

**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 (single-spaced) 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:** March 1 (if this date falls on a weekend, the deadline is the next business day)
- **Summer:** No Admittance

**Additional Information**

- Please visit the Office of Financial Services (JHH Lobby) for more information on how progressive degree may impact you. 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.

**Application Submission**

- Please submit your complete application to RGL 102. Please note MPA students are split by last names.
  - Yingfei Xin, MPA advisor for students last name (A-J)
    - [yingfeix@usc.edu](mailto:yingfeix@usc.edu) (213) 740-6283
  - Lucia Saavedra- MPA advisor for students last name (K-Z)
    - [luciasaa@price.usc.edu](mailto:luciasaa@price.usc.edu) (213) 740-4723
- 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.

## MASTER OF PUBLIC ADMINISTRATION PROGRESSIVE DEGREE APPLICATION

### Frequently Asked Questions - FAQ

**When is the time I can apply?**

Applicants may apply in their junior or senior year, but no later than the semester prior to beginning graduate work

**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.

**When am I considered a graduate student?**

You may contact Financial Aid for detailed information regarding this policy. The Office of Financial Aid is located in JHH (Lobby); (213) 740-1111.

**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.

**When will I be notified if I have been accepted into 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 course 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 a course be used for both undergraduate and graduate credit?**

No. The course plan must clearly indicate whether each course will count for undergraduate OR graduate credit. If a student uses a graduate-level course in the undergraduate program, but the catalogue specifies it as a requirement for the graduate program, a Subject Credit waiver must be granted to fulfill the course requirement in the graduate program.

### **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 no later than the semester prior to beginning graduate 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 required 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.
- 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.
- Please complete. The "future semesters" proposed course plan should be completed ONLY with undergraduate courses (NOT GRADUATE).
- Price Students: signatures will be collected upon acceptance to the program.

**MASTER OF PUBLIC ADMINISTRATION  
PROGRESSIVE DEGREE APPLICATION**

Master of Public Administration Requirements (MPA)	PPD Undergraduate Major	Political Science	Other Undergraduate Majors
<b>Core Courses</b>			
PPD 503 – Economics for Public Policy (4)	Required	Required	Required
PPD 504– Essential Statistics for Public Management (2)	Required	Required	Required
PPDE 505 – Professional Workshop in Public Administration (2)	Required	Required	Required
PPD 540 – Public Administration and Society (4)	Required	Required	Required
PPD 541 – Public Financial Management and Budgeting (4) <b>OR</b> PPDE 645 Financial Management of Nonprofit Organizations (4)	<b>Waive with acceptable performance in PPD 407</b>	Required	Required
PPD 542 – Policy and Program Evaluation (4) <b>OR</b> PPD 557 – Modeling and Operations Research (4) <b>OR</b> PPD 554 – Foundations of Public Policy Analysis <b>OR</b> PPD 558 – Multivariate Statistical Analysis	Required	Required	Required
PPD 672 – Collaborative Governance (4) <b>OR</b> PPD 673 – Strategic Planning in the Public Sector (4) <b>OR</b> PPDE 648 – Performance Management (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
<b>Electives</b>			
Elective requirements	8 units or 12 if PPD 541 is waived	8 units	8 units
<b>Total Units Required</b>	<b>41 units</b>	<b>41 units</b>	<b>41 units</b>

Progressive degree program students must fulfill all the requirements for both the bachelor's degree and the master's degree. The total number of units for the master's degree, however, may be reduced by a maximum of one-third. A minimum of two-thirds of the units required for the master's degree must be at or above the 500 level.

The progressive master's degree can be reduced by one-third, depending on prior coursework completed and department approval. Examples: A 30-unit program can be reduced to 20 units. A 32-unit program can be reduced to 22-units (round up from 21.33). A 48-unit program can be reduced to 32 units.