



## The College at Brockport

Department of Public Administration

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### Instructions for Matriculation and Completion of the Plan of Study

In order to become matriculated at The College at Brockport, you must complete two items: **the Admissions Reply form** and **the Plan of Study**.

#### I. The Admissions Reply form

The Office of Graduate Admissions will be sending you a letter indicating formal notice of matriculation 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 to “matriculated,” and you will be able to register for courses. Please note that the College requires matriculated status to receive financial aid. If this form is not returned, the offer of admission will be rescinded.

#### II. The "Plan of Study"

- A. The enclosed Plan of Study must be completed with your faculty advisor 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.
- B. The Plan of Study is a *planning* worksheet for completing the courses for your 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 based on course offerings in each semester. (Please consult the three semester course schedule available on our website. Due to budgetary constraints, we may have to limit course offerings. Please make sure that you have signed up for Bmail and that you access it regularly for updated information.)**
  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.)
  3. All students complete 27 core course credits and 15 elective credits.
  4. All students must complete PAD/EPS 696 Project Paper/Portfolio Seminar. **Remember to save your graded papers and assignments for all MPA courses, in the event you need them should you choose the Portfolio.**
  5. Check the box where indicated on the Plan of Study if you are also pursuing the **Certificate in Arts Administration** or **Certificate in Nonprofit Management** in addition to the MPA.

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### C. Elective Courses

1. All students must complete 15 elective credits (five courses), including one course related to proficiency in computer applications. (Your advisor can waive this requirement.)
2. All students have the option of completing a 3-credit internship as part of their total elective courses, PAD/EPS 694 Public Administration Internship Experience.
3. 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. Please consult the three semester schedule available on our website.***

### D. Transfer Credit

1. You may transfer up to 12 credits of relevant graduate-level course work taken within the past five years from other College at Brockport graduate programs (600-level courses only) or from other graduate program from other accredited educational institutions. This includes graduate credits which have been counted toward another master's degree or for certification purposes.
2. 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).
3. **All requests for transfer credit must be submitted to your advisor in writing and you must include official transcripts (and course descriptions, for core course transfer credit).**
4. 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** and **an official transcript** is required for any core course substitution request.
5. 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. An **official transcript** is required for any transferred elective course.

### III. 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." **Be sure to follow the instructions and registration policies carefully.**

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