

SAN DIEGO STATE UNIVERSITY
School of Public Affairs

Official Program of Study (OPS) and Advancement to Candidacy

Master of Public Administration

Last Name	First	Middle	Red ID #
Street Address			Apartment Number
City	State	Zip Code	Telephone Number
Degree (MPA)	Major	Concentration	

	Course Title	Units	Grade or P=planned E=enrolled
REQUIRED COURSES			
PA 600	SCOPE OF PUB. ADMIN	3.00	
PA 604	METHODS OF ANALYSIS	3.00	
PA 605	SEM IN RESEARCH METH	3.00	
OR			
PA 606	QUANT APPROACH TO PA	3.00	
PA 630	PUB PERSONNEL ADMIN	3.00	
PA 642	SEM IN ADMIN THEORY	3.00	
PA 650	SIM IN PUB FINANCE	3.00	
PA 660	ADMIND AND PUB POLICY	3.00	
ELECTIVES	(CAN CHOOSE UP TO THREE 500-HUNDRED LEVEL COURSES) Elective choices must be approved by MPA Coordinator		
1. _____		3.00	
2. _____		3.00	
3. _____		3.00	
4. _____		3.00	
5. _____		3.00	
INTERNSHIP	(CAN REQUEST TO WAIVER UP TO 12 UNITS)	Number of internship units required	
PA 796	To request an internship waiver. Provide a letter addressed to the MPA Coordinator, on letterhead from your supervisor that states when you began your job and a brief description of your duties, signed by the supervisor. (Attach the letter to your OPS.) The MPA Coordinator will determine how many units you will be required to complete.	<i>MPA Coordinator completes this section:</i> _____ units	
Use space below for listing transfer coursework and/or for coursework you have petitioned. Attach your Petition of Adjustment of Academic Requirement form to this OPS for approval by the Graduate Advisor. Indicate university, course abbreviation, number, title and units.			
Plan A 799A <input type="checkbox"/>	Thesis or Dissertation		
Plan B <input type="checkbox"/>	Final comprehensive exam in lieu of thesis (report of exam required)		

I have read and accept this program of study (sign and date below)

Student _____ Date _____

I approve this program of study (sign and date below)

Student has met all programmatic requirements and is recommended for advancement to candidacy

Graduate advisor _____ Date _____

Requirements for Filing an Official Program of Study and
Advancement to Candidacy for the

Master of Public Administration

- Students are eligible to submit an *Official Program of Study (OPS)* after completing PA 600 and at least three other required courses. Students must also have a GPA of at least 3.00, and have Classified Graduate Standing.
- The *OPS* should be submitted no later than the semester prior to anticipated graduation.
- Eligible student should complete the *OPS* form (*see reverse side*).
 - Please include the following information:
 - Fill-in name, address, etc. information.
 - Fill-in the grades received for each using the following characters:
The letter grade you received for the courses, or “P” for planned courses, or “E” for enrolled courses.
 - List five elective courses (*whether completed or not*).
 - Fill-in the grades received for each of the completed elective courses. (*Refer to your Graduate Bulletin for a list of acceptable courses.*)
- Students are to complete PA 796, which is a 12-unit internship requirement. However, this course may be waived.
 - To request an internship waiver provide a letter addressed to the MPA Graduate Coordinator, on letterhead from your supervisor that states when you began your job and a brief description of your duties, signed by the supervisor. (*Attach the letter to your OPS form*)
 - Based on this letter the MPA Graduate Coordinator will determine the number of units to be waived.
- Indicate your choice of Plan A, the Thesis, or Plan B, the Final Comprehensive Exams.
- Print your *OPS*, sign it and return it to the MPA Graduate Coordinator at the Department office (PSFA 101).
- If you have any questions please contact the MPA Graduate Coordinator:
Dr. Louis M. Rea
San Diego State University
School of Public Affairs
5500 Campanile Dr.
San Diego, CA 92182-4505
Office: PSFA 177
Phone: 619-594-6083

Additional information for filing an OPS

Students should consult the current **Graduate Bulletin** for information about the policies and procedures to be followed in completing and filing the Official Program of Study (OPS).

Do not include any course in which the student received a grade of C- or lower, U (unauthorized incomplete), or IC (incomplete over one year old). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

The **Petition for Adjustment of Academic Requirement** form is used to request an exception of specific requirements stated in the **Graduate Bulletin**. These may include substitution of required courses, extension of incompletes, excess units taken through Extended Studies' Open University, using prior year's **Graduate Bulletin** requirements and transfer courses from another university replacing required courses. The petition must be signed and supported by the graduate adviser. A letter of support may accompany the petition if extensive explanation is required.

If the student is submitting their OPS at the same time, the petition must be included. After the petition is submitted, the Graduate Division will make the final decision. Both the student and Graduate Adviser will receive notification of the decision. This petition can be found at <http://www.sdsu.edu/~psfa/gpd/academicreqs.html>.