

# Master of Public Administration (Public Budgeting and Financial Management)

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## About This Program

Public Administration is concerned with the formulation, analysis, negotiation, and implementation of democratically responsible collective action. With an interdisciplinary focus, the Master of Public Administration (MPA), Public Budgeting and Financial Management track gives special emphasis to the urban community and the special challenges of public managers who serve in urban areas. The curriculum is designed to develop leadership capacity, understanding of the political, social, and economic characteristics of today's urban environment and the ability to apply current theories of management and analysis to difficult management issues. The program is meant as preparation for those entering management careers in government for the first time or as career development for those already employed who are seeking upward mobility in public management.

The MPA is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), and the curriculum conforms to NASPAA standards.

## Competencies

1. Upon completion, students will be able to review, recommend, and interpret operating and capital budget requests taking political, economic, and decision-making processes into account.
2. Upon completion, students will be able to assist budget officers and other higher-level public officials in performing comprehensive financial analyses and developing financial and budgetary recommendations.
3. Upon completion, students will be able to lead and manage in public governance.
4. Upon completion, students will be able to participate in and contribute to the policy process.
5. Upon completion, students will be able to analyze, synthesize, think critically, solve problems and make decisions.
6. Upon completion, students will be able to communicate and interact productively with a diverse and changing workforce and citizenry.
7. Upon completion, students will be able to articulate and apply a public service perspective.

## Admissions Criteria

The program takes a holistic approach to the application review process. Each applicant's file is reviewed individually with equal consideration given to the quantitative and qualitative aspects of the student's records. A complete application includes:

- Graduate Record Exam (GRE) score: Writing (Exceptions: Outstanding UT Arlington graduates may qualify for GRE waiver providing they meet certain requirements. See "Waiving the GRE" below)
- Undergraduate Grade Point Average (GPA): The undergraduate GPA based on the last 60 hours of course work as calculated by the Graduate Admissions from the official transcript.
- Graduate Record Exam (GRE) scores: Verbal and Quantitative (Exceptions: Outstanding UT Arlington graduates may qualify for GRE waiver providing they meet certain requirements)
- Letters of Recommendation attesting to the applicant's potential to do Master's-level work and complete the program. Letters for Master's programs should be from professors or supervisors at work.
- Essay by applicant approximately one double-spaced page in length (approximately 250 words). The essay is considered both for its content and quality of writing and should address the following questions: 1) Why do you want to earn a Master's degree in the program for which you are applying? 2) What relevant background and experience do you bring to the program? The essay may also include other concerns you'd like to bring to the attention of the Graduate Advisor or Master's Admissions Committee.
- Non-native English speakers only: TOEFL or IELTS scores (Exceptions: An applicant holding either a Bachelor's or a Master's degree from a regionally accredited U.S. college or university is not required to submit a TOEFL, TOEFL iBT, or IELTS score for admission purposes.)

## UNCONDITIONAL ADMISSION

Applicants who meet all the following requirements will be considered for unconditional admission:

- Minimum Writing GRE score of 4.0 (may be waived under certain conditions - see "Waiving the GRE" below)
- Minimum Undergraduate GPA of 3.0 based on the last 60 hours of course work as calculated by UTA Graduate Admissions.
- A preferred minimum Verbal GRE score of 450 (Revised GRE Test: 150), and minimum Quantitative GRE of 450 (Revised GRE Test: 141), and a minimum combined Verbal and Quantitative score of 1,000 (Revised GRE Test Combined: 291) (may be waived under certain conditions - see "Waiving the GRE" below)
- Outstanding letters of recommendation
- Strong, well-written personal essay

- Non-native English speakers only: TOEFL scores of at least 550 (paper-based), 213 (computer-based), or 79 (iBT) with sectional scores that meet or exceed 22 Writing, 21 Speaking, 20 Reading, and 16 Listening; or, IELTS score of at least 6.5.

## PROBATIONARY ADMISSION

Applicants who do not meet all requirements for unconditional admission will be considered for probationary admission on the basis of the strength of all the listed admission factors. Test scores will not constitute the sole or primary basis for ending consideration of an applicant. Under probationary admission, special course requirements or other conditions may be imposed by the CAPP Master's Admissions Committee. Applicants who meet all the standards for Unconditional admission except for deficiency in Writing GRE score will be considered for probationary admission conditional on completing an approved writing course in their first semester.

## DEFERRED ADMISSION

Applicants who are unable to supply required application materials, or who must complete additional preparatory work before their admissibility can be determined, may be deferred until records are complete.

## PROVISIONAL ADMISSION

Applicants who are unable to supply all required documentation prior to the admission deadline but who otherwise appear to meet admission requirements may be granted provisional admission pending submission of complete and satisfactory credentials before the end of the semester in which they have registered in a provisional status.

## DENIAL OF ADMISSION

Applicants who fail to meet more than one of the admission requirements and for whom the CAPP Master's Admission Committee finds there is insufficient basis to justify any other kind of admission will be Denied admission. As the admission process is competitive, applicants meeting basic admission requirements who are less well qualified than other applicants may also be denied admission.

## WAIVING THE GRE

The MPA program waives the requirement that an applicant take the GRE under any of the following conditions:

- A 3.25 or higher undergraduate GPA based on the last 60 hours of course work AND at least three years professional non-profit or public service work experience (as judged by the MPA admission committee. Applicants should submit a supporting resume or other relevant documentation to the MPA Graduate Advisor)
- A completed graduate degree from an accredited program in a related field such as, but not exclusively, political science, economics, urban planning, social work, criminal justice, and sociology OR a 3.0 or better higher after 12 hours of coursework in the accredited graduate degree program.
- A completed UTA B.A. or B.S. with 3.0 or higher GPA
- An equivalent GMAT or LSAT score from an exam taken within the last two years preceding the time of application.

## SCHOLARSHIPS AND FELLOWSHIPS

- Graduate students with a GPA of 3.0 or better who are enrolled in six hours or more are eligible to apply for competitive scholarships and fellowships.
- Scholarships and fellowships for Master's and Doctoral students will be competitively awarded based on consideration of the all admission criteria assessed by their admitting programs.

## Curriculum

The campus program consists of 39 or 42 total hours, which includes 10 required core courses and 9 hours in a selected emphasis area (2 core courses and 1 elective). PAPP 5360 PUBLIC AND NON-PROFIT MANAGEMENT INTERNSHIP, a required is a 3-hour internship course, can be waived with at least 1 year of professional experience working in the public sector. Details on internship waiver requests are available on the [MPA program website \(https://www.uta.edu/academics/schools-colleges/cappa/academics/public-affairs-planning/m-public-administration/\)](https://www.uta.edu/academics/schools-colleges/cappa/academics/public-affairs-planning/m-public-administration/)

Upon being admitted into the MPA program, students will choose an emphasis area and degree plan. Most all classes are offered as one session per week on Monday through Thursday during evening times (6:00-8:50pm or 7-9:50pm).

### Foundations

PAPP 5302	FOUNDATIONS OF URBAN RESEARCH AND ANALYSIS	3
PAPP 5309	LOCAL POLITICS IN THE INTERGOVERNMENTAL SETTING	3
PAPP 5320	PUBLIC AND NON-PROFIT ORGANIZATION THEORY	3
PAPP 5326	PUBLIC BUDGETING	3
PAPP 5329	FINANCIAL MANAGEMENT IN THE PUBLIC AND NON-PROFIT SERVICES	3
PAPP 5345	EVALUATION RESEARCH	3

PAPP 5350	INTRODUCTION TO PUBLIC ADMINISTRATION	3
PAPP 5351	HUMAN RESOURCE MANAGEMENT IN GOVERNMENT AND NON-PROFITS	3
PAPP 5358	ETHICS IN THE PUBLIC SERVICE	3
PAPP 5399	PUBLIC ADMINISTRATION CAPSTONE	3
<b>Public Budgeting and Financial Management Emphasis</b>		
PAPP 5324	URBAN PUBLIC FINANCE	3
PAPP 5332	PUBLIC CAPITAL BUDGETING	3
Select one of the following with approval of emphasis coordinator or program director:		3
PAPP 5306	THE URBAN ECONOMY	
PAPP 5321	URBAN MANAGEMENT	
PAPP 5333	GOVERNMENTAL AND NONPROFIT ACCOUNTING	
PAPP 5342	INTERMEDIATE DATA ANALYSIS	
PAPP 5342	INTERMEDIATE DATA ANALYSIS	
PAPP 5346	BIG DATA AND PUBLIC POLICY ANALYSIS	
PAPP 5348	COST BENEFIT ANALYSIS	
<b>Internship</b>		
PAPP 5360	PUBLIC AND NON-PROFIT MANAGEMENT INTERNSHIP <sup>1</sup>	3
<b>Total Hours</b>		<b>42</b>

<sup>1</sup> Internship can be waived with at least 1 year of professional experience working in the public sector. Details on internship waiver requests are available on the MPA program website (<https://www.uta.edu/academics/schools-colleges/cappa/academics/public-affairs-planning/m-public-administration/>).

## DUAL DEGREE PROGRAMS

Students in public administration may participate in one of five dual degree programs whereby they can earn a Master of Public Administration and one of the following:

1. Master of Arts in Urban Affairs
2. Master of City and Regional Planning,
3. Master of Science in Social Work,
4. Master of Science in Nursing,
5. Master of Arts in Criminal Justice, or
6. Master's of Sociology.

By participating in a dual degree program, students can apply a number of semester hours jointly to meet the requirements of both degrees, thus reducing the total number of hours which would be required to earn both degrees separately. The number of hours which may be jointly applied ranges from nine to 18 hours, subject to the approval of graduate advisors from both programs. To participate in the dual degree program, students must make separate application to each program and must submit a separate program of work for each degree. Those interested in the dual degree program should consult the appropriate graduate advisor(s) for further information on course requirements. See also the statement of dual degree programs in the general information section of this catalog.

## Program Completion

### CAPPA INADEQUATE ACADEMIC PROGRESS POINT SYSTEM

A student may be subject to dismissal from the program if they accumulate 4 deficiency points during their master's degree or their PhD. Students who complete a master's degree at CAPPA will not carry deficiency points into their PhD work. Deficiency points may not be removed from a student's record by repeating a course or additional coursework.

D = 2 deficiency points

F = 3 deficiency points

I = 1 deficiency point

W = 0.5 deficiency point

A graduate student, whose cumulative grade point average (GPA) falls below a 3.000 in all graduate courses, be they graduate or undergraduate level and taken while enrolled as a UT Arlington graduate student, may be subject to dismissal (<http://catalog.uta.edu/academicregulations/academicstanding/#graduatetext>) from the program.

## Advising Resources

The College of Architecture, Planning and Public Affairs (CAPPA) at UT Arlington equips students with skills and knowledge to address real-world challenges in design, public policy, and research. Our Advising Office supports academic and career success. Explore our Future Students page to connect with an Academic Advisor and shape your future.

### Location:

203 CAPPA Building

### Email:

[cappa.advising@uta.edu](mailto:cappa.advising@uta.edu)

### Phone:

817-272-2801

### Web:

General advising (<https://www.uta.edu/academics/schools-colleges/cappa/general-advising/>)

Future students (<https://www.uta.edu/academics/schools-colleges/cappa/admissions/>)