Bachelor and Master in Public Administration Dual Degree Program

Approved by SPA Faculty Council
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Program Description
The dual degree program (B/MPA) is designed to allow students to work concurrently toward their B.A. or B.S. degree in the College of Liberal Arts and Sciences and the Master in Public Administration (MPA) degree in the School of Public Affairs. Graduate credit hours earned while enrolled in the program can be counted toward both the Bachelor of Arts or Sciences and Master of Public Administration. This program offers high achieving students the opportunity to complete their undergraduate and graduate degrees in five years.

The dual degree program caters to the highest level of students and allows the School of Public Affairs to assist in fulfilling the University-wide goal of helping students become well-educated citizens who can pursue rewarding careers and contribute to the global economy. Additionally, the 5 year program aligns with SPA’s strategic plan to “provide clear pathways to graduate education.” The program exhibits the values of creativity, innovation, flexibility, personal growth and professional success, which are of utmost importance for education at UCD.

Students admitted to the program will be awarded a Bachelor degree upon completion of the BA/BS program requirements and will be eligible to participate in the undergraduate commencement ceremony.

Students admitted to the dual degree program must apply for full graduate admission and be accepted to the Master in Public Administration program during their final semester of undergraduate studies. Dual degree students are not guaranteed admission to the MPA program.

Dual degree students desiring to continue with the MPA program after completing their bachelor degree must submit to the School of Public Affairs a formal application, all official transcripts, official GRE scores, a written statement of intent, and letters of recommendation in order to be considered for full admission to the MPA program. Instructions on the graduate application process are available on the School of Public Affairs webpage; http://spa.ucdenver.edu.

B/MPA students are not required to complete the MPA program. B/MPA students are admitted, however, on the premise that they intend to complete both degrees.

Master of Public Administration (MPA)
The MPA program requires a minimum of 36-39 semester credit hours including 15 semester credits of elective Public Administration coursework (which may include a 3 credit internship/field study), 18 semester credits of required Public Administration courses, and 3 required semester credits for the capstone seminar or 6 credits for the master’s thesis. All
courses must be completed with a 3.0 GPA or better. No grade below C- will be accepted for graduate credit. Core courses must be completed with a B- or better. All students who have not had professional Public Administration experience are required to complete a field study. All students must complete an advanced seminar/capstone project or thesis approved by faculty advisor. Please refer to the MPA Handbook for complete program policies and requirements.

**Dual Credits**

The dual program allows students to count 18 semester credits toward both the Bachelor and Master in Public Administration degrees. In order for credit to be double-counted, the following conditions must be met:

1. Dual credit courses are approved by your SPA faculty advisor as meeting requirements in both programs
2. Dual credit courses must be completed with a B or better
3. Dual credit courses must be taken for graduate credit (5000/6000 level)

B/MPA students are permitted to complete the following for dual credit:

- Three of the following required core MPA courses (9 credits):
  - PUAD 5001 Intro to Public Administration & Public Service
  - PUAD 5002 Organizational Management and Behavior
  - PUAD 5003 Research & Analytic Methods
  - PUAD 5004 Economics and Public Finance
  - PUAD 5005 The Policy Process and Democracy
  - PUAD 5006 Leadership and Professional Ethics
- Two faculty approved MPA elective classes (6 credits)
- Public Administration Internship/Field Study (3 credits)

**B/MPA Admissions**

*Eligibility Requirements*

Both current UCD students and new transfer students are eligible to apply after meeting the following:

1. Currently enrolled in the College of Liberal Arts & Sciences with a declared major
2. Completed the University of Colorado Denver’s core curriculum
3. Completed 75 semester credit hours (Students must apply no later than the semester in which they earn 90 credits)
4. Minimum 3.0 cumulative GPA
5. Minimum 3.5 major GPA in CLAS
6. Completed official GRE or LSAT exam
It is highly recommended that students complete undergraduate courses in American government, statistics and economics before applying.

**Application Process**

Students can apply for the joint program anytime from their third year forward, but will most likely apply during the second semester of their junior year. We require students submit all application materials by **Oct. 15 for admission to the spring semester** and by **July 15 for admission to the fall semester** for full consideration.

The following steps should help in the application process:

1. Plan ahead when scheduling courses through the junior year. All of the student's core education requirements must be completed by the end of the semester in which they apply.
2. At the beginning of the semester in which the student is applying to the program, the student should approach UCD faculty members about writing a letter of recommendation.
3. The student should also begin working on a personal statement of purpose. The following guidelines should help with writing the statement.
   a. Length-2 to 4 pages
   b. The statement should describe:
      i. Applicant's reasons for undertaking graduate study in Public Administration
      ii. Applicant's future career plans
      iii. Planned area of emphasis within Public Administration, and if desired, what concentration
4. By Oct 15th of the fall semester or March 15th of the spring semester the student must submit the following items to the School of Public Affairs:
   a. Personal statement of purpose
   b. Two letters of recommendation from UCD faculty members
   c. School of Public Affairs’ B/MPA application form
   d. Official GRE or LSAT scores
   e. A resume highlighting work and volunteer experience, extra-curricular activities, achievements and awards

**Admission Criteria**

Admission to the B/MPA program is competitive. Applicants will be evaluated on the following:

1. Grade point average (overall and in major course work)
2. Grade trend (improving, consistent, or declining)
3. Total number of credit hours completed
4. Likelihood of success and persistence based from the Statement of Intent and Reference Letter
5. Official GRE or LSAT scores
Students who are not admitted to the B/MPA program are eligible to reapply after completing an additional 12 semester credit hours. Students can apply and be considered for admission to the dual B/MPA program a maximum of two times.

**B/MPA Program Requirements**

Students admitted into B/MPA program should complete 18 graduate credit hours for the combined degree before graduating with their BA/BS degree. Students must complete 18 dual credits before graduating with the BA/BS degree to ensure that MPA degree requirements can be completed with one additional year of study. If less than 18 dual credits are earned before graduating with BA/BS degree, the student can expect at least 3 additional full time semesters before MPA degree requirements are met. Nine of the 18 dual credits must be from required MPA courses. Elective courses are based on the student’s interests and faculty advisement. Students will need to seek faculty advisement for elective course approval. See a listing of graduate courses at http://spa.ucdenver.edu.

Students may choose to do a general MPA or select a concentration in local government, nonprofit management, environmental policy, emergency management and homeland security, or domestic violence. Acceptance into the combined B/MPA program does guarantee admittance to the MPA program. The student must still complete an admission application and adhere to the policies and procedures for admission to the Graduate School at UCD. Students should formally apply to the MPA program during their final semester of undergraduate studies.

**B/MPA Matriculation**

Students must successfully complete (B, or better) a minimum of 3 credit hours of graduate Public Administration course work each semester following admission to the B/MPA program. A maximum of 18 graduate semester credits can be completed as a B/MPA student for dual credit.

**Students must maintain a minimum 3.0 cumulative grade point average for all course work and a 3.0 grade point average for courses in Public Administration.**

The School of Public Affairs reserves the right to rescind a B/MPA student’s admittance to the dual program if at any point the students’ grade point average falls below the requirements lists above.

**Tuition and Fees**

Students will be assessed tuition and fees at the undergraduate rate until the Bachelor degree is conferred.
Students will be assessed tuition and fees at the graduate level upon formal acceptance to the Master of Public Administration program.

B/MPA Curriculum

General B.A./B.S. and Master in Public Administration Degree Requirements
- Minimum 45 semester hours of upper-division course work (3000 and above)
- Full acceptance to the Graduate School and the Master in Public Administration program
- Minimum 36 semester hours of graduate level course work (5000 and above)
- Minimum of 30 hours of resident credit; 21 out of the last 30 hours in resident course work
- Minimum 3.0 CU cumulative grade point average in Public Administration courses
- Minimum of 3.0 CU cumulative grade point average in all undergraduate courses
- Fulfillment of all college and major requirements

Students must fulfill all the requirements for graduation from CLAS:
- Total of 120 earned credit hours (including public administration coursework)
  - 30 hours in Core curriculum
  - 30-48 hours to satisfy major requirements
  - Writing Proficiency
  - Mathematics Proficiency
  - Level III Foreign Language

MPA degree requirements:
- Total of 36-39 semester hours in public affairs
  - Six Core courses
  - Five Elective courses
  - 9 of the 15 elective credits must be PUAD courses (Any graduate electives taken outside of public administration must be taken after formal admission to the MPA program and will not be eligible for dual credit.)
  - An Internship is required by all those who lack work experience in the field
  - Successful completion of the Capstone or thesis option, after ALL Core courses and preferably after all elective courses have been completed. Contact faculty advisor if interested in thesis, as the thesis requires 6 credit hours over two semesters