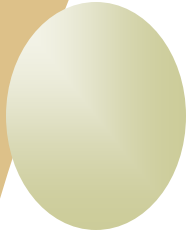


**GRADUATE CENTER FOR PUBLIC POLICY AND
ADMINISTRATION**



**MPA
STUDENT
HANDBOOK**



COLLEGE OF HEALTH & HUMAN SERVICE
CALIFORNIA STATE UNIVERSITY, LONG BEACH

SEPTEMBER 2008

TO: STUDENTS ENROLLED IN THE CENTER'S DEGREE PROGRAM

Welcome to the Masters in Public Administration Degree Program and the Graduate Center for Public Policy and Administration. Our MPA Program has been in operation over 30 years, and more than 2,000 students have graduated with the MPA Degree. We have a strong presence and vibrant professional network in the public sector in the Southern California region.

The MPA Program at CSULB offers you the training necessary for a career in the public service. Over 75% of our graduates work in the public sector, with another 20% in the non-profit sector, and 5% on the private sector. Our MPA also offers you the opportunity for advancement in the field. Over half of our graduates work at the managerial or executive level, while others work in professional and technical positions. Finally, our MPA is a flexible degree that you can shape to further your own career interests. Our graduates work in a wide variety of fields, including general administration, finance and budgeting, personnel, public works, social services, criminal justice, parks and recreation, community development, housing, and urban affairs.

The Center's interest is in making your educational program an opportunity for professional growth and development. Our mutual interest is in fostering and promoting the professional conduct of public administration and the formulation of good public policy in the best interests of citizens and government.

This STUDENT HANDBOOK has been designed to help you meet the requirements for the Master of Public Administration Degree offered by the Graduate Center for Public Policy and Administration at California State University, Long Beach. The Center wants you to be fully aware of the various University rules and Center policies that are important in successfully completing your MPA degree.

On the whole, there are a minimum of procedures and regulations to be followed, but each requirement is explained so that forms and processes are as manageable as possible. You may find additional information on the Center's web site, at <http://www.csulb.edu/colleges/chhs/departments/ppa/public-policy-and-administration/>. If you have any questions about the procedures included in the handbook, do not hesitate to call the Center at (562) 985-4178, come by to visit Center faculty or consult the Center website:

Best wishes in your academic career at California State University, Long Beach.

David C. Powell

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I. GRADUATE PUBLIC ADMINISTRATION PROGRAMS

The Graduate Center for Public Policy and Administration offers an innovative graduate program of studies leading to the degree of Master of Public Administration. The general MPA program is designed with a professional emphasis and provides graduate students with broad knowledge of as well as competency in the administrative processes of government. The program also develops the student's ability to apply acquired knowledge and leadership techniques to the solution of public policy problems. Along with the general MPA degree, the Center offers the MPA with an option in Urban Affairs, and the MPA with an option in Public Works Administration. The following section describes the application process for the general MPA degree, as well as for the MPA with options.

II. PROGRAM APPLICATION

The application process consists of two separate applications forms. One application is submitted to the CSULB Office of Admissions; the other, to the Graduate Center for Public Policy and Administration. Both applications should be submitted at the same time. You must be formally admitted to both the University and to the program before you enroll in MPA courses.

A. CSULB APPLICATION

All students must apply to the University for admission as a graduate student. You must be admitted by the University or you cannot take graduate courses. University requirements for admission as a graduate student are listed in the CSULB Catalog. To apply, you must submit to the University:

- 1) a complete graduate application
- 2) official copies of undergraduate transcripts from all educational institutions attended
- 3) an application fee

B. MPA PROGRAM APPLICATION

As noted above, at the same time that you apply to the University, you also must apply to the Graduate Center for Public Policy and Administration for admission to the Masters in Public Administration Degree Program. The requirements for consideration for admission to the MPA Program may be more stringent than those of the University.

For consideration for admission to the MPA, you must have a baccalaureate degree from an accredited institution, and have maintained an undergraduate grade point average (GPA) of not less than 3.0, or 3.0 in last 60 units. If you do not meet those requirements, but do have management, technical, or professional experience, your application may undergo additional reviews by the Graduate Adviser and/or the Center Director. Your application will be evaluated in terms of your previous academic and employment performance, promise as a graduate student and as a leader in some field of public administration, and commitment to develop, pursue, and perform effectively in a career in public administration. To be considered for admission to the MPA, you must submit the following documents to the Center (in addition to any documents you submit to the University):

-
1. A completed MPA application form
 2. Transcripts of all of your course work in higher education
 3. Two letters of recommendation from former professors and/or from job supervisors
 4. A one- or two-page statement concerning your reasons for wanting to obtain the MPA degree and for pursuing a career in the public sector.

Your application file must be complete before you will be considered for admission to the MPA Program. You also must be approved by the University for admission as a graduate student before you can begin the MPA Program. You will find a sample Application for Admission form for the Master of Public Administration Degree Program, and the options, in Appendix D. To apply for the MPA with one of the options, be sure to check the "options" box on the MPA application form.

III. ADVISING

Before, or as you apply to the Graduate Center, we encourage you to meet with any full-time Center faculty member. This will give you an opportunity to ask about the program, what's involved, and how it will be of value to you. It will allow us to better explain how, given your career interests, goals, and skills, the program can respond to your needs.

As soon as you are accepted, or during your first semester in the program, you should make an appointment with a Faculty Advisor to develop the most effective course of study for your particular career needs. You may select your Faculty Advisor from any of the Center's full-time faculty. The Faculty Advisor is a valuable resource available for you to draw upon throughout your entire academic program. Your Faculty Advisor can help you formulate your academic program; counsel you as needed about your program while in progress; help you to select the appropriate elective courses according to your interests; and assist in identifying career opportunities.

After you have satisfactorily completed six units in the Program, you **must** see a Faculty Advisor to advance to candidacy. To arrange for advising, or to schedule an appointment with a Faculty Advisor, contact the faculty member directly.

IV. PROGRAM COMPONENTS FOR THE MPA DEGREE

The MPA Degree Program has several components which are discussed in this section. The following chart shows the requirements for the general MPA Program, as well as the MPA with the option in Urban Affairs, and with the option in Public Works.

A. UNIT REQUIREMENTS

A minimum of 36 course units is required for the MPA Degree. At least 21 units must be in graduate level courses offered by the Graduate Center for Public Policy and Administration in Public Policy and Administration (courses with a PPA prefix). The remaining 15 units may be selected from graduate level courses offered by the Graduate Center for Public Policy and Administration, or from graduate courses (classes at the 500 or 600 level) offered by other departments and schools of the University. Consult the CSULB Catalog and your Faculty Advisor for information on graduate level course listings in other departments.

When formulating your plans for the MPA Program with your Faculty Advisor, consider your work schedule and your course load. Part-time students, employed full-time, should not exceed six units (2 courses) per semester. A normal academic load for a full-time student is 12-15 units per semester (three to five courses). A maximum load of 16 units is permitted by the University, with permission of the Center. Sample program scheduling for a degree program is illustrated in Appendix F for both part-time students (Figure 1) and full-time students (Figure 2).

PROGRAM COMPONENTS FOR THE MPA DEGREE

GENERAL MPA	OPTION IN URBAN AFFAIRS	OPTION IN PUBLIC WORKS
PPA 500	PPA 500	PPA 500
Core Courses: PPA 555 PPA 577 PPA 660 PPA 670 PPA 696	Core Courses: PPA 555 PPA 577 PPA 660 PPA 670 PPA 696 PPA 610	Core Courses: PPA 555 PPA 577 PPA 660 PPA 670 PPA 696 PPA 554
Student Learning Portfolio	Student Learning Portfolio	Student Learning Portfolio
5 Electives	4 Electives	4 Electives
PPA 697	PPA 697	PPA 697 or CE 697
Internship: Optional	Internship: Optional	Internship: Optional
Total Units: 36	Total Units: 36	Total Units: 36

Transfer of Credit

Subject to the approval of the Center's Director and the Dean of the College of Health and Human Services, up to nine units of credit for graduate courses taken through the California State University, Long Beach, University College and Extension Services (UCES) programs may be applied to the 36-unit requirement of the MPA program. To be acceptable for transfer, UCES courses must be courses either offered by the Graduate Center for Public Policy and Administration, or by other colleges or departments of the University, which are approved by the student's Faculty Advisor. Courses also may be transferred for credit from any of the Center's Certificate Programs. Up to 15 units (5 courses) may be transferred from a Certificate Program into the MPA Program, upon approval of the Faculty Advisor.

For courses taken at other universities or colleges, a maximum of six units may be applied to the MPA Program. Acceptance of courses to be transferred from other universities normally depends upon sufficient information being provided to permit evaluation of the course, such as the course syllabus and required text. It also is contingent on the acceptance of the course work in the MPA degree program, or equivalent graduate degree program, on the campus where the course was taught. Courses taken at another institution generally are not accepted as substitutes for any of the required core courses. Grades earned at another institution, or in Extension/Continuing Education programs, may not be used to offset grade point deficiencies in courses taken at this University.

B. FOUNDATIONS COURSE

PPA 500 FOUNDATION OF PUBLIC POLICY AND ADMINISTRATION

(3 units) is an introductory course in the concepts of public administration; fundamentals of public organization theory; policy formulation and analysis; and administrative and management processes. This is a required course and should be taken in the first semester.

C. CORE COURSES IN THE MPA PROGRAM

These courses must be completed to obtain the MPA degree. They also must be completed before the student can enroll in PPA 697. You should schedule the core courses described in this section early in your program, but they may be taken in any sequence.

PPA 555 PUBLIC BUDGETING (3 units) Public Budgeting focuses on the formulation phase in the budget cycle. The course presents the major concepts and skills associated with budget preparation for all levels of government. Topics include: budget processes and structures, fundamental principles of public finance, economic growth and fiscal impacts, basic principle accounting, budget formats, performance measurement, fiscal condition and stress, revenue sources and structures, estimation and forecasting, capital budgeting and evaluating public projects, and fiscal federalism.

PPA 577 PUBLIC HUMAN RESOURCES MANAGEMENT (3 units) The historical development of the civil service/merit system and how this impacts public personnel systems; laws which affect the operation of a personnel system; analysis of the various components of a personnel system; impact of labor negotiations on personnel systems; importance of written policies and procedures; and role of the personnel system as a change agent.

PPA 660 SEMINAR IN ORGANIZATION THEORY AND BEHAVIOR (3 units) Examination of theories or organizations and behavior of members therein. Among the subtopics: generalist management, bureaucracy, organization structure and design, systems theory, motivation, leadership, decision-making, group and team dynamics, power and conflict, culture, organization change and development.

PPA 670 PUBLIC POLICY ISSUE ANALYSIS (3 units) This course introduces theories and approaches to policy analysis and a working knowledge of the skills involved in that practice. The core of the course follows the policy analysis cycle and includes: problem recognition, problem definition, development of alternative solutions, analysis of alternatives, selection of policy options, policy implementation and evaluation.

PPA 696 RESEARCH METHODS IN PUBLIC ADMINISTRATION

(3 units) Application of relevant research techniques to problems in public sector management and analysis. This course focuses on the design, development, and implementation of public sector research projects. The course is centered around the tools and techniques of research and their application in the development of a formal research design. Topics covered include: theories of research strategy, research design development, hypothesis design and testing, qualitative and quantitative data acquisition methods, survey research, initial data analysis techniques, statistical analysis, research results reporting and presentation, and evaluation research applications. Note: It is suggested that students take PPA 696 early in their MPA program in order to accrue maximum benefit in subsequent courses.

OPTIONS

For the **OPTION IN URBAN AFFAIRS**, one additional core course is required, PPA 610, and one fewer elective course is required. All other requirements for the MPA are the same.

PPA 610 SEMINAR IN URBAN AFFAIRS (3 units) A based broadly interdisciplinary course which will give students an opportunity to develop expanded awareness of the interrelationships between various urban problems in the urban systemic environment.

For the **OPTION IN PUBLIC WORKS ADMINISTRATION**, two additional core courses are required, PPA 554 and CE 556, and two fewer elective courses are required. All other requirements for the MPA are the same.

PPA 554 PUBLIC WORKS FACILITIES AND URBAN POLICY (3 units) This course will provide a study of public infrastructure essential to urban communities, and an analysis of urban policies and impacts from the perspective of the urban administrator. Students will examine infrastructure maintenance and expansion needs assessment, and intergovernmental financing with concentration on water and wastewater, transportation, solid waste, and public facilities, including schools.

D. ELECTIVE FIELDS

You may select your elective courses from among those offered by the Center, as well as from graduate level courses (numbered 500 or 600) offered by other Colleges and departments of the University. In consultation with your Faculty Advisor, select the elective courses which are of most value to your career goals. For example, you may be interested in electives in the following areas:

- * General Program in Public Administration
- * Public Personnel Management
- * Financial Administration
- * Systems Analysis
- * Urban and Regional Planning
- * Community Development Administration
- * Public Policy Analysis
- * Public Works Administration
- * Educational Administration
- * Recreational Administration
- * Social Services Administration
- * Criminal Justice Administration
- * Public Health Administration
- * Urban Administration
- * Arts Administration
- * Health Care Administration

E. STUDENT LEARNING PORTFOLIO

The Student Learning Portfolio is designed to monitor and to document students' educational progress over their tenure in the program.

As detailed in Section V-D below, instructors teaching core courses develop and require that students complete and submit both a "Pre-Instructional Portfolio Assignment" and a "Post-Instructional Portfolio Assignment" for each core area. Those assignments should each be submitted to the Instructor of Record for each core course along with the appropriate approval cover sheet. Only after each Portfolio assignment is approved can it be included in the Portfolio.. Final portfolio sign-off is handled by the students' PPA 697 advisor.

Specific policies and guidelines pursuant to the Student Learning Portfolio are contained in the Student Learning Portfolio Handbook, available on the Center website: <http://www.csulb.edu/colleges/departments/public-policy-and-administration/>

F. DIRECTED RESEARCH PROJECT

PPA 697, the directed research course, is designed to help you integrate and apply what you have learned over the course of your tenure in the program. These are three types of 697 projects you can undertake: 1. A traditional research paper, 2. a substantive document of utility to your organization (e.g., policies/procedures manual; volunteer management manual; nonprofit board development and training manual; or 3. Five case studies, one pertaining to each of the five core content areas (i.e., Budgeting; HRM; Organization Theory; Policy Issue Analysis; and Research Methods).

G. INTERNSHIP

The Graduate Center for Public Policy and Administration offers pre-career students a first-hand opportunity for observation of and participation in policy-making and administration in the public sector through an internship seminar, PPA 585 - Public Policy and Administration Internship Seminar.

Enrollment in PPA 585 is required for all students who do not have 5 years significant experience in the public sector. Students who are employed currently, or who have previous work experience in the public sector, may request a waiver of the Internship from their Faculty Advisor when the Advancement to Candidacy is submitted.

You may benefit from an internship if you:

- * Are entering the MPA Program directly after completing your undergraduate degree;
- * Are changing careers;
- * Have no public sector or non-profit sector experience;
- * Want to gain experience which will help you in obtaining a job.

Students may enroll in the internship course under the "Credit/No Credit" grade reporting option.

Please note, however, that the internship course, whether required or optional in the student's academic program, does **not** count toward fulfillment of the minimum 36 course units required for the MPA degree.

The length of the internship is determined on an ad hoc basis, in concert with the Graduate Internship Coordinator and the sponsoring organization. Generally, a minimum of 20 hours per week on-site for one semester is considered appropriate.

At the conclusion of each internship, an operational review and evaluation is made of the student's performance, as well as of the internship arrangement, in concert with the sponsoring agencies and the intern. A written report describing some aspect of the student's "learning experience" is required at the end of each internship.

V. IMPORTANT PAPERWORK REQUIREMENTS

This section summarizes the basic procedural steps with which you need to be concerned. Please follow this closely because these steps need to occur generally in sequence. Otherwise, your program may be delayed. Here is the official, but rather simple, "red tape."

- A. Writing Proficiency Exam Form
- B. Advancement to Candidacy Form
- C. Program Change Form
- D. Student Learning Portfolio Form
- E. Directed Research Enrollment Code
- F. Grad Check Form

A. WRITING PROFICIENCY EXAM (WPE)

Form: Application to Take the Writing Proficiency Examination

Process: Submit form and pay fee to the University

University policy requires graduate students to complete a Writing Proficiency Examination prior to being advanced to candidacy. If you have previously passed the WPE, you need not take it again. Indicate the date you passed the exam on your Advancement to Candidacy form.

If you have not previously passed the WPE, you should take this examination in your first or second semester in the MPA Program. The WPE is scheduled twice each semester and once during the Summer Session. Consult the current issue of the University Schedule of Classes for dates. Students must pay a fee and submit an application at the University Testing Office, Room 216, Student Services and Administration Building, at least two weeks prior to the date of the examination.

B. ADVANCEMENT TO CANDIDACY

Form: Petition to Advance to Candidacy

Process: Fill out with advice from Faculty Advisor; submit typed and signed copy to your Faculty Advisor.

The Advancement to Candidacy form is a contract with the University. It stipulates the exact requirements you must fulfill in order to be awarded the MPA degree. You should complete your Advancement to Candidacy form as soon as you are eligible. The MPA Program requirements in effect at the time you advance will be those which will govern your program. If you are in the MPA Program when program requirements change in any way, and you have not previously advanced to candidacy, you will have to conform to the new requirements. University regulations require that students be advanced to candidacy at least one semester prior to the semester they intend to graduate, but it is to your advantage to advance to candidacy as early as possible.

Please note that University regulations require that the petition for advancement to candidacy be typed. After the petition is approved by a Faculty Advisor, the student should deliver the signed form to the Center's Administrative Office for approval by the Director of the Center and the Dean of the College of Health and Human Services. Be sure to keep a copy for yourself.

In order to advance, you must be enrolled in the University currently and have accomplished the following:

1. Satisfaction of the general University requirements for advancement to candidacy (refer to the current edition of the CSULB Catalog).
2. Completion of a minimum of six units of course work at this University toward the 36 units minimum requirement for the MPA degree.
3. Earned a minimum grade point average of 3.0 in all graduate work completed at this University.
4. Successful completion (i.e., grade of "B" or above) in four co-requisite courses. These co-requisites are: American Government, Microeconomics, Basic Statistics, and a substantive writing course. It is often the case that some or all of the foregoing four courses were taken at the Undergraduate level, and so long as the student passed them with a "B" or better, he or she is assumed to have met this requirement. If not, the student may take the courses at any accredited institution of higher learning including community colleges.
5. Satisfactory completion of Graduate Writing Proficiency Examination.

Note that you may file a Grad Check form at the same time that you advance to candidacy. It is a good idea to submit both forms at the same time. This will prevent delays when you intend to graduate (see Section F below).

C. PROGRAM CHANGES

Form: Program Change Form

Process: Obtain signature from Faculty Advisor

If for any reason you must make a change in your program of study as stipulated on the Advancement to Candidacy form, you must file a Program Change Form. For example, you may decide that you want to take a different elective than previously planned, or perhaps a course you wanted to take is not offered and you must take a different one.

Be sure to file the Program Change Form as soon as you know for certain that your program of study has changed. If there are any differences between your Advancement form and the courses you actually take, you will not be able to graduate until you file the Program Change Form.

D. STUDENT LEARNING PORTFOLIO

More specifics on policies and procedures governing the Student Learning Portfolio can be found in the MPA Student Learning Portfolio Handbook, available on the Center website: www.csulb.edu/colleges/chhs/departments/public-policy-and-administration/. The Student Learning Portfolio, which all students are expected to complete before graduating, is comprised of four (4) sections:

Section I

Effective Fall, 2007, PPA 500 students prepare an Initial Skills Self Assessment. The purpose of this assignment is to allow students the opportunity to examine their current knowledge and skills in each core content area: Budgeting and Finance, Human Resource Management, Organization Theory, Policy Analysis, and Research Methods. This assessment assignment will be submitted to the PPA 500 instructor early in the semester.

Students will complete a final Skills Self Assessment in PPA 697. The combination of these two self assessments will comprise Section I of the portfolio. Both assessments will require the approval of the PPA 697 instructor before inclusion in Section I of the portfolio.

Students who completed PPA 500 prior to Fall, 2007 will submit the professional resume and essay that were completed in PPA 500 to satisfy the requirements of Section I of the portfolio. Please see the previous Portfolio Handbook for a description of these requirements.

Section II

Effective Fall, 2007, each core course will still require the completion of a designated portfolio assignment. Students will complete an initial portfolio assignment within the first three weeks of the semester and again later in the semester. The initial completion of the assignment is referred to as the "Pre-Instructional Portfolio Assignment" and the final completion of the assignment is referred to as the "Post-Instructional Portfolio Assignment". Students will combine these assignments and obtain the signature of their core course instructor on a revised Portfolio Assignment form. These assignments do not require second reader approval. Section II of the Student Learning Portfolio will consist of pre and post instructional assignments from the all core courses.

Students who completed any of these core courses prior to Fall, 2007 will submit the designated portfolio assignment completed in that course using the procedure in effect at the time they completed the course. Please see the previous Portfolio Handbook for a discussion of these requirements.

Section III

Effective Fall, 2007, Section III will consist of a minimum of two papers and/or other assignments completed in the MPA Program. Students may include any papers and/or assignments completed in core and elective courses that have not already been included in Section II. These papers do not require instructor approval, but should include the cover form indicating the course and term during which these papers were completed.

Students who submit the portfolio prior to Fall, 2007 will use the existing portfolio guidelines to govern completion of Section III.

Section IV

Effective Fall, 2007, students enrolled in PPA 697 have the option of completing the traditional PPA 697 project, preparing a substantive document of utility to students' organizations, or a case study-based approach to PPA 697. Students who opt for the traditional PPA 697 project or a substantive document will agree upon a capstone directed research project with their PPA 697 instructor and the complete the project under the guidance of that instructor. This project will then be submitted in Section IV of the portfolio.

Students who choose a case study based approach to PPA 697 will complete a series of five case studies. Each case study will represent a core content area and will be prepared by faculty in that core area. Students are required to complete one case study in each core area. Therefore, case studies will be due every three weeks throughout the semester. The five case studies will become Section IV of the portfolio.

After the completion of all case studies, students will complete the Final Skills Self Assessment described earlier. This Final Skills Self Assessment will require students to re-assess their abilities in each of the core content areas and provide examples of how their skills and abilities have increased as a result of the MPA program. This Final Skills Self Assessment will be combined with the Initial Skills Self Assessment from PPA 500 and should be placed in Section I of the Student Learning Portfolio.

Students must have completed all the steps above before submitting the completed Portfolio to their PPA 697 adviser, who serves as the final "checkpoint" for approval. The completed Portfolio is due to your 697 adviser around December 1 (Fall) and around May 1 (Spring). If you fail to meet these deadlines, your graduation may be delayed until the following semester, so plan ahead.

E. *GRADUATION*

Form: Grad check form

Process: Pay fees at the Business office and turn form in to Admissions and Records Grad Check Office

The normal deadline dates to submit applications for graduation are September 15 for students who plan to graduate during the Spring Semester, and February 1 for students who plan to graduate during the Fall Semester. Check the University Catalog for exact requirements and check the University Schedule of Classes for fees and deadlines. Students must be enrolled currently in the University during the semester in which they officially graduate. If all other courses have been completed, students may enroll in GS 700.

Please note that you **may** file the Grad Check as soon as you have advanced to candidacy. It is advisable to file both forms at the same time, to avoid any delays when it is time to graduate.

VI. *MAINTAINING ENROLLMENT*

A student who has been admitted to graduate standing in the University and accepted in the MPA Degree program is normally expected to maintain continuous enrollment. This means you must be registered for one or more courses each semester until completion of the academic program.

Registration in Summer Session or Winter Session courses is NOT required to maintain continuous enrollment.

A. *EDUCATIONAL LEAVE*

Form: Request for Educational Leave Form

Process: Submit form to Center Director

Any graduate student in good academic standing is eligible to request an educational leave. Students requesting such a leave must complete an educational leave form available at the Admissions Office. You must include an explanation of the reason for seeking educational leave and estimate when you expect to resume your studies. The completed form should then be submitted to the Center Director.

The minimum time for an educational leave is one semester, and the maximum time is two semesters. One extension may be requested, but under no circumstances will leave be granted for more than two calendar years. Please note that the time clock continues to run during educational leaves against the seven year time limit for completing the program (see Time Limit, below). Additional University policies concerning educational leave are described in the CSULB Catalog.

B. READMISSION TO THE UNIVERSITY

Form: Application for Re-Admission

Process: File form with University Admissions Office

If a student's enrollment has been interrupted, an application for readmission must be filed with the University Admissions Office and a fee paid. Students who register for classes at the beginning of the semester but withdraw from all classes before the end of the fourth week of the semester are considered to be absent for the entire semester. The re-application process and the fee for readmission to the University will be waived if the student has been absent only one semester and has not been in attendance at another college during this absence.

C. GRADUATE STUDIES 700 (GS 700)

Form: Application to enroll in GS-700

Process: Obtain permission from Center; pay fees through University Extension

Registration in GS 700 is available to graduate students who have advanced to candidacy in a degree program, have completed all course work, and who require additional enrollment to complete compilation of the Portfolio. It is NOT to be used for completion of PPA 697. Students who do not complete PPA 697 within one semester must register for PPA 697 again in the subsequent semester. Applications for enrollment in GS 700 must be obtained from the Center Administrative Office and approved by the Center Director. GS 700 fees are paid through University Extension.

D. TIME LIMIT

The University mandates that all requirements for the MPA degree be completed within seven years of the first semester in which the student enrolled in the Program. The time spent on education leaves are counted in the seven year limit.

The Center does NOT recertify old courses under any circumstances, so the seven year limit is strictly enforced.

VII. GENERAL REGULATIONS AND PROCEDURES

You should familiarize yourself with CSULB regulations concerning academic credit, grading policies and procedures, class attendance, minimum grade standards for graduate students and similar administrative matters. These regulations and policies are contained in the current edition of the CSULB Catalog, available for sale at the University Bookstore.

A. COURSE WITHDRAWALS, ADDS, & DROPS

Form: Schedule Adjustment Form

Process: Submit to University

Students are held responsible for completion of every course in which they enroll, or for withdrawing before the end of the semester from courses which they do not complete. Requests to change enrollment, and applications for withdrawal from a class or from the university, must be officially filed by a student on the Schedule Adjustment forms (available in the Center's Administrative Office) at the Admissions and Records Office.

Students who fail to submit the program change request, regardless of whether they have ever attended the class, will receive a grade of "WU" (unauthorized incomplete) in the course. The "U" grade is equivalent to an "F" grade in computing the student's grade point average.

Withdrawals from a course, after the first three weeks but before the last three weeks of the semester, require the approval of the instructor and the Director of the Center. Withdrawals during the final three weeks of the semester are not normally approved except in such cases where the circumstances are beyond the student's control and the assignment of a grade of incomplete would not be practical. Ordinarily, such withdrawals will involve total withdrawal from all classes in which the student is enrolled for the semester.

B. INCOMPLETE COURSE WORK

Form: Assigning an Incomplete

Process: Form is completed by instructor; one copy given to student

The symbol "I" (Incomplete) on the grade report is an administrative mark which indicates that the course has not been completed. Usually this means that some of the required course work, but normally not more than one third, has not been completed within the prescribed time period due to unforeseen, but fully justified, reasons, and that there is still a possibility of earning credit for the course. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. The conditions for removal of an "I" must be recorded in writing by the instructor on a "Requirements for Assigning an Incomplete Grade" form. A copy of the form will be provided to the student. An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned, regardless of whether the student maintains continuous enrollment during the year. Failure to complete the assigned work will convert the "I" to an "F".

C. ACADEMIC PROBATION

A graduate student whose cumulative grade point average falls below 3.0 is placed on academic probation. Students who have received a notice of such probation should follow the instructions contained in the notice.

Generally, the student is given a time limit within which to bring their GPA back up to 3.0. When the student has completed the required actions, the student should advise the Program that he or she can be taken off probation. In no case, however, can the student continue on academic probation for more than two semesters. See the current edition of the CSULB catalog.

D. CHEATING AND PLAGIARISM

California State University, Long Beach, has adopted a policy on cheating and plagiarism which is stated in the current edition of the CSULB Catalog. This policy applies to all students in the Graduate Center for Public Policy and Administration. Cases of cheating or plagiarism are subject to change of grade and administrative sanctions.

A major potential for University sanctions and change of grade occurs in the preparation of research and term papers. Center policy does not permit the submission of required research or term papers in more than one class. Further, research or term papers must be based on original research, and may not be reproductions, in whole or in part, of work completed by others.

VIII. DIRECTED RESEARCH PROJECT GUIDELINES

Scheduling of Basic Steps to Prepare Directed Research Project

1. A student must be advanced to candidacy and have completed all core courses, including PPA 500, prior to enrolling in PPA 697.
2. In the semester prior to that in which the student will enroll in PPA 697, the student should submit the PPA 697 Declaration of Intent form to the Center Director and identify which of the three PPA 697 options he or she wishes to undertake.

IX. GRADUATION PROCEDURES

- * Your request to Graduate Form
- * Degree Clearing
- * Receiving Your Degree
- * Related Topics

Your Request to Graduate Form

IF YOU PLAN TO GRADUATE IN:	FILE YOUR REQUEST TO GRADUATE BY:
May/June (Spring Semester) or August (Summer Session)	October 15
December (Fall Semester) or January (Winter)	March 1

You must file a Request to Graduate form indicating each program that you will complete: declare any second major, minor, and certificate program as well as your degree. You may pursue only one degree at a time.

File your Request to Graduate according to the table above. You should plan to graduate in the semester or session in which you will complete all your program requirements.

How to file your Request to Graduate:

Check with your program advisor to assess and update your records. Make sure Enrollment Services has all necessary documents, including:

- * Your approved Program Planner (see Prepare to File Your Request to Graduate)
- * Transcripts from other institutions
- * Petitions
- * Waivers

If you update your records after filing your Request to Graduate, evaluators will adjust your qualifications only after processing all other requests for that graduation period.

Submit the Form and Pay your Fees:

- * Go to Enrollment Services (BH-101) and pick up a Request to Graduate form.
- * Take the completed form and Commencement and Diploma Fee to an Enrollment Services Window

Examine Your Degree Audit:

When you file your Request to Graduate: evaluators will assess your eligibility for graduation and produce a degree audit, which summarizes your progress and indicates all the requirements you still have to meet.

If you file your Request to Graduate by the deadline, you will receive your degree audit (Analysis of Academic Progress) in time for registration for your last semester. It will include instructions for checking the audit carefully and correcting any errors.

If you file later than the period indicated, you must file an Exception After the Deadline petition (from Enrollment Services, BH 101) along with your Request to Graduate form. Follow the instructions on the petition form. You must pay a \$10 missed deadline form. Filing this petition does not guarantee that you will be allowed to graduate at the time you request..

Degree Clearing:

"Degree clearing" is the final review of your records verifying that you have satisfied all the graduation requirements indicated on your degree audit. This review begins three weeks after the final exams of your last semester or session and takes up to three months to complete.

Record all new proofs of qualification by the last day of your last semester or sessions. If your graduation depends on any classes that you take outside CSULB during your final semester or session, file your transcripts of those classes by:

July 1 for spring graduation
October 1 for summer graduation
February 1 for fall graduation
March 1 for winter graduation

Note: Enrollment Services will send a list of graduation candidates to each department. If your name is on this list, your program department will then send "Faculty Approval" of your graduation to final semester or session. Without this approval you may not graduate.

If you have not completed all your program requirements, your Request of Graduate will be canceled and you must reschedule your graduation date.

Receiving Your Degree

Your diploma will be ready two to three months after your degree is recorded. You will receive a postcard telling you to pick up your diploma.

You may not register for the semester following your intended graduation unless you reschedule your graduation or apply to CSULB as a graduate student. You may participate in the commencement ceremony immediately preceding or following your graduation date.

X. UNIVERSITY STUDENT SERVICES

The University offers a wide range of student services, which are briefly identified below. For more information, consult the CSULB Catalog, or contact the service directly.

<i>SERVICE</i>	<i>LOCATION</i>	<i>EXTENSION</i>
Academic Advising Center	AS 124	54837
Career Development Center	BH 250	54151
Career Placement		
Cooperative Education		
Educational Participation in Communities		
Computer Help Desk	LA5 361	54959
Counseling and Psychological Services	BH 226	54001
Disabled Student Services	BH 270	55401
Educational Equity Services	USU 301	58256
Educational Information Services		
Educational Opportunity Program		
Student Support Services Program		
McNair Scholars Program		
Summer Bridge Program		
Upward Bound Program		
Enrollment Services	BH 101	55471
Student Employment		
Financial Aid		
Housing and Residential Life	HRL	54187
Residential College		
Community Housing		
Isabel Patterson Child Development Center	IPCDC	55333
Learning Assistance Center	AS 012	55350
Learning Skills Services		
Supplemental Instruction		
Tutorial Services		
International Students' Conversation Lab		
Library	LIB 402	58472
Multicultural Center	F03 003	58150
Student Health Service	SHS 202	54771
Student Life and Development	USU 206	54181
Testing and Evaluation Services	BH 216	54007
University Ombuds	FND 140	55983
University Police	UP	54101
University Student Union	USU	55305
Veterans' Services	BH 250	55115
Women's Resource Center	FO2 226	54839

XI. FINANCIAL RESOURCES

The CSULB Financial Aid Office assists students in seeking financial assistance from a variety of public and private sources, including grants, scholarships, loans, fellowships, and work programs.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). This is a multi-purpose form that is used to apply for financial aid from both the Federal and State governments. By submitting the FAFSA and all required supporting documents, you will be automatically considered for all programs for which you meet the qualifications or guidelines. Those programs include:

- Alan Pattee Scholarships
- Federal Stafford Loan (GSL)
- Bureau of Indian Affairs (BIA) Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Cal Grant, Cal Grant B
- Graduate Equity Fellowship, State Graduate Fellowships
- Educational Opportunity Program Grants
- State University Grant
- Federal Pell Grant Program
- University Scholarships
- Federal Perkins Loans

Work opportunity programs include:

- Cooperative Education (Co-Op)
- Federal Work-Study (FWS)
- Student Part-Time Employment
- Research Assistants

The Graduate Center for Public Policy and Administration may have one or two positions available each semester. Research Assistants normally work under the direction of a faculty member on specific projects for an average of 10 to 20 hours a week. Pay rates are negotiable but do not include any tuition, fees, or text reimbursement. Consult the Center for openings.

XII. STUDENT ORGANIZATIONS ON CAMPUS

Graduate Center for Public Policy and Administration

- Pi Alpha Alpha (student honor society)
- Requirements for joining Pi Alpha Alpha
- 3.70 or higher grade point average overall
- Advanced to candidacy
- Completion of 18 units

College of Health and Human Services

College of Health and Human Services Student Council

California State University, Long Beach

Consult the CSULB Catalog for descriptions of student organizations and facilities such as:

Athletics Complex	Soroptimist House
Cultural Clubs	Sororities
Fraternities	Special Interest Clubs
Honor and Recognition Societies	Sports Clubs
Political and Social Action Clubs	Student Government
Religious Clubs	Student Resource Centers

XIII. UNIVERSITY LIBRARY

The mission of the University Library (www.csulb.edu/library) is to connect students, faculty, staff, and members of the local community with the information resources they need for study, research, and recreation. The library contains substantial collections of books, journals, government documents, videos, maps, and other physical materials, all listed in its online catalog, COAST (www.coast.csulb.edu). But these resources are enhanced, and even eclipsed, by the more than 4 million volumes available through the Link+consortium (http://www.csulb.edu/library/guide/mutual_use_statement.html), by the library's subscriptions to thousands of web-based reference sources and full-text journals, and by its rapidly growing collection of electronic books.

The library provides adaptive devices to make its print and electronic resources accessible to the disabled and works closely with Disabled Student Services to insure that equipment, facilities, and collections are responsive to special needs.

XIV. UNIVERSITY COMPUTING FACILITIES

A. UNIVERSITY COMPUTING RESOURCES

The University provides an extensive array of computing resources. Guidelines regarding the use of these resources can be found in the "Policy Governing Access to and Use of CSULB Computing Resources" document. The complete text of the document can be viewed on the CSULB website at <http://www.csulb.edu/~policy>.

B. ACADEMIC COMPUTING SERVICES

562-985-4505, <http://www.csulb.edu/acs>

Academic Computing Services manages campus-wide computing resources including BeachBoard, CSULB's e-learning environment, Open Access Computer Labs, computer classrooms, the Development Lab and the Technology Help Desk.

C. BEACHBOARD, CSULB's E-LEARNING ENVIRONMENT

<http://beachboard.csulb.edu>

BeachBoard, CSULB's e-learning environment, provides students with the opportunity to stay connected with their instructors and classmates. BeachBoard may be a component of some or all of a student's courses as either a supplement to the course, as an element of a hybrid course or as the structure for a completely online course.

To access Beachboard, students need a CSULB Internet Account, available at <http://www.csulb.edu/name-master>. For all questions regarding Beachboard, please contact the Technology Help Desk at (562)985-4959, helpdesk@csulb.edu, or visit the website <http://helpdesk.csulb.edu>.

D. CSULB INTERNET ACCOUNTS

Students can create their own CSULB Internet accounts at <http://www.csulb.edu/namemaster> or visit the Technology Help Desk Walk-In Service Center in the North Campus Center for personal assistance and service.

A CSULB Internet account is required to access services including e-mail, web design, Beachboard, Library searches, software downloads, database specialty centers and remote access.

E. DEVELOPMENT LAB

The ACS Development Lab, located in the North Campus Center, supports the use of interactive multimedia instructional materials for both classroom presentation and individual student learning. The lab offers training, consulting, and development expertise on a wide variety of media software applications and hardware, including digital audio and video editing.