendation from USC faculty supporting your admission to the progressive degree. If you have taken PPD courses, one letter of recommendation needs to be from a PPD faculty member.
- Any additional supporting documents which may include additional letters of recommendation.
- Applicants may be asked to interview.

Deadlines

- **Spring:** September 15 (if this date falls on a weekend, the deadline is the next business day)
- **Fall:** February 1 (if this date falls on a weekend, the deadline is the next business day)
- **Summer:** No Admittance

Additional Information

- Once a student has completed 8 semesters (including transfers from another university), he/she will be considered a graduate student. This status change will affect your financial aid package. Please visit the Office of Financial Services (JHH Lobby) for more information. If you are a scholarship student, please visit with your scholarship coordinator to discuss the impact of the Progressive program on your scholarship.
- Submission of an application to the Progressive Degree does not constitute automatic admission. Students must be accepted in order to pursue the Progressive Degree objective.
- Progressive students are not eligible for USC Price merit based scholarships.

Application Submission

- Please submit your complete application to Joshua Harris in RGL, Room 102 or via email at harrisjprice.usc.edu
- Please submit all documents at the same time. Incomplete applications will be disqualified from the admission review.
- You will receive an e-mail notifying you that your application has been received with all required paperwork.

Frequently Asked Questions - FAQ

Can I apply if I have earned more than 96 units?

No, an applicant must have 96 units or less in order to apply for the progressive degree. The 96 units does not include AP, IB, any coursework completed prior to high school graduation, and in progress coursework.

How many applicants are there and what is the acceptance rate?

The total number of applicants and the acceptance rate varies from term to term.

Why am I considered a graduate student once I have completed 8 semesters?

Eight semesters is the maximum number of undergraduate financial aid. You may contact Financial Aid for detailed information regarding this policy. The Office of Financial Aid is located in JHH (Lobby); (213) 740-1111.

When will I be notified if I have been accepted in to the progressive degree?

All applicants are notified of their admissions status 6-8 weeks after the application deadline.

When can I register for graduate courses?

All admitted progressive degree students must meet with the MPA Program Advisor upon acceptance to develop an official course plan. Once this course plan has been created and approved by the University, the student will be eligible for Fall registration.

What is the suggested course load/maximum number of units each semester?

When not taking undergraduate courses, the average Progressive Degree student takes 12-14 units of graduate coursework per semester (Fall and Spring). Note: eight units is considered full-time for graduate students.

Can my units taken at another school be used to waived graduate coursework?

No. Any graduate course waivers must come from undergraduate courses taken at USC.

Does Financial Aid eligibility differ for students in Progressive Degree programs?

Yes, Financial Aid eligibility differs for students in Progressive Degree programs. Please visit [Financial Aid Enrollment in a Progressive Degree Program](#) for more details.

Progressive Degree Eligibility Criteria

- Applicants to the progressive degree program must have completed 64 units since high school graduation and must submit their completed progressive degree application prior to the completion of 96 units of course work. (AP units, IB units, and course work taken prior to high school graduation are excluded).
- Applicants are not required to submit GRE scores, but are expected to have at least a 3.0 GPA at the time of application.
- Applicants must provide two letters of recommendation from USC faculty supporting their admission to a Progressive Master's degree; at least one from a faculty member in the student's Bachelor degree major.

Application Requirements

- Students must complete a Progressive Degrees Program – Proposed Course Plan form as part of the application process. This is necessary to determine how future terms of registration will apply to progressive degree requirements. Course work taken to fulfill degree requirements will be listed here and will be indicated as satisfying undergraduate requirements, graduate requirements, or requirements for both Programs of Study. **Please only fill out the undergraduate course work requirements (page 3 of Application). Graduate course work will be listed with consultation of the Graduate Advisor after recommendation for admission.**
- Students must complete all necessary sections on the Application for Admission to a Progressive Master's Program form. Admission must be approved by the Dean of the student's undergraduate major, and by the Department Chair and the Dean of Master's degree program at USC and approved signatures must be present on the completed application. Price students do not need to obtain the signatures until they are admitted. Students in other degree programs will need to obtain the signatures from their undergraduate schools.

Instructions to Applicants

The following is an example of how a student would navigate through the application process:

- Identify a Progressive Master's degree that is of interest and see the Graduate Advisor for a draft of the Proposed Course Plan.
- Seek approval of the Proposed Course Plan from the student's current undergraduate Department Chair.
- Page 3 of 7: please complete only highlighted fields. The "future semesters" proposed course plan should be completed ONLY with undergraduate courses (NOT GRADUATE).
- Page 4 of 7: please complete only highlighted fields (Price Students: signatures will be collected upon acceptance to the program).
- Page 5 of 7: please complete only highlighted fields (Price Students: signatures will be collected upon acceptance to the program).

Master of Public Administration Requirements (MPA)	PPD Undergraduate Major	Political Science	Other Undergraduate Majors
Prerequisites			
Statistics – a basic competence in descriptive and inferential Statistics is required. This prerequisite may be met in one of two ways: (1) must have passed an undergraduate inferential Statistics class with a grade of B or better within 3 years or (2) completing PPD 502x with a grade of B or better. This is in addition to the 40 required units.	Met with PPD 303	PPD 502x (2)	PPD 502x (2)
Core Courses			
PPD 500 – Intersectoral Leadership (2)	Required	Required	Required
PPD 503 – Economics for Public Policy (4)	Required	Required	Required
PPD 540 – Public Administration and Society (4)	Required	Required	Required
PPD 541 – Public Financial Management and Budgeting (4)	Waive with acceptable performance in PPD 407	Required	Required
PPD 542 – Policy and Program Evaluation (4) OR PPD 557 – Modeling and Operations Research (4)	Required	Required	Required
PPD 545 – Human Behavior in Public Organizations (4)	Required	Required	Required
PPD 546 – Capstone: Professional Practice of Public Administration (4)	Required	Required	Required
PPD 543 – Internship Seminar (1) [300 internship hours]	Required	Required	Required
Electives			
Elective requirements will vary based on undergraduate coursework	6 units or 10 if PPD 541 is waived	6 units	6 units
Total Units Required	33 units	33 units	33 units