

**DEPARTMENT OF PUBLIC ADMINISTRATION**  
350 New Campus Drive | Brockport, NY 14420-2961  
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## INSTRUCTIONS FOR COMPLETION OF THE PLAN OF STUDY

In order to complete the acceptance process at Brockport for either the MPA degree or one of the Certificate programs, you must complete two items: **the Admissions Reply form** and **the Plan of Study**. Then you can register for courses by going online, as described below.

### I. The Admissions Reply Form

The Office of Graduate Admissions will be sending you a letter indicating formal notice of acceptance to either the MPA or the Certificate program, along with an Admissions Reply Form. **You must sign the Admissions Reply form and return it to the Office of Graduate Admissions immediately.** Once this form is processed by that office, your status will be changed and you will be able to register for courses. If this form is not returned, the offer of admission will be rescinded. If you have questions about the Admissions Reply Form, contact the Office of Graduate Studies at (585) 395-5465 or [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu).

### II. The Plan of Study

- A. The enclosed Plan of Study must be completed with your faculty advisor, signed, and submitted to the Department of Public Administration by the end of the current semester. Your assigned faculty advisor's name and contact information is included in the acceptance letter in this packet. Contact your advisor directly at the email provided to set up the appointment. Additional copies of the Plans of Study are available at: <http://www.brockport.edu/pubadmin/forms.html>.
- B. The Plan of Study is a *planning* worksheet, which assists you in designing your course work toward the MPA degree. Please follow the directions outlined below when completing the Plan of Study with your advisor.
  1. **Core Courses:** Core courses for your emphasis have been preprinted on the Plan of Study. Indicate the semesters you expect to take these courses (e.g. Fall 2005, Spring 2006). **Remember that this is a *tentative* plan, as your actual schedule may change as our course offerings and your personal needs change.**
  2. You may request the substitution of a Core course if you have taken a comparable **graduate-level** course that you would like to transfer in to Brockport. (See section IV on how to request transfer credit.) *\*Transfer credit is not allowed for the Certificate programs.*
  3. The Internship is available as an elective course (PAD/EPS 694). Consult your faculty advisor early if you are interested in doing a site internship.
  4. All MPA students must complete the PAD/EPS 696 Project Paper/Portfolio Seminar. **Remember to save your graded papers and assignments for all MPA courses as you may use them as part of your final Portfolio project.**

5. Check the box where indicated on the Plan of Study if you are pursuing *both* the MPA degree and either the **Certificate in Arts Administration** or the **Certificate in Nonprofit Management**. Students matriculated in the MPA Nonprofit Management Emphasis may **not** earn the Certificate in Nonprofit Management, but may pursue the Certificate in Arts Administration.

### III. Elective Courses for the MPA degree, all emphases:

- A. All students must complete a minimum of 15 elective credits (five courses), including one course with computer content (unless the computer-related course is waived by your advisor).
- B. Write the course number and name for each elective you wish to take in the *Electives* section on the Plan of Study. If you do not know all of the electives you will take at this time, write in "Unknown." *Note that our schedule is subject to change, thus, your chosen electives may change.*

### IV. Transfer Credit

*\*Transfer credit is not allowed for the Certificate Programs.*

- A. You may transfer up to 12 credits of relevant *graduate-level* course work taken within the past five years from other Brockport programs (600-level courses only) or from other accredited educational institutions. This includes graduate credits which have been counted toward another master's degree or for certification purposes.
- B. Transfer credit may be substituted for both core and elective requirements. However, only courses for which you have received a grade of a B or higher qualify (i.e., courses graded on a pass/fail basis are ineligible).
- C. **All requests for transfer credit must be submitted to your advisor in writing and you must include *official* transcripts *and* course descriptions.**
- D. For substituted **Core** courses, write on the Plan of Study form the course number, title, institution, grade received and date taken below each course to be waived. A course syllabus is required for any core course substitution requests for your faculty advisor to review
- E. For transferred **Elective** courses, write on the Plan of Study form the course number, title, institution, grade and date taken in the next available space in the *Electives* section.

### V. Registration

- A. Completion of the Plan of Study and the Admissions Reply Form **does NOT mean that you have been registered for courses, nor does it mean that the courses you want to take are still open.** You must register for courses yourself by going to: [www.brockport.edu](http://www.brockport.edu) and click on "Online Services," then select Campus Information System. **Be sure to follow the instructions and registration policies carefully.**

<p>Always check our web site at <a href="http://www.brockport.edu/pubadmin">www.brockport.edu/pubadmin</a> for the most current policies, announcements, and schedule information.</p>
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**Please answer the following brief questionnaire. Your responses are confidential.**

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1. Your current position/job title: \_\_\_\_\_

2. Your current employer: \_\_\_\_\_

3. Employer's address: \_\_\_\_\_

4. How many people do you supervise in your current position?

5. In what field are you currently employed?

Public Safety/Security

Health Administration

Nursing

Long Term Care

Hospital

Mental Health, Developmentally Disabled

Nonprofit

Government \_\_\_\_\_

Education

Business/Private Sector

Other: \_\_\_\_\_

5. Your date of birth: \_\_\_\_\_

6. Gender:  Male  Female

7. Will you be enrolling:  Full-time  Part-time

8. Your ethnic origin: Your response to the following question is voluntary, but federal civil rights legislation and implementing regulations require the university to submit counts of its student body by racial/ethnic categories. Your cooperation, therefore, while voluntary, is essential to the reporting of this information.

African-American, non-Hispanic

American Indian/Native Alaskan

Asian/Pacific Islander

Hispanic/Latino

White, non-Hispanic

Other (not listed) \_\_\_\_\_

9. How did you hear about the MPA program at The College at Brockport?

Word of Mouth

Poster

Advertisement

Mailing

Graduate Catalog

Other: \_\_\_\_\_

10. Why did you choose Brockport's MPA program? Check all that apply.

Quality and reputation of the program

Affordability

Convenient location

Curriculum matched my interests/goals

Career advancement/position required a master's-level degree

11. Did you consider other programs before making your decision to attend graduate school at Brockport?

No, Brockport was my first choice.

Yes. If yes, what other colleges/programs did you consider? \_\_\_\_\_

12. Have you consulted our Web page?  Yes  No

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_  
*Date rev 7/09*