

Department of Public Policy and Administration
Master of Public Administration (MPA)



SUMMARY POINTS FOR STUDENTS INTERESTED IN MPA PROGRAM

1. The Boise State is a NASPAA-accredited Program. Students have seven years to complete the Program once they are accepted into the Program.
2. Minimum academic requirements
 - Undergraduate GPA of 3.0 or greater
 - Combined GRE score of 1000 or greater (verbal plus quantitative)
 - Can replace GRE with satisfactory score (determined by Director of Graduate Studies) on LSAT, GMAT, MCAT, Miller Analogies Test, or comparable graduate predictive exam
3. Application Dates: September 1 and February 1
 - Files must be complete by these dates or will not be reviewed
 - Complete file means student has completed application process to Graduate College (paid \$55 fee, filled out application, undergraduate transcripts received, GRE scores received). These steps are to be completed through the Graduate College
 - Complete file means the Director of Graduate Studies has received a data form (found on department website), letter of application to Boise State MPA Program, and three letters of recommendation. These steps are to be completed through the Department of Public Policy and Administration (the home of the MPA Program)
 - All applicants should meet with Director of MPA Program or his or her designee prior to completing application process
4. Students may take up to 9 credits (only three of which can be core credits) prior to acceptance into the MPA Program. Students who have yet to be accepted into MPA Program must get permission number from instructor to successfully enroll into MPA classes.
5. Students are eligible for financial aid (loans only) once they are accepted into the MPA Program and they are enrolled in at least 5 graduate-level credits. It is possible to receive financial aid retroactively as long as the financial aid process is successfully completed in a timely fashion.
6. Full-time status (to be eligible for scholarship or GA position) is 9 graduate-level credits.
7. Applications for scholarships and GA positions are provided online and usually have a submission date of mid-to-late February.
8. Students should take the introductory course (PUBADM 500) their first semester and the capstone class (PUBADM 600) their last semester in the Program.
9. Students should meet with their advisor (assigned when they are accepted into the Program) by the end of their first semester in the Program and complete their PDF (Program Development Form), which can be downloaded from the web.
10. The Program consists of 45 graduate-level credits, including 6 credits of Internship. The 39 credits of course work is made up of 21 hours of core (PUBADM 500 through 505, plus PUBADM 600) and 18 hours of electives from the MPA Program. Up to 9 credits can be taken outside PUBADM if the courses are approved by the Director of the MPA Program prior to enrolling in the classes.

11. If students have at least a year's administrative experience in the public sector they can apply to the Director of the MPA Program for a waiver of those 6 credits. Students should send a letter explaining their experience and why such a waiver should be granted. Attached to this letter should be a current resume.
12. Two-thirds of all MPA credits must be completed at Boise State. All classes transferred into the Program must be approved by the Director of Graduate Studies and must be at the B (or higher) level.
13. To set up an internship, students should meet with the MPA internship coordinator. Usually, students should have completed the PUBADM 500 course prior to applying for an internship.
14. Beginning September 1 or February 1, a three member Admissions Committee will review all the completed applicant files and make a recommendation to the Director of Graduate Studies as to accept or deny admission to the Program. These recommendations will be forwarded to the Dean of the Graduate College who will make the final determination of acceptance. The Dean of the Graduate College will then formally inform students of their status via an official letter of acceptance. Students are usually informed by the end of September or February of their status.
15. The members of the Admissions Committee look at an applicants' complete files in making their determination of acceptance, including undergraduate GPA, GRE score, letters of application, and letters of recommendation.
16. General Information
 - Most classes are offered in the evening (6-9 pm) Monday through Thursday with a few offered from 2:40-5:30 pm
 - Classes are seminar format with most classes having 10-15 students
 - Majority of students in the Program are part time, taking 3 to 6 credits per semester
 - Several classes are offered during the summer session

Additional Information

Questions and inquiries about the Department should be addressed to:

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