



Graduate Catalog  
2016-2017

## **Metropolitan State University**

www.metrostate.edu

**651-793-1300**

The Metropolitan State Undergraduate Catalog contains information about academic programs and requirements for 2015-2016. It is subject to change without notice.

The catalog is intended to complement other university publications including specific materials supplied by colleges, schools, departments and programs. It is important for students to be familiar with academic policies and graduation requirements for their individual degree programs. Students are strongly encouraged to consult their advisors at least once each semester to be certain they are completing requirements that apply to their degree and major programs.

## **LOCATIONS**

### **Saint Paul Campus**

700 East Seventh Street  
Saint Paul, MN 55106

### **Minneapolis Campus**

1501 Hennepin Avenue  
Minneapolis, MN 55403

### **Midway Center**

1450 Energy Park Drive  
Saint Paul, MN 55108

### **Brooklyn Park Center**

#### **Law Enforcement and Criminal Justice Education Center**

9110 Brooklyn Boulevard  
Brooklyn Park, MN 55445

The *2016-2017 Graduate Catalog* is published by Metropolitan State University, Academic Affairs Division.

*Catalog* information is subject to change without notice. Refer to the website ([www.metrostate.edu](http://www.metrostate.edu)) for updated information.

The Graduate Catalog is available in alternative formats for people with disabilities. For more information, call Disabilities Services at 651-793-1520 (voice); 651-772-7687 (TTY).

# Graduate Policies and Procedures

## Academic Progress

To remain in good standing and to be qualified for graduation, you must maintain a cumulative grade point average of at least 3.0. Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average. Policies relating to academic probation, dismissal and reapplication are determined by the school or college in which you are enrolled.

## Academic Appeal Procedure

The university has written procedures for appealing decisions concerning admissions, instructors' evaluations, and approval of degree plans or qualifications for graduation.

## Program Requirements

Program requirements supported by published policies, which are effective at the time a student is admitted to a graduate program, cannot be appealed. Students must meet the requirements for a degree as listed in the Metropolitan State University *Graduate Catalog* or other official program materials in place at the time of admission to Metropolitan State. If a student is not enrolled over three consecutive years, the program requirements will be those in place when the student is readmitted to the graduate program.

## Grades

Decisions supported by published policies or clearly stated expectations of instructors cannot be appealed under the policy. An instructor's evaluation is not changed during the appeals process unless there is clear and convincing proof the evaluation was arbitrary and/or capricious and was unfair to the student. Changes in grades must be authorized by a dean or the academic affairs vice president.

## Graduation Requirements

Decisions supported by published policies regarding satisfactory completion of graduation requirements or changes in requirements due to nonenrollment over three continuous years are not appealable. Designated program graduation requirements cannot be appealed beyond the level of the college dean.

## Appeal Process

A student should work informally with appropriate persons, such as the instructor, appropriate department chair or dean, before filing a formal appeal. Formal appeals must be addressed in writing to the appropriate person. Supporting documents, if any, must be attached. A specific request for the desired redress (action) must be indicated.

To begin the formal appeal process, students must submit an appeal form with the required signatures within a specified time. Forms are available from the Student Affairs Office.

## Advisor

Once you are admitted to a graduate program, you are assigned an academic advisor. In matters where the permission of your school or college is needed, your academic advisor is the person to consult. Prior to admission, you may consult with your school or college concerning policies and requirements. The school and college listings in this catalog direct you to appropriate personnel. If you wish to change your advisor, contact your school or college for appropriate procedures.

## Grading Policy

The chart below indicates the letter grades and the quality points used to calculate grade point averages for graduate students.

Grade		Quality Point/Credit Hour
A	Excellent	4.0
A-		3.67
B+	Good	3.33
B		3.0
B-		2.67
C+	Marginal Pass	2.33
C		2.0
F		0.0
NC	No Competence	0.0

W	Withdrawal
I	Incomplete

If you withdraw from a course after the first week of classes, the withdrawal is recorded. Earlier withdrawals are not recorded as a W. In each term, there is a date after which you are not allowed to withdraw from a course. Consult the *Class Schedule* for this date.

If you are passing a course but cannot complete the requirements due to unavoidable circumstances, you may request an incomplete (I). You must request the incomplete from your instructor no later than the final week of the course. If you simply fail to hand in material or take a final examination, you will not be automatically given an incomplete. An incomplete converts to an F or no competence (N) if not completed by the end of the following semester. In granting your request for an incomplete, your instructor may stipulate a shorter completion time. If so, the conversion to F or N will occur at the end of that completion time.

### **Graduation**

You will be eligible to graduate when you have completed all of the requirements for your graduate degree or will have completed all of these requirements at the end of the current semester. There are two steps in the graduation process: you must notify the Graduation Desk of your intent to graduate; and you must also notify your school or college. Specific graduation dates and deadlines are published regularly in the *Catalyst* and *Class Schedule*. You are encouraged to participate in the commencement ceremony most closely following the completion of your degree.

### **Registration**

The registration schedule and instructions are printed in each *Class Schedule* and on the Web. Once admitted, you may register by Touch-tone telephone, through the university's Web site, by mail, or in person at the Saint Paul or Minneapolis campuses.

### **Registration by Undergraduate Students**

With permission of the college or school, advanced undergraduates may register for certain graduate courses. Policies on undergraduate registration are determined by individual schools and colleges.

### **Course Prerequisites**

Students are responsible to both be aware of and abide by prerequisites for the courses for which they enroll.

### **Refund Policy**

Refunds can be requested through the Registration Office. Refunds are mailed within approximately four weeks. The time limits for refunds do not include extensions given for learning opportunities. Application, graduation and transcript fees are nonrefundable. Refund rates differ depending upon whether or not you are withdrawing completely from the university, whether you are receiving financial aid, and whether or not you enrolled at Metropolitan State University for the first time. These refund policies are subject to change with change in Minnesota State Colleges and Universities and federal policies. All changes or exceptions are in the *Class Schedule*. Contact the Accounts Receivable Office if you have questions.

### **Institutional Refunds for Drops (dropping some, but not all registrations)**

**Courses:** You will receive a full refund if you drop a course after registration, but before the seventh calendar day of the term or one class day after the first class session, whichever is later. No refunds will be awarded after that time. For classes less than three weeks long, you will receive a full refund before the first class.

**Theory Seminars:** You will receive a full refund up to one day after the first session. No refunds will be awarded after that time.

**Faculty-designed Independent Studies:** You will receive a full refund up to four weeks subsequent to registration, if no work has begun and the instructor's permission is obtained. No refunds will be awarded after that time.

**Other:** There are no refunds for student-designed independent studies, internships or assessments of prior learning.

### **Withdrawal from the University (dropping all registrations)**

Official withdrawal is defined as terminating enrollment in all registered courses for an academic semester. A student must request that an official withdrawal from Metropolitan State University be processed. Dropping courses on the Web, Touch-tone telephone or in-person registration does not initiate an official withdrawal.

Withdrawal requests and questions are handled by the registrar. Mail to Metropolitan State University, Registrar, 700 East Seventh Street, Saint Paul, MN 55106-5000; or telephone 651-793-1227 or fax 651-793-1235. The following information is needed for withdrawal processing: full name, mailing address (where the refund, if any, will be sent), daytime telephone number, social security number and the academic term of withdrawal.

Please note that refunds for Title IV financial aid recipients are determined by federal guidelines, which supersede these guidelines. Federal regulations require Metropolitan State University to give first priority to repaying financial aid programs in the event of a refund of tuition and fees resulting from withdrawal from the university.

### **Student Conduct Code**

Each student at Metropolitan State University has the right to an education, and it is the university's responsibility to provide an environment that promotes learning and protects the safety and well-being of the university community. Any action by a student that interferes with

the education of any other student or interferes with the operations of the university in carrying out its responsibility to provide an education are considered a violation of the Student Conduct Code. Disciplinary actions are handled in an expeditious manner and reflect due process.

**Proscribed Conduct:** Allegations of discrimination, harassment, violence or academic dishonesty shall be adjudicated under separate procedures in accordance with Metropolitan State University's policies on those issues.

**University Jurisdiction:** The university reserves the right to take necessary and appropriate action to provide an environment that promotes learning and protects the safety and well-being of the university community.

University jurisdiction is asserted when violations of the Student Conduct Code occur on university premises. In addition, university jurisdiction shall extend to violations of the code committed off campus when:

- the violation is committed while participating in a university-sanctioned or sponsored activity;
- the violation constitutes a felony under state or federal law; or
- the violation adversely affects the education, research or service functions of the university.

**Violations:** The provisions of this policy do not affect the rights of persons in authority to take any immediate and temporary actions necessary to retain the classroom or program atmosphere, and to uphold established policies, regulations and laws. Any student engaged in the following behaviors is subject to the disciplinary sanctions outlined in this policy.

**Violation of Law and University Discipline:** If a student is charged only with an off-campus felony violation of federal, state or local laws, but not with any other violation of the code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the university community. In such cases, no sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (such as, "no contest" or "nolo contendere").

University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Conduct Code.

## **Judicial Process**

**Charges and Informal Process:** Any member of the university community may file charges against any student for violations of the Student Conduct Code. Charges should be in writing for the record, but can proceed on verbal notification to the conduct code officer. Any charge should be submitted as soon as possible after the event takes place, preferably within three working days. A formal process is also available if a mutually acceptable resolution cannot be reached during the informal process.

Complete information about the procedures and possible sanctions is included in the Student Handbook.

## **Timely Completion Policy**

All work for learning activities must be completed according to the following schedule:

- All Courses: You must meet deadlines set by course instructors. You must complete incompletes by the end of the next academic semester or at an earlier date, if specified by the instructor at the time the incomplete was granted.
- Faculty Designed Independent Study Courses: You must complete all course work by the end of the semester. If you choose to register after the start of the semester for an independent study, you will have shorter amount of time to complete.
- Student Designed Independent Study Courses: You must complete all course work within 140 days (20 weeks) from the start of the semester or the date of registration for the course, whichever is later.
- Internships: Students must complete work within 180 days from the date of registration of the internship.
- Other learning: You must complete work for theory seminars and assessment of prior and other institutional learning and submit evaluations within 90 days of registration.

## **Time Limit**

You must meet all graduation requirements within the time limit specified by your school or college. If you exceed the time limit, you may petition your school or college to revalidate courses taken at Metropolitan State University prior to the date of your graduation. A course in which you received a grade below B- cannot be revalidated. Alternatively, you may petition your school or college to extend the specified time limit. Specific policies relating to the revalidation of courses or the extension of the time limit are determined by individual schools and colleges.

## **Transfer Policy**

With the approval of your school or college, you may apply certain credits earned in other accredited graduate programs toward your Metropolitan State degree. Transfer policies are determined by individual schools or colleges.

## **Tuition and Fees**

When you register for a class, you are reserving university (public) resources for yourself, and we assume you will attend that class. The university invests resources in your enrollment, even if you do not attend the entire course. Tuition and fees are subject to change by action of the Minnesota State Colleges and Universities Board of Trustees. Current tuition and fees are listed in the *Class Schedule*. For information about activity, graduation, transcript and extension fees, contact the Registrar's Office. The university accepts Visa and MasterCard, money orders, employer purchase orders, agency authorization or financial aid (award letter) for tuition and fee payment. Payment plans are available through the Accounts Receivable Office. Call the Registration Office regarding reciprocity.

## **Withdrawals**

You may formally withdraw from a course up through the end of the eleventh week of the semester and from a faculty-designed independent study within 11 weeks of registration. This is recorded on a transcript as a W. If you do not formally withdraw before the deadline, you will receive an appropriate grade. The deadline for course withdrawal is published in the *Class*



*Schedule.* You receive an F or a no competence for any course in which you register but fail to attend. You are responsible for tuition and fees for all classes. You are not allowed to withdraw from a theory seminar after the formal drop/add period. There is no withdrawal from internships or student-designed independent studies.

To formally withdraw, students must submit a written request or call the Registration Office at 651-793-1234; you may not withdraw on the Web or by Touch-tone telephone. If you withdraw from a course prior to the end of the first week of classes, this is considered a drop and not a withdrawal and no record of the course appears on your transcript.

### Academic Standing

Academic standing is calculated at the end of each semester. Graduate students must remain in satisfactory academic standing to continue in a doctoral, master's or graduate certificate program. Only courses for which students receive a letter grade of C (2.0) or better count toward degree or certificate requirements. The option of a competence/no competence grade (with narrative transcript) is not available to graduate students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses in any graduate program is required for graduation.

Students who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F. Required courses for which a student receives an F must be repeated and passed in order to graduate. College of Management graduate students may repeat courses if they receive a grade of C or C+, upon approval of the director of the graduate program. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

### Dismissal Due To Unsatisfactory Academic Standing

Students who receive a grade of F in a required course must re-take the course and pass it in order to complete their program and graduate. They have up to one year (or the next time the course is offered) from the time an F was received to re-take the course. Failure to do so may result in dismissal from the program. If a student who received an F cannot complete the course with a passing grade of C or better within the two allowable re-take opportunities, he or she will be dismissed from the program.

### Appeal of Dismissal Due To Unsatisfactory Academic Standing

Students who are dismissed from the program may appeal their dismissal to the College of Management Dean within 30 days of the date of the letter notifying them of the decision to dismiss them from the program. Appeals received after 30 days will not be considered. The appeal must be made in writing and provide specific grounds for the appeal. The Dean has 30 days to respond in writing to the appeal.

## Readmission after Dismissal

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar year after the last semester of study. To reapply, they have to complete the same process that was required for their initial admission and they must meet all the requirements of the program at the time of readmission. Readmission decisions are made by the College of Management Graduate Admission Committee and are not automatic.

## Time to Completion

**DBA program:** students have *seven years* from the first semester of graduate admission to complete all degree program requirements.

**Master's Degree Programs:** students have *five years* from the first semester of graduate admission to complete all degree program requirements.

**Graduate Certificate Programs:** students have *two years* from the first semester of graduate admission to complete all graduate certificate program requirements.

## Request for Extension

**Within the program time limit**, a request for an extension of the time limit may be submitted in writing to the College of Management Graduate Programs Office prior to the expiration of the time limit. Requests for extensions should include the reason(s) for requesting the extension, a summary of the student's plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the College of Management Graduate Admissions Committee and are not automatic.

## Request to Reactivate

**If the time limit has lapsed**, and a student is in good academic standing, that student may request to reactivate into the degree program. To do so, the student must submit an updated resume and a letter expressing a desire to reactivate into the program to the College of Management Graduate Admissions Committee. The Admissions Committee reviews the request and responds in writing, specifying degree completion requirements and deadline for completion. The student may be required to satisfy degree requirements in force at the time of reactivation, even if those requirements differ from those in force at the time of original admission. Reactivation decisions are made by the College of Management Graduate Admissions Comm

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## 2016 – 2017 Academic Calendar

### 2017 Spring Semester - Academic Calendar

Dec 30, 2016 - Spring 2017 semester — last day to cancel low enrollment courses  
Dec 31, 2016 - Holiday week/no classes/buildings open/limited services  
Jan 1, 2017 - New Year's Day holiday/no classes/buildings closed  
Jan 2, 2017 - New Year's Day holiday/no classes/buildings closed  
Jan 3, 2017 - Spring 2016 semester — faculty duty days begin  
Jan 3, 2017 - Spring 2016 semester — wait list ends/closes (11:59 p.m.)  
Jan 9, 2017 - Spring 2017 semester begins  
Jan 15, 2017 - Spring 2017 semester — last day to drop courses with refund  
Jan 16, 2017 - Martin Luther King, Jr., holiday/no classes/buildings closed  
Jan 22, 2017 - Spring 2017 semester — deadline to register graduation  
Feb 18, 2017 - Graduation Expo  
Feb 20, 2017 - President's Day/classes held/offices open  
Feb 27, 2017 - Spring 2017 semester — last day to register for alternate learning strategies  
Mar 5, 2017 - (March 5 - 11) Spring Break/no classes/offices open  
May 1, 2017 - Spring 2017 semester ends  
May 1, 2017 - Spring 2017 Commencement  
May 4, 2017 - Spring 2017 semester — grades due from faculty (midnight)  
May 8, 2017 - Spring 2017 semester — last faculty duty day

### 2017 Summer Session - Academic Calendar

#### SUMMER SESSION (MARCH - MAY DATES)

Mar 15, 2017 - Undergraduate admission application deadline for summer semester 2017  
Mar 20, 2017 - Summer 2017 registration begins  
Apr 17, 2017 - Summer 2017 OPEN (nondegree students) registration begins  
Apr 17, 2017 - Tuition payment deadline for first session and full-term summer 2017 courses  
Apr 29, 2017 - Last day to cancel low enrollment 2017 summer session courses  
May 2, 2017 - Wait list is ended/closed at 11:59 p.m.  
May 9, 2017 - Summer 2017 session begin  
May 15, 2017 - Last day to drop first session and full-term summer 2017 courses with a refund

May 24, 2017 - Deadline for registering for summer 2017 graduation  
May 27, 2017 - May 27-29 - Memorial Day holiday/no classes/buildings closed

#### SUMMER SESSION (JUNE - AUGUST DATES)

Jun 10, 2017 - Last day to register for summer 2017 alternative learning strategies  
Jun 13, 2017 - Tuition payment deadline for second summer session 2017 courses  
Jun 26, 2017 - First summer session 2017 courses end  
Jun 27, 2017 - Second summer session 2017 courses begin  
Jun 29, 2017 - First summer session 2017 grades are due from faculty (midnight)  
Jul 3, 2017 - Last day to drop second summer session 2017 courses with a refund  
Jul 4, 2017 - Independence Day Holiday/no classes/buildings closed  
Aug 14, 2017 - Last day for any summer session 2017 course  
Aug 14, 2017 - Summer graduation date (Commencement ceremony is in December)  
Aug 17, 2017 - Summer 2017 grades are due from faculty (Midnight)  
2017 Fall Semester - Academic Calendar

#### 2017 FALL SEMESTER (MARCH - SEPTEMBER DATES)

**Mar 20, 2017** - Fall 2017 registration begins  
**Jun 15, 2017** - Undergraduate admission application deadline for fall semester 2017  
**Aug 1, 2017** - Tuition payment deadline for fall 2017 courses  
**Aug 7, 2017** - Fall 2017 OPEN (nondegree students) registration begins  
**Aug 9, 2017** - Last day to cancel low enrollment fall 2017 courses  
**Aug 15, 2017** - Wait list is ended/closes at 11:59 p.m.  
**Aug 15, 2017** - Fall 2017 semester - faculty duty days begin  
**Aug 19, 2017** - Fall 2017 semester begin  
**Aug 27, 2017** - Last day to drop fall 2017 courses with a refund  
**Sep 2, 2017** - (September 2 - 4) Labor Day holiday/no classes/buildings closed  
**Sep 5, 2017** - Deadline for registering for fall 2017 graduation

#### 2017 FALL SEMESTER (OCTOBER - JANUARY DATES)

**Oct 9, 2017** - Indigenous Peoples' Day/classes held/buildings open  
**Oct 10, 2017** - Last day to register for fall 2017 alternative learning strategies  
**Oct 28, 2017** - Graduation Expo Tentative  
**Nov 11, 2017** - Veterans Day/classes held/offices open  
**Nov 22, 2017** - (November 22) Thanksgiving holiday/no evening classes  
**Nov 23 – 26, 2017** - Thanksgiving holiday/no classes/buildings closed  
**Dec 9, 2017** - Fall 2017 Commencement  
**Dec 9, 2017** - Fall 2017 grades are due from faculty (Midnight)  
**Dec 10, 2017** - Fall 2017 semester end  
**Dec 11, 2017** - Alternative day for finals canceled due to bad weather  
**Dec 13, 2017** - Fall 2017 semester - last faculty duty day  
**Dec 22, 2017** - (December 22-26) Winter holiday/buildings closed  
**Dec 27, 2017** - (December 27-30) Holiday week/buildings open/limited services  
**Jan 1, 2018** - New Year's holiday/buildings closed

# Advanced Dental Therapy Master of Science in Advanced Dental Therapy ( MSADT)

## Program Overview

The Master of Science in Advanced Dental Therapy (MSADT) program is the first of its kind in the country with Minnesota recognized as a national leader in oral health care. The dual licensed graduates of Metropolitan State University's Advanced Dental Therapy program have created a meaningful solution to the problem of dental access for underserved communities by providing dental hygiene and dental therapy preventive and therapeutic scopes of practice for the diverse populations they serve.

All Dental Hygiene Department educational programs are built on a partnership with Normandale Community College, as well as academic excellence, and the values of community involvement, ethical conduct, and social responsibility. The MSADT program provides the theoretical and applied skills necessary for licensure as a dental therapist and certification as and an advanced dental therapist as defined by Minnesota statute. This graduate program requires a full-time commitment for four semesters and prepares baccalaureate educated, licensed dental hygienists for advanced practice to enhance the oral and general health of underserved communities.

Pew Center on the States reports the demand for oral health care services will increase due to the Affordable Care Act which expands dental insurance to millions of children in the United States. This demand is coupled with Pew's prediction that the new dental team member with dual licensure as a dental hygienist and a dental therapist can boost the productivity and profits of private dental practice setting. In essence, the employment of dual-licensed providers makes good business sense while improving the oral and general health of underserved Minnesotans.

The MSADT program is a full-time, graduate program combining classroom-based, web-enhanced courses with simulation and clinical learning environments. This program engages students in interprofessional educational experiences with members of the broader health care team as well as members of the dental care team.

### Dental Hygiene Department Mission

The mission of the Metropolitan State University Dental Hygiene Department is to prepare licensed dental hygienists for advanced practice and to enhance the oral health of underserved and diverse populations. Programs are built upon academic excellence and support the value that advanced education is essential to the delivery of quality, safe, accessible, cost-effective oral healthcare. The Dental Hygiene Department is committed to collaborative community involvement, emphasizing ethics and social responsibility.

### Curriculum

The program includes advanced dental therapy and interprofessional coursework which focuses upon three primary educational phases for a total of 44 graduate credits:

- The science of health care delivery phase focuses on:
  - Working within diverse communities
  - Communication across cultures
  - Understanding health care needs and the incidence of disease across populations
  - Advancing safe, quality oral health care
  - This phase has a total of 8 credits.
- The clinical practice development phase focuses on:
  - Advancing assessment and evaluation skills and knowledge

- Simulation and clinical experiences
  - Collaborative care provision skills unique to advanced dental therapy
  - This phase has a total of 31 credits.
- The leadership and synthesis phase concentrates on:
    - Extending health system and public policy knowledge
    - Developing leadership skills
    - A capstone project focused on the evaluation of a relevant clinical question
    - This phase has a total of 5 credits

## Admission Criteria

The MSADT degree builds upon a liberal arts and/or science-oriented baccalaureate degree and Minnesota dental hygiene licensure. The Dental Hygiene Department evaluates applications for evidence of undergraduate scholarship, professional experience, and commitment to the Dental Hygiene Department's and the advanced professional. Size is limited. Entrance is competitive. The following requirements are necessary to be considered for admission to the MSADT program.

- Cumulative GPA of 3.0 (calculated from all college coursework);
- Current dental hygiene licensure in good standing (must meet Minnesota requirements, including nitrous oxide and local anesthesia certifications);
- Prerequisite course, DENH 420 Restorative Functions Theory and Lab, must be completed or a plan for the completion submitted with the program application. Documentation of successful completion of the prerequisite course or its equivalent must be provided to enroll in dental program courses.

Completion of the prerequisite course does not guarantee entrance into the program. The program will have limited enrollment and Metropolitan State University reserves the right to determine admissions status.

Applications are reviewed throughout the year. Eligible applicants will be invited for an interview and professional portfolio review as a final step in the application process. See Applying to the Program for details.

### Additional Program Requirements

Before MSADT students begin clinical dental courses, the following must be provided:

- Appropriate documentation of an active Minnesota dental hygiene license;
- Evidence of current professional liability insurance;
- Evidence of required immunizations;
- Evidence of current CPR certification;
- Evidence of HIPAA training;
- Evidence of minimum of 1000 hours of clinical dental hygiene experience or requirement of additional courses and dental hygiene practice while in the program;
- Evidence of successful background study, and
- Evidence of current health insurance

### Program Orientation

Once you have been fully admitted to the program, you will be required to attend a graduate program orientation session and develop a plan of study.

### Application Requirements

To be considered for admission you must submit:

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts from all universities attended
- Plan for completion of prerequisite course requirement, if in process
- Evidence of a current unencumbered Minnesota Dental Hygienist license
- Goal essay
- Two references
- Computer proficiency form

See Applying to the Program for application packets and details on the requirements and deadlines.

## **Additional Information**

### **Academic Standing**

You must maintain satisfactory academic progress to remain in a College of Health, Community and Professional Studies graduate program. To remain in good standing, you must maintain a term and cumulative GPA of 3.0.

You will be admitted as part of a cohort for the MSADT competency-based dental courses and must adhere to the program progression published at the time of your admission. If you are unable to progress with the assigned cohort, you may make a written request to join a subsequent cohort, provided you have made satisfactory academic progress to date and space is available. Permission to join a subsequent cohort is determined by the Dental Hygiene Programs Director.

### **Accreditation**

Metropolitan State University and Normandale Community College are accredited by the Higher Learning Commission.  
Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

Normandale Community College's Dental Hygiene Program is accredited by the American Dental Association  
Commission on Dental Accreditation.  
Association Commission on Dental Accreditation.  
Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, Illinois 60611-2678  
312-4404653

Metropolitan State University's Master of Science in Advanced Dental Therapy Program is approved by the Minnesota Board of Dentistry.  
Minnesota Board of Dentistry  
2829 University Avenue, SE  
Suite 450  
Minneapolis, Minnesota  
55414-3246  
612-617-2250

### **Faculty**



Resident and community faculty members bring multiple specialties and areas of interest to their instruction. Many faculty members maintain an active dental practice. Community and resident faculty providing clinical instruction are licensed dentists.

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## **Course List**

### **Prerequisites**

- DENH 420 Restorative Functions Theory and Lab

### **Requirements ( 44 total credits)**

#### **MSADT Competency-based Dental Courses**

DENH courses are taught in a sequence using a cohort model beginning in the fall semester. Courses will be taught at Metropolitan State (St. Paul and Maplewood) and Normandale Community College (Bloomington). Clinical courses with community practice components require students to travel to clinical sites throughout the greater Minneapolis/St. Paul metropolitan area for course completion.

- DENH 610 Health Assessment and Oral Diagnostic Reasoning
- DENH 620 Pharmacology Principles of Clinical Application
- DENH 630 Management of Dental and Medical Emergencies
- DENH 640 Community-Based Primary Oral Healthcare I
- DENH 650 Community-Based Primary Oral Healthcare II
- DENH 660 Community-Based Primary Oral Healthcare III
- DENH 670 Community-Based Primary Oral Healthcare IV
- DENH 680 Community-Based Primary Oral Healthcare V
- DENH 685 Oral Health Literacy and Cultural Competency in Advanced Dental Therapy
- DENH 690 Advanced Dental Specialty Practices
- DENH 700 Advanced Community Specialty Internship
- DENH 710 Comprehensive Competency-Based Capstone

#### **MSADT Interprofessional Didactic Courses**

These courses may be taken prior to or during completion of the MSADT competency-based dental courses.

- NURS 608 Epidemiology
- NURS 605 Health Policy and Leadership
- HSCI 648 Designing for Quality in Health Care

# Advocacy and Political Leadership (MAPL) Masters of Advocacy and Political Leadership ( MAPL)

## Program Overview

The Master's in Advocacy and Political Leadership (MAPL) is a 40-credit program that seeks to create a professional group of ethically grounded advocates and organizers. It is designed for leaders who have experience with or interest in influencing public policy.

Graduates of this program generally go on to positions as local community leaders, labor leaders, government relations specialists in businesses, nonprofit sector policy advocates, inter-governmental relations specialists, political and campaign operatives, lobbyists, elected and appointed officials, and staff to policy makers. Students come from throughout the region, with many already working in one of the above interest areas.

Cohorts of 15 students form at the beginning of spring and fall semesters and progress together through the four semesters required to complete the program. Students may choose to concentrate in one of three fields: Advocacy in the Nonprofit Sector, Advocacy in the Public Sector or Labor Organizing and Leadership. The degree requires 16 core course credits, 20 concentration or elective course credits, and 4 advocacy internship credits.

## Admissions Criteria

Masters of Advocacy and Political Leadership accepts new cohorts each Fall and Spring semester and limits the number of students in each new cohort to 15. To be eligible for admission to the program, all candidates must have:

- A four-year Bachelor's degree with a grade point average of at least 3.0 on a 4.0 scale. Exception: Applicants may be accepted in MAPL with grade point averages below 3.0 as long as they have accomplished significant community-oriented service activity.
- Accomplished at least some community-oriented extracurricular activity, whether in service with a nonprofit, serving community needs directly, or in politics and political organizations.

## Additional Information

### Transfer Credits

Once admitted, students may transfer up to 16 graduate level credits into the program. A course may be considered for transfer only if it is an appropriate substitution for a required course or elective as outlined in the program curriculum, was not included in a previously granted degree, and was awarded a letter grade of B or better. Courses are accepted in transfer upon the approval of the graduate program director.

### Graduate Program Policies

The following policies can be viewed here:

- Academic Standing
- Dismissal Due to Unsatisfactory Academic Standing
- Appeal of Dismissal Due to Unsatisfactory Academic Standing
- Readmission after Dismissal
- Time to Completion

Review [University Graduate Program Policies](#) and [Financial Aid Satisfactory Academic Program Policies](#) about

additional information on these topics.

## **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

The MAPL program curriculum is consistent with the guidelines of the Nonprofit Academic Centers Council (NACC.)

## **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

## **Course List**

Masters of Advocacy and Political Leadership classes are almost universally face-to-face. Four core courses offered in sequence to MAPL cohort members only are held Friday evenings; eleven class meetings each semester. Classes for degree-designated concentrations are offered on Saturday mornings.

Three concentrations are available: Advocacy in the Nonprofit Sector, Advocacy in the Public Sector and Labor Organizing and Leadership. Electives are offered on Saturday afternoon. Students are asked to choose the electives they wish to be offered in the semester prior to the class being taught.

The degree requires 16 core course credits, 20 concentration or elective course credits, and 4 advocacy internship credits.

## **Requirements ( 40 total credits)**

### **Core Courses (16 credits)**

All MAPL students must complete the core courses. (16 credits)

1st Semester - MAPL 610; 2nd Semester - MAPL 611; 3rd Semester - MAPL 612; and 4th Semester - MAPL 612

- MAPL 610 Political Process and Public Policy
- MAPL 611 Political and Advocacy Leadership
- MAPL 612 Organizing and Communication for Advocacy
- MAPL 612 Organizing and Communication for Advocacy

### **Advocacy in the Nonprofit Sector**

Concentration Courses/Electives (20 credits)

- MAPL 620 Nonprofits as Agents of Democracy
- MAPL 621 Advocacy, Organizing and Lobbying in the Nonprofit Sector
- MAPL 660 The Impact of Art on Social Change Movements

- MAPL 661 Ethics in Policy, Politics and Advocacy

## **Advocacy in the Public Sector**

Concentration Courses/Electives (20 credits)

- MAPL 640 Advocacy in the Public Sector: Service in the Elective Branch
- MAPL 641 Advocacy in the Public Sector: Service in the Executive Branch
- MAPL 661 Ethics in Policy, Politics and Advocacy
- MAPL 663 Campaigns and Elections

## **Labor Organizing and Leadership**

Concentration Courses/Electives (20 credits)

- MAPL 630 Labor Organizing
- MAPL 631 Labor and the Political Economy
- MAPL 660 The Impact of Art on Social Change Movements
- MAPL 661 Ethics in Policy, Politics and Advocacy

## **Internship (4 credits)**

All MAPL students must complete an internship.

- MAPL 650I Masters in Advocacy and Political Leader Internship

# Alcohol and Drug Counseling Master of Science ( MS)

## Program Overview

Mastery of substance use disorders counseling requires superior competency in the delivery of best practices, in combination with strong client-centered clinical skills. The Master of Science degree in Alcohol and Drug Counseling is designed to foster the necessary advanced knowledge and skills, allowing counselors to address the increasingly complex challenge of effectively addressing substance use and co-occurring disorders. The program is strongly centered on expertise in the theory and application of evidence-based practices (including motivational interviewing and cognitive-behavioral therapies), co-occurring disorders competency, culturally responsive and anti-oppressive practice, ethics and professionalism, and integration of new research findings into clinical practice.

### Program Outcomes

- Distinguish key elements of the investigative process and scholarly review, thus developing competency in evaluation of clinical and social research.
- Examine and appraise the evidence base for specific best practices in substance use disorders and co-occurring disorders counseling.
- Critique the evidence base for specific best practices in substance use disorders and co-occurring disorders counseling with regard to multicultural inclusion and anti-oppressive practices.
- Develop competency in applying evidence-based practices with fidelity in clinical and community-based settings in ways that are culturally appropriate and specific.
- Formulate a personal commitment to anti-oppressive practices and a plan for implementing such practices in clinical and community-based settings.
- Evaluate the principles of ethical behavior and decision-making, and create a personal code of professional ethics.
- Demonstrate healthy personal behavior and self-care consistent with culturally and personally appropriate standards of health and wellness.
- Demonstrate written and oral communication skills at a professional level appropriate for effective substance use disorders and co-occurring disorders counseling.
- Qualify for the state of Minnesota LADC (Licensed Alcohol and Drug Counselor).
- With additional coursework, qualify for the state of Minnesota LPC/LPCC (Licensed Professional Counselor/Licensed Professional Clinical Counselor).

## Admission Criteria

This is a summary listing only. See Applying to the Program for full details on application requirements, admission criteria, and deadline information .

- Graduate Application
- \$20 non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts
- Three professional references
- Current resume
- Admission essay

### Transfer Credit

Up to 12 credits may be transferred from other graduate programs. A review of transfer eligibility will be made by the Graduate Program Coordinator. The course work must have been taken from a regionally accredited university. The credits that are being requested for transfer must have been taken at the graduate level (a course number of at least 500

or higher). A course is eligible for transfer only if no degree was granted and a letter grade of B or better was earned in the course, and the course was taken within 5 years of admission.

## **Additional Information**

**Other Core, Research and Clinical required courses pending approval:**

- HSCD 620 Psychopharmacology
- HSCD 631 Integrated Care: Treatment and Recovery Planning
- HSCD 632 Integrated Care: Harm Reduction and Case Management
- HSCD 651 Master's Project I
- HSCD 652 Master's Project II
- HSCD 681 Practicum I
- HSCD 682 Practicum II
- HSCD 635 Integrated Care: Advanced Implementation of Evidence-Based Practices

### **Academic Standing**

Students must maintain satisfactory academic progress to remain in the graduate program and to maintain financial aid eligibility. Only courses with a letter grade of B- (2.67) or better count toward degree requirements; a cumulative grade point average of 3.0 is required for graduation. Grading in the program is letter grade only; pass/fail grading is not an option.

If a student receives a letter grade of C+ (2.33) or below in any graduate course, s/he will be placed on academic probation. If a student receives a letter grade of C+ or below in two courses, s/he will be dismissed from the graduate program.

If a student has been dismissed from the program for unsatisfactory academic progress, s/he may apply for readmission after one calendar year has passed. To reapply, students must submit an updated resume and a letter indicating what circumstances have changed and how s/he plans to successfully complete the program. The admissions committee reviews the request and responds in writing.

### **Time to Completion**

Full-time students (8 credits per semester) complete the program in two years. Part-time students (2-6 credits per semester) complete the program in three to four years.

Students have eight years from their first semester of graduate study to complete the degree program requirements. Students may request an extension of the time limit by writing to the Graduate Program Coordinator. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include reason(s) for requesting the extension, a summary plan to complete graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the Graduate Program Coordinator and are not automatic and cannot be appealed.

### **Faculty**

Resident Faculty: Therissa Libby (program coordinator), Glen Spielmans; Community Faculty: Derrick Crim, Sue Fust, Tamarah Gehlen, Shvonne Johnson, Amanda Richards

### **Contact Information**

After reviewing the information provided on the website, if you have specific questions regarding the MS in Alcohol

and Drug Counseling, you may email [therissa.libby@metrostate.edu](mailto:therissa.libby@metrostate.edu). General questions about the applying process can be directed to [graduate.studies@metrostate.edu](mailto:graduate.studies@metrostate.edu).

## **Requirements ( 48 total credits)**

### **Foundation Courses (12 credits)**

- HSCD 600 Foundations, Models and Evidence-Based Practices
- HSCD 601 Theory and Practice of Cognitive-Behavioral Therapies
- HSCD 602 Advanced Motivational Interviewing: Practice and Supervision
- HSCD 650 Evaluation and Utilization of Research

### **Other Core Curricula (28 credits)**

- HSCD 603 Ethics and Professional Practice
- HSCD 610 Evidence-Based Group Counseling
- HSCD 611 Culturally Responsive and Anti-Opressive Practice
- HSCD 630 Integrated Care: Screening and Assessment
- HSCD 631 Integrated Care: Treatment and Recovery Planning
- PSYC 611 Advanced Lifespan Developmental Psychology
- PSYC 648 Psychopathology

### **Possible Electives**

- HSCD 612 Family Counseling
- HSCD 613 Career Development Theory and Practice
- PSYC 602 Prevention Theories and Strategies
- PSYC 618 Program Evaluation

# Arts and Cultural Heritage Management Graduate Certificate ( GCERT)

## Program Overview

Metropolitan State University's Arts and Cultural Heritage Management (ACHM) Graduate Certificate is designed to expand and improve skills for persons active or interested in leading arts and cultural heritage programs and organizations. This graduate certificate is oriented toward working adults, providing a dynamic multi-format program with a cohort feel and maximum flexibility to accommodate professional needs. It can be completed as a stand-alone credential or as a supplement to a master's program in nonprofit management or public administration.

The ACHM Graduate Certificate is an excellent stepping stone for emerging and mid-career professionals who are seeking advanced learning and practical experience in fields related to arts and cultural heritage management. The certificate is management-oriented and skills-based and designed to support the professional development of persons who are active or interested in leading arts and cultural heritage programs and organizations in a variety of roles -- as artists, program administrators, civic leaders, public policy advocates, historic preservationists, and volunteers. Metropolitan State University's **ACHM** certificate can be completed as a stand-alone credential or as a supplement to a master's program. It is a strong professional development option for:

- **Recent undergraduates in creative, technical, and management-related fields** who want to gain specialized experience in the arts and cultural heritage sector;
- **Currently enrolled Metropolitan State University graduate students** in the following programs;
  - View **Master of Nonprofit Leadership and Management**, to learn more about the program.
  - View **Master of Public Administration**, to learn more about the program.
  - View **Master of Public and Nonprofit Administration**, to learn more about the program.
- **Professionals currently working in arts and cultural heritage organizations** who are looking to build their resume and skills;
- **Volunteers and board members** who contribute to the Twin Cities' creative economy and are looking for ways to deepen their service to arts and cultural organizations.

One of the fastest growing forms of post-secondary credentialing in the United States, graduate-level certificates such as Metropolitan State University's **ACHM** offering is an economically-sound option for professionals who want to enhance their skills and professional expertise and boost their career advancement.

## Program Outcomes

The ACHM Graduate Certificate is designed to provide knowledge, skills, and professional networking in the following areas of arts and cultural heritage management:

1. Seeking and administering funds donated by individuals, foundations, or other grantors.
2. Designing and implementing a marketing plan, including the strategic communication of organizational or program positioning in the marketplace.
3. Determining, assessing, and communicating the value of arts and cultural heritage activities, expressions, and spaces.
4. Building a professional network of collaboration, learning, meaning, and purpose in arts and cultural heritage leadership.
5. Increasing awareness of and access to arts and cultural heritage resources, developments, and partnership opportunities.

## Individualized Field Placement



All students will participate in a professional field experience specifically designed to meet individual needs and goals. All field placements must be approved by the ACHM program advisor. Possible designs may include

- a formal internship (paid or unpaid) to gain experience in a particular area of arts or culture or to learn a specific set of skills;
- a project or alternative work assignment to be completed in a different organization or setting in order to broaden one's experience and perspective;
- a mentorship or apprenticeship to expand and deepen professional knowledge and abilities;
- a work survey arrangement to expand awareness of arts and culture work in a variety of organizations or settings.

## **Individualized Advising**

All students will receive personalized advising from the ACHM program advisor from the moment they enter the program, with particular attention to tailoring the content of workshops and field placements to their professional needs and career goals.

## **Gainful Employment Disclosure**

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

## **Admission Requirements**

### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official Transcripts
- Assessment Scores
- Current resume
- Goals Essay

See Applying to the Program for details on application requirements and deadlines.

## **Transfer Credit**

Courses are accepted in transfer upon the approval of the Graduate Programs Director in consultation with discipline coordinators. A course is accepted in transfer if it was earned from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course.

## **Academic Standing**

Students must remain in satisfactory academic standing to continue in a College of Management master's degree or graduate certificate program. Only courses for which they receive a letter grade of C (2.0) or better count toward degree or certificate requirements. The option of a competence/no competence with a narrative transcript is not available to

College of Management graduate students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses included in any graduate or certificate programs are required for graduation. Academic standing is calculated at the end of each semester.

Students receiving a letter grade of C+ or below in any graduate course, or who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F.

Required courses for which a student receives an F must be repeated and passed in order to graduate. College of Management master's and graduate certificate students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Studies Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

## **Dismissal from the Program Due to Unsatisfactory Academic Standing**

Students who receive a grade of F in a required course must re-take the course and pass it with a grade of C or better in order to complete their program and graduate. They have up to one calendar year, or the next time the course is offered from the time an F was received, to re-take the course. Failure to do so may result in dismissal from the program. If a student who received an F cannot complete the course with a passing grade of C or better within the two allowable re-take opportunities, they will be dismissed from the program.

## **Appeal of Dismissal from the Program Due to Unsatisfactory Academic Standing**

Students who are dismissed from the program may appeal their dismissal to the College of Management Dean. The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due to the Dean within 30 days of the date of the letter notifying them of the decision to dismiss them from the program. The Dean has 30 days to respond in writing to the appeal. Appeals received after 30 days will not be considered.

## **Readmission after Dismissal**

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar year after the last semester of study. To reapply, they have to complete the same process that was required for their initial admission and they must meet all the requirements of the Program as of their time of readmission. Readmission decisions are made by the College of Management Graduate Admissions Committee and are not automatic.

## **Time to Completion**

You have two years from your first semester of graduate study to complete your certificate program requirements. You may request an extension of the time limit by writing to the College of Management Graduate Programs Office. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include your reason(s) for requesting the extension, a summary of your plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the College of Management Graduate Admissions Committee and are not automatic.

## **Additional Information**

### **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields

- Authors of applied and refereed publications
- Experienced in their academic fields

Additionally, the College of Management has a strong community faculty who are fully committed to educational excellence. All community faculty have graduate degrees, either a master's or a doctorate, as well as business expertise in their fields. Metropolitan State assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

## Contact Information

### Office Location

1300 Harmon Place  
Minneapolis, MN 55403

Phone: 612-659-7290

Email: [com.graduateprograms@metrostate.edu](mailto:com.graduateprograms@metrostate.edu)

### Mailing Address

Metropolitan State University College of Management  
Graduate Programs Office  
1501 Hennepin Ave  
Minneapolis, MN 55403

## Course List

### Requirements ( 16 total credits)

#### Graduate Courses

All students will complete four 4-credit courses addressing critical management concerns in arts and cultural heritage organizations and programs. All four courses are management oriented and conducted in a practical, applied learning format. All of the courses will meet fully or partly online in order to reduce the cost and inconvenience of travel to the classroom and to take full advantage of online learning resources. The four required courses can be completed in any order:

- ACHM 670 Value and Valuation in Arts and Culture and
- ACHM 680 Leadership, Partnership and Infrastructure Management
- ACHM 650 Grants and Gifts for Arts and Culture
- ACHM 660 Marketing and Communications Management

# Business Administration Doctor of Business Administration ( DBA )

## Program Overview

The Doctor of Business Administration is an innovative doctoral program whose curriculum and research requirements focus on applied management practice. An internationally recognized alternate to the PhD program, the DBA enhances the knowledge and skills of experienced business practitioners and higher education faculty to prepare them for demanding positions in management, post-secondary teaching, and consulting. The Metropolitan State University DBA program provides a rare opportunity for professionals to earn a high quality, applied doctoral degree on a part-time basis.

### Program Outcomes

Graduates of the DBA program will be able to:

- Demonstrate mastery of the business common bodies of knowledge at an advanced level
- Apply complex research and practice-based information to organizations
- Integrate and analyze complex research and practice-based information valuable to business practitioners
- Develop effective strategies for organizations, clients, or students

### Curriculum

The DBA curriculum requires 52 doctoral credits beyond an MBA (or an equivalent management-related master's degree program). Prerequisite courses (minimum of two credits each) must have been completed with at least a B grade and include the following:

- Graduate courses in organizational behavior, management information systems or information systems, finance, and a strategy or related capstone course.
- Three other graduate courses from among accounting, economics, marketing, and operations/project management or process modeling.

### Phase One (40 credits)

Consists of completion of ten, four-credit core doctoral courses offered by the College of Management over two years.

During this two-year period, students identify an applied research project/dissertation topic, prepare a literature review on the topic, and select a research methodology for conducting the research project.

With the assistance of the DBA Program Director, each student selects a dissertation adviser and is expected to form a three member DBA Dissertation Committee. The committee consists of the dissertation adviser and two additional dissertation readers: a doctorally-trained faculty member and an outside expert on the research topic.

### Phase Two (12 credits)

During Phase Two, students must successfully complete written comprehensive examinations.

Also in this phase, an applied research project and resulting dissertation are completed. Oral presentations on the research project/dissertation program, its methodology and findings are required.

# Admission Criteria

The DBA Admissions Committee reviews the complete application, evaluating the strengths and weaknesses of each candidate. Admission criteria include:

- An earned MBA or equivalent management-related master's degree.
- Completion of graduate-level prerequisite courses, each with a B grade or higher. DBA prerequisite graduate courses are finance, organizational behavior, management information systems, and a strategy or capstone course. In addition, three graduate courses are required from among accounting, economics, marketing, and operations/project management or process modeling.
- The ideal applicant will have earned at least a 3.5 grade-point average.
- The ideal applicant will have a GMAT or GRE scores above the 51st percentile.

Students seeking admission to the DBA program may complete required prerequisite courses in the College of Management without being admitted to a COM graduate program if they meet the following criteria:

- Have earned an MBA or management-related master's degree
- Achieved a 3.0 GPA in their master's degree program
- Have completed at least five years of professional work
- Indicate in writing an intent to apply for the DBA program in a specific year

## Appeal of Admission Denial

Applicants denied admission to the DBA program may contact the COM Director of Graduate Programs for additional information about the denial decision. Initial appeals of decisions by the DBA Admissions Committee should be made to the Dean of the College of Management.

## Orientation

All DBA students must attend a graduate student orientation before or during the first semester of doctoral course work.

## Application Requirements

Applicants must submit the following materials:

- Application
- Nonrefundable \$40 Application Fee (waived for Metropolitan State graduates)
- Official Transcripts from all colleges and universities attended
- Two Professional References
- Goals Essay
- Current Vita or Resume
- GMAT Scores

See Applying to the Program for application packets and details on the requirements and deadlines.

# Additional Information

## Academic Standing

Students must maintain satisfactory progress to remain in the DBA program. The DBA program follows Metropolitan State University Graduate Programs guidelines; only courses for which students receive a letter grade of C (2.0) or better count toward degree requirements, and a cumulative grade point average of 3.0 is required to remain in good

standing.

Students receiving a letter grade of C+ or below in any graduate course or who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F.

Required courses for which a student receives an F must be repeated and passed in order to graduate. DBA students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Studies Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. . For further information, view the [Graduate Policies and Procedures](#).

The policy for an "incomplete" grade is consistent with University policy. That is, an incomplete grade must be satisfied by the end of the following semester; otherwise the student will automatically fail the course. An instructor may set a completion date prior to the end of the following semester, in which case, the student must comply with that date; otherwise, the student will fail the course.

#### **Time to Completion**

Students have seven years to complete all graduation requirements from enrollment in the first semester of DBA courses.

#### **Faculty**

All faculty members are:

- Authors of applied or refereed publications
- Experienced in their employment fields
- Hold of doctorates or terminal degrees in their fields

David Bahn, Allan Bellas, Pat Borchert, David Bouchard, Steve Creason, Tim Delmont, Marcia Hagen, Perwaiz Ismaili, Ronald Jacobson, Simon Jin, Katryna Johnson, Barbara Keinath, Duncan McCampbell, Linda McCann, Susan Misterek, Nancy Nentl, Vadhindran Rao, Jayant Saraph, Larry Selin, Jennifer Schultz, Gary Seiler, Minh Vo and Denise Williams.

## **Course List**

### **Requirements ( 52 total credits)**

#### **Phase One (40 credits)**

- DBA 700 Doctoral Seminar in the Development of Management Thought
- DBA 705 Foundations of Research Inquiry
- DBA 710 Applied Business Statistics and Analytics
- DBA 711 Advanced Methodology
- DBA 712 Applied Research Projects Design
- DBA 720 Accounting and Financial Policy
- DBA 730 Information Technology: Issues and Strategy
- DBA 740 Global Issues in Business: A Multi-Disciplinary Approach
- DBA 760 Advanced Strategic Management Seminar
- One of the following classes is required:
  - DBA 750 Innovative Teaching for Business Faculty and Professionals
  - DBA 755 Current Topics in Business Leadership



# Business Administration Master of Business Administration (MBA)

## Program Overview

The objective of the Master of Business Administration program is to provide quality graduate educational opportunities that enable graduates to manage successfully and ethically as a leader in complex and changing organizations within a highly diverse and global economy. The MBA program is available in three formats: Regular classroom-based courses, web-enhanced courses where students meet every other week in the classroom with online work in between classes, and fully online courses. The flexibility and portability of the program allow the applicant to choose the preferred format or a mix of these formats, depending on individual preferences or circumstances.

### Program Outcomes

Outcomes of the MBA include the ability to:

- think and reason strategically
- work effectively with people
- communicate effectively using multiple media
- think and reason effectively
- solve problems and make decisions using data and information
- function effectively in a global economy
- evaluate the ethical considerations related to business decisions

### Curriculum

#### Prerequisites

Prerequisite courses for admission to the MBA program are Financial Accounting, Statistics, Microeconomics and Macroeconomics. A letter grade of "C-" or above must be received in prerequisite courses.

The MBA program is divided into three phases:

**Phase I** focuses on the functional disciplines of business and organizations and provides a solid grounding in the core theories, processes and skills needed by managers in today's rapidly-changing environment.

**Phase II** consists of electives which students may choose to best meet individual career needs and interests. Electives may focus on one of several disciplines or include courses from different disciplines. The general MBA consists of 8 elective credits (total of 40 program credits). Alternatively, the student may elect an MBA with a concentration by choosing 12 course credits in a selected discipline concentration (total of 44 program credits).

**Phase III** of the MBA program is the synthesis and capstone phase. The course, MGMT 699 Management Strategy and Policy, calls for the student to integrate what has been learned in previous courses and life experiences to form a coherent picture of management and organizations. All Phase I courses must be completed in order to register for the capstone course.

#### MBA with Concentration

A 44-credit MBA with a concentration is available. In addition to completing Phase I and Phase III courses described above, students can elect to complete 12 credits of elective courses in Phase II to obtain a concentration. Current concentration areas include Project Management, Management Information Systems, and Finance. A concentration can be declared at the time of application to the MBA program or after full admission. If the student declares after



admission, a written statement requesting a concentration must be submitted to the College of Management Graduate Program Office. The student can declare up to two concentrations with advisor approval.

### **Project Management Concentration**

Project management is now one of the fastest growing career fields in business. Organizations are increasingly using projects as a means of achieving their strategic objectives. The required courses prepare students for the challenging field of project management by providing them with tools, skills and knowledge necessary to initiate, plan and implement projects successfully. The college also offers a graduate project management certificate.

Some of the major skills areas covered include:

- project planning, implementation and control using Microsoft Project;
- request for proposal formulation;
- Earned Value Analysis;
- computer-aided problem solving and decision-making methodologies;
- systematic approaches to risk identification, risk modeling, risk impact assessment, response planning and documentation;
- simulations using Microsoft Project, Crystal Ball and Excel;
- techniques in data mining and visual display of quantitative data;
- team building, negotiation and conflict resolution in projects; and
- project management organizational options.

### **Management Information Systems (MIS) Concentration**

Information technology (IT) has been at the forefront of productivity improvements in most organizations for the past 25 years, and will likely continue for the foreseeable future. Adding the MIS Concentration will better prepare a student to manage in any organization in which IT is a major force in the delivery of its goods and services. Metropolitan State is well known for the strength of its offerings in MIS. The approach of the MIS Concentration allows the student to meet the dual goals of a strong business degree with recognized special expertise in IT. Some of the major skill areas covered in the MIS Concentration are:

- IT strategy and Internet strategy;
- electronic commerce;
- Enterprise Resource Planning (ERP);
- knowledge management;
- Customer Relationship Management (CRM);
- managing the IT function;
- project management;
- process analysis and design;
- technology management; and
- telecommunications.

### **Finance Concentration**

All major decisions in corporations are influenced by financial analysis. The required Phase I finance course (Finance 601) presents models which are used for such decisions, but it does not go into the depth required for people who work professionally in finance. The Finance Concentration coursework is designed to prepare the student for professional work in the fields of corporate finance, investments, insurance and commercial banking. Some of the major skill areas covered include:

- financial modeling;
- valuation of investment projects, instruments and firms;
- understanding financial markets;
- risk assessment and risk management; and
- cost of capital.

# Admission Criteria

## Admission Decisions/Categories

The College of Management Graduate Admissions Committee evaluates an application for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate business study.

The applicant may choose to take either the official GMAT ([www.mba.com](http://www.mba.com)) or MBA Math ([www.mbamath.com](http://www.mbamath.com)). If you take the GMAT, you must achieve a quantitative score equal to or greater than the 40th percentile to be considered for the MBA program. If you don't reach the 40th percentile, you can retake the GMAT or you can enroll in MBA Math. If you choose MBA Math, you must reach the minimum level of proficiency for each of the lessons (Minimum Proficiency Scores). Moreover, statistics prerequisite is waived if minimum proficiency is met for each statistics lesson.

If all application requirements are met, the applicant may be a candidate for full admission to the program. If one or more prerequisite courses need to be completed and the application otherwise supports the conclusion that the applicant can successfully undertake graduate study, conditional admission to a program may be granted. As a conditionally-admitted student, all prerequisites must be completed prior to starting any graduate course work. A letter grade of C- or better is required for all prerequisite courses. Applicants denied admission may not take graduate level courses in any College of Management graduate program.

## Reapplication for Denied Applicants

If an application for admission to the program is denied, the applicant may reapply for admission only after a minimum of six months has passed after the denial. The applicant will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If an application to the program is denied, the applicant may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which the applicant is applying.

## English and Quantitative Competence Assessment

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to ensure success in graduate studies. Applicants whose abilities are assessed to be inadequate for graduate study may be required to enroll in appropriate undergraduate courses until their skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

## Orientation

Once admitted to a College of Management graduate program, students are required to attend a graduate student orientation session before or during the first semester of course work. If the student does not attend an orientation session, a hold will be placed on that student's records preventing registration for further graduate classes until attending the orientation.

## Application Requirements

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission, the following must be submitted:

### Graduate Application

- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts from all universities attended, including any graduate work
- Test scores
- Current resume
- Goals essay
- Two letters of reference from professional or academic sources

See Applying to the Program for details on the requirements, deadlines and International Student application requirements.

### Transfer Credits

Once fully admitted, the student may transfer up to 16 credits into the program. A course is accepted in transfer from a U.S. regionally accredited institution only if no degree was granted and a letter grade of B or better was earned in the course. Courses are accepted in transfer upon the approval of the Graduate Programs Director in consultation with discipline coordinators.

## Additional Information

### Academic Standing

Students must remain in satisfactory academic standing to continue in a College of Management master's degree or graduate certificate program. Only courses for which they receive a letter grade of C (2.0) or better count toward degree or certificate requirements. The option of a competence/no competence with a narrative transcript is not available to College of Management graduate students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses included in any graduate or certificate programs are required for graduation. Academic standing is calculated at the end of each semester.

Students receiving a letter grade of C+ or below in any graduate course, or who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F.

Required courses for which a student receives an F must be repeated and passed in order to graduate. College of Management master's and graduate certificate students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Studies Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

### Appeal of Removal from the Program Due to Unsatisfactory Academic Standing

Students who are removed from the program due to unsatisfactory academic standing may appeal their removal to the College of Management Dean. The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due to the Dean within 30 days of the date of the letter notifying them of the decision to remove them from the program. The Dean has 30 days to respond in writing to the appeal. Appeals received after 30 days will not be considered.\

### Readmission after Dismissal

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar year after the last semester of study. To reapply, they have to complete the same process that was required for their initial admission and they must meet all the requirements of the Program as of their time of readmission. Readmission

decisions are made by the College of Management and are not automatic.

#### **Time to Completion**

Students have five years from the first semester of graduate study to complete their degree program requirements. An extension of the time limit may be requested by writing to the College of Management Graduate Programs Office. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include the reason(s) for requesting the extension, a summary of the student's plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the College of Management Graduate Admissions Committee, are not automatic, and cannot be appealed.

#### **Reactivating into the Program**

If a student in good academic standing has not registered for courses for three or more consecutive semesters, that student must apply to reactivate into the degree program. To reactivate, the student must submit an updated resume and a letter to the College of Management Graduate Admissions Committee expressing a desire to reactivate into the program. The Admissions Committee reviews the request and responds in writing, specifying degree completion requirements and deadline for completion. The student may be required to satisfy degree requirements in force at the time of reactivation, even if those requirements differ from those in force at the time of original admission to the degree program. Reactivation decisions are made by the College of Management Graduate Admissions Committee and are not automatic.

#### **College of Management Outstanding Student Award**

During the final semester of course work, a student may be nominated by the faculty for the College of Management Outstanding Student Award. Nominees are evaluated on the basis of their academic performance in their graduate degree program, as well as achievements in their community and professional contributions. All finalists are recognized in the commencement program, and the outstanding student receives special recognition during commencement. The outstanding student's name will be placed on a permanent plaque in the College of Management.

#### **Accreditation**

- Metropolitan State University is accredited by The Higher Learning Commission.
- The College of Management's Baccalaureate and Graduate degrees are candidates for accreditation by [ACBSP \(Accreditation Council for Business Schools & Programs\)](#).

#### **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

Additionally, the College of Management has a strong community faculty who are fully committed to educational excellence. All community faculty have graduate degrees, either a master's or a doctorate, as well as business expertise in their fields. The College of Management assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

#### **Contact Information**

#### **Office Location**

1300 Harmon Place  
Minneapolis, MN 55403

### **Mailing Address**

College of Management  
Graduate Programs Office  
Metropolitan State University  
1501 Hennepin Ave  
Minneapolis, MN 55403

**Phone:** 612-659-7306

**Email:** [graduate.studies@metrostate.edu](mailto:graduate.studies@metrostate.edu)

### **Course List**

### **Prerequisites**

Prerequisite courses for admission to the MBA program are Financial Accounting, Statistics, Microeconomics and Macroeconomics. A letter grade of "C-" or above must be received in prerequisite courses. If some or all of these prerequisites have not been satisfied, the applicant may do so by taking one or more of the following:

- ECON 201 Macroeconomics
- One of the following classes is required:
  - ECON 202 Microeconomics
  - ECON 611 Foundations of Economic Analysis
- One of the following classes is required:
  - DSCI 651 Managerial Statistics
  - STAT 201 Statistics I
- ACCT 210 Financial Accounting

### **Requirements ( 40 total credits)**

#### **Phase I**

Focuses on the functional disciplines of business and organizations and provides a solid grounding in the core theories, processes and skills needed by managers in today's rapidly-changing environment. Following are the Phase I courses:

- MGMT 600 Practical Research Methods for Managers
- ACCT 620 Management Accounting
- ECON 696 Managerial Economics and Strategy
- FIN 601 Financial Management
- MKTG 600 Marketing Management
- MGMT 620 Organizational Behavior
- MIS 600 Management Information Systems
- DSCI 681 Operations Management for Services and Manufacturing

#### **Phase II**

Consists of electives which students may choose to best meet individual career needs and interests. Electives may focus on one of several disciplines or include courses from different disciplines. The general MBA consists of 8 elective credits (total of 40 program credits). Alternatively, the student may elect an MBA with a concentration by choosing 12 course credits in a selected discipline concentration (total of 44 program credits).

### **Phase III**

Is the MBA program is the synthesis and capstone phase. The course, MGMT 699 Management Strategy and Policy, calls for the student to integrate what has been learned in previous courses and life experiences to form a coherent picture of management and organizations. All Phase I courses must be completed in order to register for the capstone course.

#### **Project Management Concentration Courses (12 credits)**

- DSCI 620 Project Management
- DSCI 630 Project Risk Management
- One of the following classes is required:
  - DSCI 691 Project Management Leadership and Problem Solving
  - MIS 671 Problem Formulation and Data Presentation

#### **Management Information Systems (MIS) Concentration**

Information technology (IT) has been at the forefront of productivity improvements in most organizations for the past 25 years, and will likely continue for the foreseeable future. Adding the MIS Concentration will better prepare a student to manage in any organization in which IT is a major force in the delivery of its goods and services. Metropolitan State is well known for the strength of its offerings in MIS. The approach of the MIS Concentration allows the student to meet the dual goals of a strong business degree with recognized special expertise in IT.

Some of the major skill areas covered in the MIS Concentration are:

IT strategy and Internet strategy; electronic commerce; Enterprise Resource Planning (ERP); knowledge management; Customer Relationship Management (CRM); managing the IT function; project management; process analysis and design; technology management; and telecommunications

- MIS 600 Management Information Systems
- MIS 671 Problem Formulation and Data Presentation
- MIS 683 Process Analysis and Design
- DSCI 620 Project Management

#### **Finance Concentration**

All major decisions in corporations are influenced by financial analysis. The required Phase I finance course (Finance 601) presents models which are used for such decisions, but it does not go into the depth required for people who work professionally in finance. The Finance Concentration coursework is designed to prepare the student for professional work in the fields of corporate finance, investments, insurance and commercial banking.

Some of the major skill areas covered include: financial modeling; valuation of investment projects, instruments and firms; understanding financial markets; risk assessment and risk management; and cost of capital.

- FIN 550G International Finance
- FIN 560G Financial Markets and Institutions
- FIN 511G Investment and Portfolio Analysis
- FIN 595G Advanced Corporate Finance
- ACCT 515G Financial Statement Analysis

# Computer Science Master of Science ( MS)

## Program Overview

The Master of Science in Computer Science (MSCS) is a 34-credit program that provides advanced study in the theory and practice of Computer Science. It focuses on two of the key areas in modern computing: distributed systems and computer security. The program has been designed to:

- strike a healthy balance between theory and practice;
- help students acquire the ability to read and assimilate highly technical material;
- deepen students' technical knowledge;
- enable students to solve complex problems;
- help students effectively respond to rapid technological changes;
- help students develop well organized presentations and written materials; and
- enhance students' careers in computing

The MSCS program consists of 28 credits of coursework, which includes 12 credits focused on distributed computing and computer security and 16 credits of electives. All MSCS students will learn about research methodologies, scholarly research, and professional writing in a 2-credit ICS 698 Research Seminar course. An applied project or original thesis in Computer Science (4 credits) must also be completed.

In keeping with Metropolitan State University's commitment to working adults, the MSCS program offers evening and online classes, with flexible program choices to suit individual professional goals.

### Program Outcomes

Graduates of this program will have acquired:

- a solid foundation in the concepts of distributed systems and computer security;
- a good knowledge of the major research areas in Computer Science;
- the ability to survey literature related to research problems in Computer Science, and to obtain the necessary background information to further explore the problems; and
- the skill to write up research results and present them orally

**The research seminar (ICS 698) course** must be completed before the research project/thesis is undertaken. The seminar is designed to help students learn more about current research topics in the major areas of computer science and to become more familiar with the research process.

All MSCS students must complete a practical research project (project option) or theoretical problem (thesis option) under the guidance of a full-time faculty member of the department. Students may register for a variable number of credits (1-4) per semester for the project/thesis, but the total credits earned from the project/thesis must be no less than four. All project/thesis credits (ICS 660I) will be graded Pass/No Credit only.

In a typical research project, the student will do some conceptual development followed by an implementation. The thesis option requires students to do original research. A thesis option is more appropriate if the student is considering the pursuit of doctoral studies elsewhere at some point. In both cases (project/thesis) the student must submit a written report of his/her work to a graduate committee and make an oral defense of the work.

Before registering for the project/thesis, the student must form a committee of at least three faculty members, the chair of which must be a resident faculty member of the ICS department. The committee must include at least two faculty members (community or resident) from the ICS department and at least two resident faculty members of Metropolitan State University.

The student must orally defend the project/thesis before the committee at least two weeks (four to six weeks is recommended) prior to the student's date of graduation. The defense may occur only after the following steps are completed:

1. The chair of the committee approves the project/thesis report
2. The student sends the project/thesis report to their committee, and also to director of the graduate program, who will check the report for conformance to program stipulations, quality, and authenticity. This report must be distributed at least two weeks prior to the scheduled date of the project/thesis defense.
3. Any faculty member on the student's committee, or the graduate director, may reject the project/thesis report as not ready for defense within a week of receiving the report. The student must then make the necessary revisions and resubmit the report for approval.
4. After a successful defense, the student must submit a bound copy of the report, with any requested corrections completed, to the director of the graduate program.
5. A student may graduate only after Step 4 above is completed.

The thesis defense can have one of three outcomes:

- The student passes the defense with no changes required to the project/thesis report.
- The student passes the defense with the understanding that certain requested changes must be made, and approved by the committee and the graduate program director, before graduation. No further defense will be required.
- The student fails the defense and must revise and re-defend the project/thesis.

Because outcome (A) cannot be assured (and is, indeed, rare), and because binderies may get busy near the end of semesters, students are advised to schedule their thesis defense four to six weeks prior to the end of the semester in which they plan to graduate.

## Admission Criteria

The ICS department bases admission decisions on the applicant's prior academic work (especially in Computer Science), professional or other non-academic background in Computer Science, and recommendation letters. The following four items are the minimum criteria for the ICS department to consider an applicant for potential admission. Meeting these requirements is not a guarantee of admission.

- Bachelor's degree from an accredited institution with either:
  - a cumulative undergraduate grade point average (GPA) of at least 3.0 (on a 4.0 scale), or
  - an undergraduate GPA of at least 3.0 in all Computer Science and Mathematics or related courses, or
  - in rare circumstances, a student not meeting requirements (a) or (b) might be considered if their other application materials are stellar (e.g., outstanding recommendations, excellent GRE scores, etc.)
- Evidence that the student's preparation includes work in Computer Science and Mathematics through the level of ICS 240 and MATH 215, through either:
  - transcript verified credits in equivalent courses
  - letters of recommendation and essay indicating how such competence was achieved
- Two positive recommendations from people qualified to judge the applicant's ability for graduate studies
- English language proficiency (international applicants only, on any type of visa) as documented by official TOEFL or IELTS score:
  - Minimum TOEFL score of 80 (internet-based), 213 (computer-based) or 550 (paper-based) achieved within 24 months of intended matriculation.
  - Minimum IELTS score of 6.5 or higher achieved within 24 months of intended matriculation.

## Application Requirements

This is a summary listing only. See Applying to the Program for full details on the application deadline and requirements, and requirements specific to international students.



- Graduate Application; **required**
- \$20 non-refundable application fee; **required** (waived only for graduates of Metropolitan State University)
- Official transcripts or transcript evaluation from all undergraduate institutions attended; **required**
- Two letters of recommendation; **required**
- Resume; **recommended**
- Purpose Essay; **recommended**
- Graduate Record Examination (GRE) official score report; **recommended**

## Additional Information

To complete the program, the student must complete 34 credits of approved work, which include:

- one course in computer security (4 credits)
- one course in distributed systems (4 credits)
- a second course in either computer security or distributed systems (4 credits) the research seminar course (2 credits)
- a set of elective courses covering advanced material in computer science. (Electives may include additional work in distributed systems or security or may be taken from other advanced topics.) (16 credits)
- completion of a practical research project (project option) or theoretical problem (thesis option) under the guidance of a full-time faculty member of the department. The student must submit a written report of his/her work to a graduate committee and later make an oral defense of the work. (4 credits)

### Transfer Credits

A maximum of eight (8) graduate credits from other universities or departments may be used for graduate credit with advisor approval. Courses used for the award of another degree at Metropolitan State or any other university may not be used again for graduate credit in the MSCS program. Prior learning and internship credits do not count toward program requirements. Independent studies are strongly discouraged except for project or thesis work. Regardless of other coursework, the student must complete at least 22 credits of ICS coursework at the 600-level at Metropolitan State University.

### Academic Standing

To remain in good academic standing, the student must:

- Earn a grade of B- or better in all courses;
- Maintain a cumulative GPA of 3.0;
- Successfully complete at least one approved course within three semesters (including summer) of admission; and
- Finish the program within 18 semesters (summers included) of first registration as a graduate student fully admitted to the MSCS program.

Students who earn a grade less than B- in more than two classes (prerequisite undergraduate coursework or graduate level coursework) will be dismissed from the program. Students whose GPA falls below 3.0 (out of 4.0) will be given multiple semesters to bring their GPA back to 3.0 or higher. A student will be deemed to have a GPA of 3.0 or better if their GPA in their highest-graded 30 credits of coursework is 3.0 or better. Failure to remain in good academic standing will result in dismissal from the program. A dismissed student must sit out at least 3 consecutive semesters (one calendar year) and reapply for admission to continue in the program. If readmitted, the student may be asked to repeat some or all of the courses taken previously.

### Reactivating into the Program

A student in good academic standing who has not registered for courses for three or more consecutive semesters (including summers) must formally request to reactivate into the degree program. To reactivate, submit a letter to the director of the MSCS program expressing a desire to reactivate into the program. You will be required to satisfy degree requirements in force at the time of reactivation, even if those requirements differ from those in force at the time of original admission to the degree program.

#### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission:  
Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

#### **Faculty**

Brahma Dathan, Sue Fitzgerald, Thanaa Ghanem, Larry Gottschalk, KuoDi Jian (ICS graduate director), Faisal Kaleem, Jigang Liu, Milt Luoma, and Michael Stein (department chair)

#### **Contact Information**

Applicants may contact the graduate program director with questions by emailing (preferred) [mssc@metrostate.edu](mailto:mssc@metrostate.edu) or by contacting them directly.

KuoDi Jian, [kuodi.jian@metrostate.edu](mailto:kuodi.jian@metrostate.edu) or at 651-793-1478

Information Computer Systems Department  
Metropolitan State University  
700 East Seventh Street  
New Main, Room L110  
St. Paul, MN 55106

#### **Course List**

### **Prerequisites**

Ideally, applicants will have an undergraduate degree in Computer Science or a related field. Applicants are expected, at a minimum, to have intermediate object-oriented programming skills with a good knowledge of data structures and concomitant mathematical background. This would be the equivalent of having completed ICS 140, 141, and 240 and MATH 215 in our undergraduate program (further work in Computer Science would be preferable.)

Applicants lacking a strong undergraduate major in Computer Science may be required, as a condition of admission, to take senior-level undergraduate courses as part of their program.

Eight credits of this 400-level work may count toward the 34 credits required to graduate.

- ICS 440 Parallel and Distributed Algorithms
- ICS 460 Networks and Security
- ICS 462 Operating Systems

### **Requirements ( 34 total credits)**

#### **Distributed Systems (4 credits)**

one course from the following:

- ICS 611 Distributed Database Systems
- ICS 625 Web Services and Service-Oriented Architectures
- ICS 640 Distributed Algorithms
- ICS 661 Wireless Technologies
- ICS 662 Distributed System Design

### **Computer Security (4 credits)**

A second course in either distributed systems or computer security (4 credits)

- ICS 682 Cryptography and Computer Security
- ICS 684 Cyberspace Security Engineering
- ICS 686 Design of Information Assurance Systems

### **Electives (16 credits)**

May include additional work in distributed systems or computer security or may be taken from other advanced topics such as:

- ICS 650 Simulation Modeling and Queuing Theory
- ICS 664 Real Time Operating Systems
- ICS 670 Contemporary Issues in Software Engineering
- ICS 672 Pattern-Oriented Software Construction
- ICS 690 Special Topics:

### **Research Seminar and Project or Thesis (6 credits)**

Additional course requirement: ICS 660I

- ICS 698 Research Seminar

# Computer Science Master of Science in Computer Science ( PSM)

## Program Overview

The Professional Science Masters in Computer Science (PSM) is a 38-credit program that combines advanced coursework in computer science with courses in professional skill areas such as team and project management, as well as verbal and written communications. Students are also encouraged to complete an industry internship that culminates in a technical project to be evaluated by a faculty member and the industry partner offering the internship.

### Program Outcomes

Graduates of this program will have acquired:

- A solid foundation in the concepts of distributed systems, computer security, and data management/software engineering;
- The ability to read peer-reviewed literature related to research problems in Computer Science, and to obtain the necessary background information to further explore the problems;
- Experience in solving problems in a professional setting;
- Professional skills such as critical thinking/decision making, team/project management, and written and oral communications.

### Curriculum

Applicants must have an undergraduate degree in Computer Science or a related field. Applicants are expected, at a minimum, to have intermediate programming skills with a good knowledge of data structures and concomitant mathematical background. Applicants who do not have such a background will need to take remedial courses before being admitted to the program.

Applicants lacking background in operating systems would be required, as a condition of admission, to take ICS 462 Operating Systems as part of their program. These four credits of coursework may count toward the 38 credits required to graduate.

### Internship (4 credits, recommended)

- Requires approval by a committee/advisor;
- Should involve at least 300 hours of work of which at least 250 hours must be spent on highly technical activities involving design or implementation or both;
- The level and quality of the work must be appropriate for a professional with a master's degree in computer science; and
- Must culminate in a technical project to be evaluated by a faculty member and the industry partner offering the internship

## Admission Criteria

The ICS department bases admission decisions on the applicant's prior academic work (especially in Computer Science), professional or other non-academic background in Computer Science, and recommendation letters. The following three items are the minimum criteria for the ICS department to consider an applicant for potential admission. Meeting these requirements is not a guarantee of admission.

- Bachelor's degree in Computer Science or a related discipline from a regionally accredited institution with either a cumulative undergraduate grade point average (GPA) of at least 3.0 (on a 4.0 scale), or an undergraduate GPA of at least 3.0 in all Computer Science and Mathematics or related courses. Applicants without a formal degree in computer science should have completed coursework in the following topics:
  - Discrete mathematics
  - Problem solving using a modern programming language such as C, C++, or Java
  - Data structures (stacks, queues, trees, graphs, etc.), algorithms, and complexity
  - Object-oriented programming and design

**Note:** In rare circumstances, an applicant not meeting the GPA requirements might be considered if their other application materials are stellar (e.g., outstanding recommendations, excellent GRE scores, etc.)

- Two positive recommendations from people qualified to judge the applicant's ability for graduate studies
- English language proficiency or permanent resident status, documented/demonstrated in one of the following ways:
  - Is a US citizen or permanent resident
  - Has a bachelor's, master's, or doctoral degree from an English-speaking institution in the United States, Canada, the United Kingdom, Ireland, Australia, or New Zealand
  - Has a minimum TOEFL score of 80 (Internet-based), or 550 (paper-based) achieved within 24 months of intended matriculation.
  - Has an IELTS score of 6.5 or higher achieved within 24 months of intended matriculation.

#### Application Requirements

This is a summary listing only. See Applying to the Program for full details on the application deadline, requirements and requirements specific to international applicants.

- Graduate Application; required
- \$20 non-refundable application fee; required (waived only for graduates of Metropolitan State University)
- Official transcripts from all undergraduate institutions attended; required
- Two letters of recommendation; required
- Graduate Record Examination (GRE) scores; recommended
- Resume plus documentation of relevant work experience; recommended
- Purpose essay describing why the applicant wishes to enroll in the program; recommended

Applicant files will be reviewed based on the admission criteria in effect as of the date that all of their application materials are received in the Graduate Studies Office. Applicants should allow one month for review once all application materials have been received.

Applicants are invited to contact the department and schedule time to discuss their academic plans (via email, phone, or in person) with the director of the program or other graduate faculty. To initiate a discussion please send an email request to [mcs@metrostate.edu](mailto:mcs@metrostate.edu).

#### Diagnostic Exams

All incoming students must take a diagnostic assessment of their writing skills. Those who do not satisfactorily complete this assessment must do remedial coursework after consultation with their advisor.

#### Transfer Credits

A maximum of eight (8) graduate credits from other universities or departments may be used for graduate credit with advisor approval. Courses used for the award of another degree at Metropolitan State or any other university may not be used again for graduate credit in the PSM in Computer Science program. Prior learning credits do not count toward

program requirements. Independent studies are strongly discouraged. Regardless of other coursework, the student must complete at least 16 credits of ICS coursework at the 600-level at Metropolitan State University.

## **Additional Information**

### **Academic Standing**

To remain in good academic standing, the student must:

- Earn a grade of B- or better in all courses;
- Maintain a cumulative GPA of 3.0;
- Successfully complete at least one approved course within three semesters (including summer) of admission; and
- Finish the program within 18 semesters (summers included) of first registration as a graduate student fully admitted to the program.

Students who earn a grade less than B- in more than two classes (in prerequisite undergraduate coursework taken here at the university or in graduate level coursework) will be dismissed from the program. Students whose GPA falls below 3.0 may be given multiple semesters to bring their GPA back to 3.0 or higher. Failure to remain in good academic standing will result in dismissal from the program. To continue in the program, a dismissed student must reapply for admission. A dismissed student must sit out at least 3 consecutive semesters (one calendar year) and reapply for admission to continue in the program. If readmitted, the student may be asked to repeat some or all of the courses taken previously.

### **Reactivating into the Program**

A student in good academic standing who has not registered for courses for three or more consecutive semesters (including summers) must formally request to reactivate into the degree program. To reactivate, submit a letter to the director of the program expressing a desire to reactivate into the program. You will be required to satisfy degree requirements in force at the time of reactivation, even if those requirements differ from those in force at the time of original admission to the degree program.

### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission:

#### **Higher Learning Commission**

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

312-263-0456

Faculty

Brahma Dathan, Sue Fitzgerald, Thanaa Ghanem, Larry Gottschalk, KuoDi Jian (graduate program director), Faisal Kaleem, Jigang Liu, Milt Luoma, and Michael Stein (department chair).

Contact Information

### **Office Location**

700 East Seventh Street

New Main, Room L115

Saint Paul, MN 55106

651-793-1471

### **Course List**

## **Prerequisites**

### **Requirements ( 50 total credits)**

#### **Distributed Systems (4 credits)**

one course from the following:

- ICS 611 Distributed Database Systems
- ICS 625 Web Services and Service-Oriented Architectures
- ICS 640 Distributed Algorithms
- ICS 661 Wireless Technologies
- ICS 662 Distributed System Design

#### **Computer Security (4 credits)**

one course from the following:

- ICS 682 Cryptography and Computer Security
- ICS 684 Cyberspace Security Engineering
- ICS 686 Design of Information Assurance Systems

#### **Software/Engineering/Data Management (4 credits)**

one course from the following

- ICS 611 Distributed Database Systems
- ICS 670 Contemporary Issues in Software Engineering
- ICS 672 Pattern-Oriented Software Construction

#### **Electives (12 or 16 credits)**

Covering advanced subject matter in computer science. Electives may include additional work in distributed systems, computer security, software engineering /data management or may be taken from other advanced topics such as the three courses listed below. Students are encouraged to take 12 credits of elective coursework and do a 4-credit internship. However, students may alternatively take an additional 4 credits of elective coursework in lieu of an internship.

- ICS 664 Real Time Operating Systems
- ICS 650 Simulation Modeling and Queuing Theory
- ICS 690 Special Topics:

#### **Graduate Coursework (6 credits)**

Covering topics such as team and project management, decision making, and related topics. Suggested courses are (as approved by the advisor):

- MGMT 610 Managerial Communications
- DSCI 620 Project Management

#### **Writing Coursework (4 credits)**

All students will be evaluated before placement into WRIT 571G. A student lacking the necessary writing skills will be required to complete additional writing classes, those credits will not be applied toward the program.

- WRIT 571G Advanced Editing



# Co-occurring Disorders Recovery Counseling Master of Science ( MS)

## Program Overview

Counseling for co-occurring substance use and mental health disorders presents professionals with a broad range of challenges and opportunities. Clinical effectiveness and systems change require mastery of strong person-centered skills in combination with a thorough grounding in best practices. The Master of Science in Co-occurring Disorders Recovery Counseling graduates counselors who are change agents, those committed to supporting individuals, families and communities in defining and fostering wellness. The program is strongly centered on building advanced clinical skills, implementing best practices that are community responsive, demonstrating anti-oppressive care and striving for ethical excellence. Graduates qualify for licensure as Alcohol and Drug Counselors and Professional Counselors in the state of Minnesota.

## COURSE LIST

\* indicates a course currently pending approval

### *Foundation Courses (16 credits)*

- HSCD 600 Foundations, models and evidence-based practices
- HSCD 601 Theory and Practice of cognitive-behavioral therapies
- HSCD 602 Advanced Motivational Interviewing: Practice & Supervision
- HSCD 603 Ethics and Professional Practice
- \*HSCD 611 Culturally Responsive and Anti-Oppressive Practice
- HSCD 650 Evaluation and Utilization of Research

### *Other Core Curricula (36 credits)*

- HSCD 610 Evidence-based Group Counseling
- \*HSCD 612 Family Counseling
- \*HSCD 613 Career Development Theory and Practice
- HSCD 620 Psychopharmacology
- \* HSCD 630 Integrated Care: Screening and Assessment
- \* HSCD 631 Treatment and Recovery Planning
- HSCD 632 Integrated Care: Harm Reduction and Case Management
- \* HSCD 635 Integrated Care: Advanced Implementation of Evidence-based practices
- HSCD 640 Clinical Supervision
- PSYC 611 Advanced Lifespan Developmental Psychology
- PSYC 618 Program Evaluation
- \* PSYC 648 Psychopathology

### *Research Experience (4 credits)*

- \* HSCD 651
- \* Student-designed Independent Study: Master's Project

### *Field Experience (4 credits)*

- \*HSCD 681 Practicum I
- HSCD 682 Practicum II

## Program Outcomes

Graduates of the MS in Co-occurring Disorders Recovery Counseling:

- Cultivate the advanced clinical skills that form the foundation of effective counseling.
- Integrate person- and community-responsive practices into a broad spectrum of care provision.
- Apply best practices in clinical and community-based settings in ways that honor both fidelity and cultural appropriateness and specificity.
- Distinguish key elements of the investigative process and scholarly review, with an appreciation for their strengths and limitations.
- Examine and appraise the evidence base for specific best practices utilized in co-occurring disorders counseling.
- Critique the evidence base for specific best practices in co-occurring disorders counseling with regard to multicultural inclusion and anti-oppressive practices.
- Formulate a personal commitment to anti-oppressive practices and a plan for implementing such practices in clinical and community-based settings.
- Evaluate the principles of ethical behavior and decision-making and create a personal code of professional ethics.
- Demonstrate healthy personal behavior and self-care consistent with culturally and personally appropriate standards of health and wellness.
- Demonstrate written and verbal communication skills at a professional level that supports effective practice.
- Qualify for the state of Minnesota LADC (Licensed Alcohol and Drug Counselor) and LPC (Licensed Professional Counselor).
- Complete all pre-degree requirements for the state of Minnesota LPCC (Licensed Professional Clinical Counselor, for which post-degree practice is also required).

## Admission Criteria

This is a summary listing only. See the applying page for full details on application requirements, admission criteria, and deadline information.

- Graduate application
- \$20 non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts
- Three professional references
- Current resume
- Admission essay

## Transfer Credits

Up to 12 credits may be transferred from other graduate studies. The Program Coordinator reviews prior coursework for transfer eligibility. The course work must have been taken from a regionally accredited university. The credits that are being requested for transfer must have been taken at the graduate level (a course number of 500 or higher). A course is eligible for transfer only if no degree was granted and a letter grade of B or better was earned in the course, and the course was taken within five years of admission.

## Additional Information

### Academic Standing

Students must maintain satisfactory academic progress to remain in the graduate program and to maintain financial aid eligibility. Only courses with a letter grade of B- (2.67) or better count toward degree requirements; a cumulative grade point average of 3.0 is required for graduation. Grading in the program is letter grade only; pass/fail grading is not an

option.

A letter grade of C+ (2.33) or below in any graduate course results in being placed on academic probation. A letter grade of C+ or below in two courses results in being dismissed from the graduate program. Under such circumstances, application for readmission may be undertaken after one calendar year has passed. To reapply, the student must submit an updated resume, a letter indicating what circumstances have changed, and a plan for successfully completing the program. The admissions committee reviews the request and responds in writing.

### **Time to Completion**

Full-time students (8 credits per semester) complete the program in three years. Part-time students (5-6 credits per semester) complete the program in four years.

### **Faculty**

Resident Faculty: Therissa Libby (program coordinator), Derrick Crim, Kevin Spading, Glen Spielmans; Community Faculty: Layla Asamarai, Tamarah Gehlen, Deborah Moses, Amanda Richards, Ken Roberts

### **Contact Information**

After reviewing the information provided on the website, if you have specific questions regarding the MS in Co-occurring Disorders Recovery Counseling, you may email [therissa.libby@metrostate.edu](mailto:therissa.libby@metrostate.edu). General questions about the applying process can be directed to [graduate.studies@metrostate.edu](mailto:graduate.studies@metrostate.edu).

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### **Course List**

## **Requirements ( 60 total credits)**

### **Foundation Courses (16 credits)**

Refer to the left for additional courses pending approval in this category

- HSCD 600 Foundations, Models and Evidence-Based Practices
- HSCD 601 Theory and Practice of Cognitive-Behavioral Therapies
- HSCD 602 Advanced Motivational Interviewing: Practice and Supervision
- HSCD 603 Ethics and Professional Practice
- HSCD 650 Evaluation and Utilization of Research

### **Other Core Curricula (36 credits)**

Refer to the left for additional courses pending approval in this category

- HSCD 610 Evidence-Based Group Counseling
- HSCD 620 Psychopharmacology
- HSCD 632 Integrated Care: Harm Reduction and Case Management
- HSCD 640 Clinical Supervision
- PSYC 611 Advanced Lifespan Developmental Psychology
- PSYC 618 Program Evaluation

### **Research Application (4 credits)**

Refer to the left for additional courses pending approval in this category

**Clinical Application (4 credits)**

Refer to the left for additional courses pending approval in this category

- HSCD 682 Practicum II

# Criminal Justice Master of Science ( MS)

## Program Overview

The Master of Science in Criminal Justice (MSCJ) program is not currently admitting new students. We will provide new information about the program and the next admissions deadline as soon as it is available.

Contact Program Director, Professor Deborah Eckberg, [Deborah.Eckberg@metrostate.edu](mailto:Deborah.Eckberg@metrostate.edu) with questions or for more information.

The Master of Science in Criminal Justice is designed to provide practitioners with the advanced knowledge and abilities needed for effective, ethical leadership in today's criminal justice organizations. The program is strongly focused on preparing graduates who can comprehensively analyze current issues in the field and identify and implement solutions to the problems facing the criminal justice system. The program seeks to include a diversity of students who have worked in a wide variety of criminal justice agencies in order to draw upon their experiences, learn about best practices, and apply them to important issues in the criminal justice field.

The program is structured as a hybrid (partially online and partially on campus) to best meet the needs of working adults. We believe adult learners are self-directed and mature, bringing a diversity of experience to the educational environment. The use of adult learning principles and multiple teaching strategies reflects the faculty's belief in students as unique persons with their own cognitive abilities, feelings, and values who have the potential for growth and self-directedness.

### Program Outcomes

- Demonstrate a comprehensive knowledge of the criminal justice system at an organizational, inter-organizational, and societal level;
- Demonstrate advanced knowledge of criminological theory and the ability to apply appropriate theory to contemporary criminal justice problems and issues;
- Understand the nature of the research process, formulate research questions, and conduct applied research projects designed to address criminal justice problems;
- Demonstrate an understanding of the issues related to culture and diversity in the criminal justice system;
- Demonstrate ethical practices and critical thinking in a criminal justice leadership role;
- Demonstrate the ability to assess programs and policies intended to solve criminal justice problems;
- Demonstrate an understanding of best practices in the criminal justice field and how to apply them to current situations;
- Demonstrate written and oral communication at a level appropriate for effective leadership.

### Curriculum

Students admitted to the Master of Science in Criminal Justice will take 24 semester credit hours of required coursework and 8 semester hours of elective credits. Master's courses will provide for the development of advanced knowledge and skills in the following areas:

- criminological theory
- criminal justice administration and leadership
- applied research, planning, and program evaluation
- community building
- diversity and cultural competence
- ethics
- critical thinking

### **Required Coursework**

Students will attend classes weekly (alternating weeks for each course in a given semester) and the remaining course work will be completed through the online platform, Desire to Learn (D2L). Classes will be held on Metropolitan State's Brooklyn Park Campus. In the second year, students will work on a final project.

### **Elective Coursework**

Students will choose graduate courses that align with their academic and professional objectives from available graduate courses (courses numbered 500 or higher) offered by various graduate programs at Metropolitan State University. Courses chosen may be fully or partially online or classroom-based on the Brooklyn Park, Minneapolis, St. Paul or Midway campus on dates specified in the class schedule.

## **Admissions Criteria**

This is a competitive program that will admit students once each year (in the spring semester) for a start date the following fall semester. To be considered for admission, a student is expected to have completed a bachelor's degree by the end of the spring semester before beginning graduate coursework. Students graduating the summer before the program begins will need to wait until the following year to apply to the program. The Master of Science in Criminal Justice Admissions Committee will make admissions decisions on the basis of the following:

- Earned baccalaureate degree from a regionally accredited university;
- Cumulative GPA of 3.0 at the undergraduate degree-granting university or demonstrated competency on an assessment exam (program-specific assessment exam taken at Metropolitan State University, free of charge.) Students who have already completed the GRE and have scores of 450V, 550Q, and 4W, or higher can provide their official score in lieu of our assessment exam;
- Two years of professional experience in a law enforcement or criminal justice agency, or in a social service or security agency that has significant interaction with the criminal justice system. Those without two full years of professional experience may be admitted, depending on quality of experience, at the discretion of the Graduate Admissions Committee;
- Successful completion of the prerequisite course, Introduction to Criminal Justice.

### **Application Requirements**

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official Transcripts
- Proof of completion of Introduction to Criminal Justice
- Resume
- Goals Essay
- Two letters of recommendation

See Applying to the Program for application information, details on the requirements, deadlines and International Student application requirements.

### **Transfer Credits**

Up to 12 credits may be transferred from other graduate programs; however, transfer credits can only be applied to one required course. The remaining credits may be applied to electives. A review of transfer eligibility will be made by the Graduate Program Director. The course work must have been taken from a regionally accredited university and an official transcript provided. The credits that are being requested for transfer must have been taken at the graduate level

(a course number of at least 500 or higher). A course is eligible for transfer only if no degree was granted and a letter grade of B or better was earned in the course, and the course was taken within 5 years of admission. Students requesting transfer of non-criminal justice courses into the program must justify how they support career goals and supplement the core courses in the program.

## **Additional Information**

### **Time to Completion**

Students completing two required courses a semester, plus electives, will complete the program in two years (including summer semesters).

Students have seven years from their first semester of graduate study to complete the degree program requirements. Students may request an extension of the time limit by writing to the Graduate Program Director in the School of Law Enforcement and Criminal Justice. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include reason(s) for requesting the extension, a summary plan to complete graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the Graduate Program Director and are not automatic, nor can they be appealed.

### **Academic Standing**

Students must maintain satisfactory academic progress to remain in the graduate program.

Only courses with a letter grade of C (2.0) or better count toward degree requirements; a cumulative grade point average of 3.0 is required for graduation.

If a student receives a letter grade of C+ or below in any graduate course, he/she will be placed on academic probation. If a student receives a letter grade of C+ or below in two courses, he/she will be dismissed from the graduate program.

If a student has been dismissed from the program for unsatisfactory academic progress, he/she may apply for readmission after one calendar year has passed. To reapply, students must submit an updated resume and a letter indicating what circumstances have changed and how he/she plans to successfully complete the program. The admissions committee reviews the request and responds in writing.

Only courses in which students receive a letter grade are applied toward the degree. The option of a competence/no competence grade with a narrative transcript is not available to graduate students.

### **Reactivating into the Program**

If a student in good academic standing has not registered for courses for three or more consecutive semesters, he/she must apply to reactivate into the degree program. To reactivate, the student must submit an updated resume and a letter to the School of Law Enforcement Admissions Committee expressing a desire to reactivate into the program. The Admissions Committee reviews the request and responds in writing, specifying degree completion requirements and deadline for completion. Students may be required to satisfy degree requirements in force at the time of reactivation, even if those requirements differ from those in force at the time of original admission to the degree program.

### **Faculty**

Program faculty have extensive experience as criminal justice educators. They also have working experience in a variety of criminal justice areas, both as practitioners and researchers. Most hold a doctoral degree and are the resident faculty in the School of Law Enforcement and Criminal Justice.

### **Contact Information**

Academic program related questions can be directed to Dr. Deborah Eckberg at 763-657-3758 or

Deborah.Eckberg@metrostate.edu.

Application process related questions can be directed to the Graduate Studies Office at [graduate.studies@metrostate.edu](mailto:graduate.studies@metrostate.edu) or by calling to 612-659-7150.

## **Course List**

### **Requirements ( 32 total credits)**

The courses in the program include the following required courses:

8 credits of approved electives, and

- CJS 600 Introduction to Graduate Studies in Criminal Justice
- CJS 610 Applied Graduate Research Methods in Criminal Justice
- CJS 615 Program and Policy Evaluation in the Criminal Justice System
- CJS 620 Causation and Prevention of Crime
- CJS 625 Community Building and Social Change
- CJS 635 Management within the Criminal Justice System
- CJS 680 Praxis Seminar I
- CJS 690 Praxis Seminar II



# Database Administration Graduate Certificate (GCERT)

## Program Overview

The Database Administration Graduate Certificate is an exciting certificate program that offers students not only an excellent education in this critical area of IT, but also provides a great head start toward moving into an MIS master's degree. The program was developed in consultation with the Metropolitan State MIS Advisory Committee (MISAC) and the Center for Strategic Information Technology and Security (AdvanceIT), a Metropolitan State University Center of Excellence. The Committee and the Center supported the curriculum development and design as being consistent with our vision for graduate education in Database Administration.

This program is designed to provide both strategic and operational expertise in the administration of database and related technologies, and to provide a strong background and ability to use databases and related systems in providing strategic advantage to modern firms. OK The DA Certificate program is designed based on a review of national standards for this area, including those from the Data Management Association International Foundation Committee on the Advancement of Data Management in Post Secondary Institutions, and the database administration components of the MSIS (Masters of Science in Information Systems) 2006 standards developed in conjunction with the ACM (Association of Computing Machinery).

### Program Outcomes

The expected outcomes include

- improved preparation for management in an increasingly information-intensive world,
- ability to develop organizational strategies based on using MIS as competitive tools, and
- broadening of your knowledge of MIS management areas, including project management, and of MIS technology and its application.

### Curriculum

If the MIS Director determines that you have full prior competence in a certificate course, you may be given credit for the competency and allowed to take sufficient alternate credits to meet the total credit requirement of the certificate (e.g. if you have completed a graduate 4 credit Project Management course that is accepted, you would be allowed to consider that function completed within the Certificate, and can then take an alternate 4 credits, agreed upon with the Director).

## Gainful Employment Disclosure

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

## Admission Criteria

### Admission Decisions/Categories

The College of Management Graduate Admissions Committee evaluates your application for evidence of undergraduate

scholarship, professional experience and demonstrated aptitude for successful graduate business study. If you meet all application requirements, you are given full admission to the program. If you have one or more prerequisite courses to complete and your application otherwise supports the conclusion that you can successfully undertake graduate study, you may be granted conditional admission to a program. As a conditionally-admitted student, you must complete these prerequisites prior to completing any graduate course work. Applicants denied admission may not take graduate level courses in the program.

#### **Registration by Undergraduate Students**

With permission of the MMIS Director, you may register for "special" graduate level prerequisite courses during your last semester of undergraduate studies.

#### **Reapplication for Denied Applicants**

If your application for admission to the program is denied, you may reapply for admission only after a minimum of six months has passed after the denial. You will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If your application to the program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which you are applying.

#### **English and Quantitative Competence Assessment**

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to support success in graduate studies. If your abilities are assessed to be inadequate for graduate study, you may be required to enroll in appropriate undergraduate courses until your skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

#### **COM Graduate Student Orientation**

Once you are fully admitted to a College of Management graduate program you will be required to attend a graduate student orientation session before or during your first semester of course work. If you do not attend an orientation session, a hold will be placed on your records preventing you from registering for further graduate classes until you attend orientation.

#### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Application
- Non-refundable application fee
- Official transcripts
- Test scores
- Current resume
- Goals essay
- References

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

#### **Transfer Credits**

Once fully admitted, you may transfer up to 8 credits into your graduate program. A course is accepted in transfer only if it has been completed within the last five years from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course. Courses are accepted in transfer only upon the approval of the Graduate Programs Director in consultation with discipline coordinators.

## **Additional Information**

#### **Academic Standing**

Students must remain in satisfactory academic standing to continue in a College of Management master's degree or graduate certificate program. Only courses for which they receive a letter grade of C (2.0) or better count toward degree or certificate requirements. The option of a competence/no competence with a narrative transcript is not available to College of Management graduate students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses included in any graduate or certificate programs are required for graduation. Academic standing is calculated at the end of each semester.

Students receiving a letter grade of C+ or below in any graduate course, or who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F.

Required courses for which a student receives an F must be repeated and passed in order to graduate. College of Management master's and graduate certificate students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Studies Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

#### **Dismissal From the Program Due to Unsatisfactory Academic Standing**

Students who receive a grade of F in a required course must re-take the course and pass it in order to complete their program and graduate. They have up to one year from the time an F was received to re-take the course. Failure to do so may result in dismissal from the program. If a student who received an F cannot complete the course with a passing grade within the two allowable re-takes, they will be dismissed from the program.

#### **Appeal of Removal from the Program Due to Unsatisfactory Academic Standing**

Students who are removed from the program may appeal their removal to the College of Management Dean. The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due to the Dean within 30 days of the date of the letter notifying them of the decision to remove them from the program. The Dean has 30 days to respond in writing to the appeal. Appeals received after 30 days will not be considered.

#### **Readmission after Dismissal**

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar year after the last semester of study. To reapply, they have to complete the same process that was required for their initial admission and they must meet all the requirements of the Program as of their time of readmission. Readmission decisions are not automatic.

### **Time to Completion**

You have two years from your first semester of graduate study to complete your certificate program requirements. You may request an extension of the time limit by writing to the College of Management Graduate Programs Office. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include your reason(s) for requesting the extension, a summary of your plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the College of Management Graduate Admissions Committee and are not automatic.

### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

### **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

Additionally, the College of Management has a strong community faculty who are fully committed to educational excellence. All community faculty have graduate degrees, either a master's or a doctorate, as well as business expertise in their fields. The College of Management assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

### **Contact Information**

#### **Office Location**

1300 Harmon Place  
Minneapolis, MN 55403

#### **Mailing Address**

College of Management  
Graduate Programs Office  
Metropolitan State University  
1501 Hennepin Ave  
Minneapolis, MN 55403

**Phone:** 612-659-7290

**Email:** [com.graduateprograms@metrostate.edu](mailto:com.graduateprograms@metrostate.edu)

### **Course List**

#### **Requirements ( 22 total credits)**

- MIS 600 Management Information Systems

DSCI 620 Project Management

- MIS 653 Supply Chain Information Systems
- MIS 657 Database and Client/Server Systems
- MIS 658 Advanced Database Administration
- MIS 680 Introduction to Information Assurance
- MIS 683 Process Analysis and Design
- MIS 685 Data Mining Tools

# Design of User Experience Graduate Certificate (GCERT)

## Program Overview

The Design of User Experience graduate certificate is a 16-credit, online program that prepares professionals to design compelling user interfaces and digital experience. Subject matter areas include but are not limited to user experience design, design thinking, research methods, content strategy, and information architecture.

This program:

- Offers a deep understanding of the conceptual and theoretical foundations of user experience
- Immerses students in the scholarship and best practices of user experience
- Enables students to discover user goals, design prototypes, and conduct multi-faceted user research with sound methods
- Applies design thinking in constructing innovative design solutions
- Adapts various research methods for particular communication challenges
- Provides students with insights on leading and advocating for user experience in organizational contexts

### Program Outcomes

Students completing the graduate certificate in Design of User Experience will be able to:

- Design and conduct user research in an agile environment
- Conceptualize, build, and evaluate design solutions
- Analyze and communicate research findings to design team
- Articulate multidisciplinary concepts of user experience
- Synthesize the cognitive, emotional, and social dimensions of user experience
- Assess scholarship in user experience
- Appreciate and advocate for user experience in product design, business decisions, and change making

## Admission Criteria

To be considered for admission to the Design of User Experience Graduate Certificate Program, you must fulfill the following:

- A bachelor's degree earned from an accredited institution (or a foreign equivalent)
- A cumulative GPA of 2.5 or higher
- Basic digital literacy

Because this is not a degree-granting program, applications from international students studying on an F-1 student visa will not be accepted. However, international students may complete the certificate online without traveling to the United States. In such cases, international students must meet the criteria above and present evidence of language proficiency. We accept TOEFL scores of at least 550 (PBT) or 213 (CBT) or 80 (IBT) and IELTS scores of at least 6.0.

### Application Requirements

- Graduate Application
- Non-refundable application fee of \$20 (waived for graduates of Metropolitan State University)

- Official transcripts
- Current Resume
- Essay of professional goals (no more than two pages)

See Applying to the Program for application details including requirements. Applications for admission are reviewed on a rolling basis.

## **Additional Information**

### **Academic Standing**

You must maintain satisfactory academic progress to remain in the certificate program.

Only courses for which you receive a letter grade of C (2.0) or better count toward certificate requirements; and a cumulative grade point average of 3.0 is required for graduation. If you receive a letter grade of C+ or below in any graduate course, you will be placed on academic probation. If you receive a letter grade of C+ or below in two courses, or if your cumulative GPA is below 3.0 for two consecutive semesters, you will be dismissed from the graduate certificate program.

If you have been dismissed from the program for unsatisfactory academic progress, you may apply for readmission after one calendar year has passed. To reapply, submit an updated resume and a letter to the Design of User Experience Graduate Certificate Program indicating what circumstances have changed and how you plan to successfully complete the program. The program faculty review your request and respond in writing.

Only courses in which you receive a letter grade are applied toward your certificate. The option of a competence/no competence with a narrative transcript is not available.

### **Appeal of Unsatisfactory Academic Progress Removals from the Program**

If you are removed from the program for unsatisfactory academic progress, you may appeal the removal to the College of Arts and Sciences dean. The appeal must be in writing, and it must provide specific grounds for the appeal. The appeal is due to the dean within 30 days of the date of the letter notifying you of the decision to remove you from the program. The dean has 30 days to respond, in writing, to the appeal. Appeals received after 30 days will not be considered.

### **Time to Completion**

You have two years from your first semester of graduate study to complete your certificate program requirements. You may request an extension of the time limit by writing to the Design of User Experience Graduate Certificate Program. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include your reason(s) for requesting the extension, a summary of your plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the certificate program faculty and are not automatic.

### **Reactivating into the Program**

If you are a student in good academic standing who has not registered for courses for three or more consecutive semesters, you must apply to reactivate into the certificate program. To reactivate, submit an updated resume and a letter to the Design of User Experience Graduate Certificate Program expressing a desire to reactivate into the program. The faculty review your request and respond in writing, specifying certificate completion requirements and deadline for completion. You may be required to satisfy certificate requirements in force at the time of reactivation, even if those requirements differ from those in force at the time of original admission to the certificate program.

## **Gainful Employment Disclosure**

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

#### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

#### **Faculty**

All faculty members are:

- Holders of advanced degrees in their fields
- Experienced in their employment fields

#### **Contact Information**

##### **Coordinator**

##### **Quan Zhou**

1380 Energy Lane  
Suite 205-I  
Saint Paul, MN 55108

##### **Mailing Address**

Design of User Experience Graduate Certificate Program  
Metropolitan State University  
1380 Energy Lane Suites 205  
Saint Paul, MN 55108

##### **Office Location**

Metropolitan State University  
1380 Energy Lane Suites 205  
Saint Paul, MN 55108

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## **Course List**

### **Requirements ( 16 total credits)**

#### **Curriculum**

- WRIT 574G Usability and User Experience
- One of the following classes is required:
  - WRIT 631 User Experience and Design Thinking
  - ICS 631 User Experience and Design Thinking
- WRIT 677 User Research



- MIS 671 Problem Formulation and Data Presentation

# Healthcare Information Technology Management Graduate Certificate ( GCERT)

## Program Overview

**After careful consideration, Metropolitan State University – College of Management has elected to suspend admission to this program, effective Spring Semester 2017. Please check back for future updates.**

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Today more and more opportunities in the rapidly-expanding field of healthcare are becoming available for IT professionals. While the basic IT managerial skills are very useful in this area, there are also special considerations of which IT professional must be aware to make them effective in managing the IT needs of healthcare organizations.

For effective and efficient delivery of health services, organizations need to gain expertise in creation, management, storage, decision-support, and sharing of health-related information. The U.S. healthcare system is becoming more complex and challenging every day and is becoming increasingly dependent on information technology.

Upon completion of the Metropolitan State University Healthcare Information Technology Management Graduate Certificate, students will know basic information management, process analysis, project management, important general MIS/IT principles and practices (including security and information assurance), and general aspects of Healthcare IT. They will also know specifics in the field, including how to support the delivery of healthcare services and track health status, and how to manage both information and legal requirements related to healthcare industry outcomes. The inclusion of Healthcare Analytics in the program will also show how MIS/IT can facilitate biomedical research.

This certificate will help you prepare for the exciting fields related to IT in healthcare, and give you a real advantage for working in this rapidly growing field.

### Program Outcomes

This program:

- provides students and organizations with education, information, and training which focuses on how to efficiently and effectively manage IT within modern healthcare organizations
- helps students and organizations develop and deploy policies and strategies to improve the IT functions that support the challenging fields of healthcare, including advanced level support through informatics and analytics

### Curriculum

If the MIS Director determines that you have full prior competence in a certificate course, you may be given credit for the competency and allowed to take sufficient alternate credits to meet the total credit requirement of the certificate (e.g. if you have completed a graduate 4 credit Management Information Systems course that is accepted, you would be allowed to consider that function completed within the Certificate, and can then take an alternate 4 credits, agreed upon with the Director).

## Gainful Employment Disclosure

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

# Admissions Criteria

## Admission Decisions/Categories

The College of Management Graduate Admissions Committee evaluates your application for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate business study. If you meet all application requirements, you are given full admission to the program. If you have one or more prerequisite courses to complete and your application otherwise supports the conclusion that you can successfully undertake graduate study, you may be granted conditional admission to a program. As a conditionally-admitted student, you must complete these prerequisites prior to completing any graduate course work. Applicants denied admission may not take graduate level courses in the program.

## Registration by Undergraduate Students

With permission of the MMIS Director, you may register for "special" graduate level prerequisite courses during your last semester of undergraduate studies.

## Reapplication for Denied Applicants

If your application for admission to the program is denied, you may reapply for admission only after a minimum of six months has passed after the denial. You will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If your application to the program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which you are applying.

## English and Quantitative Competence Assessment

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to support success in graduate studies. If your abilities are assessed to be inadequate for graduate study, you may be required to enroll in appropriate undergraduate courses until your skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

## COM Graduate Student Orientation

Once you are fully admitted to a College of Management graduate program you will be required to attend a graduate student orientation session before or during your first semester of course work. If you do not attend an orientation session, a hold will be placed on your records preventing you from registering for further graduate classes until you attend orientation.

## Application Requirements

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Application
- Non-refundable application fee

- Official transcripts
- Test scores
- Current resume
- Goals essay
- References

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

#### **Transfer Credits**

Once fully admitted, you may transfer up to 8 credits into your graduate program. A course is accepted in transfer only if it has been completed within the last five years from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course. Courses are accepted in transfer only upon the approval of the Graduate Programs Director in consultation with discipline coordinators.

## **Course List**

### **Requirements ( 22 total credits)**

- MIS 600 Management Information Systems
- DSCI 620 Project Management
- MIS 630 Healthcare IT Systems
- MIS 655 Biomedical Informatics
- MIS 671 Problem Formulation and Data Presentation
- MIS 694 Cyber Ethics

# Information Assurance (IA) and Information Technology (IT) Security Graduate Certificate (GCERT)

## Program Overview

The Information Assurance (IA) and Information Technology (IT) Security Graduate Certificate program is designed to meet the fast-moving needs of security professionals from a managerial perspective, addressing national standards for this area. New information technologies arrive at lightning speed, allowing us to share information across town, across the country, or around the world faster than ever before. The need for organizations to manage the security needed to make these technologies safe and useful is crucial.

The National Security Agency's (NSA) Information Assurance Directorate is dedicated to providing information assurance solutions that keep our information systems safe from harm, thus protecting national security. Metropolitan State University is committed to enhancing its initiative in information assurance by offering this Graduate Certificate Program through the College of Management. Metropolitan State University has been designated as a Center of Excellence in Information Assurance (security) by the National Security agency (NSA).

### Program Outcomes

This program:

- provides students and organizations with education, information, and training which focuses on how to respond to cyber threats or cyber criminals
- helps students and organizations develop and deploy policies and other safeguards of information assets.

Fully accredited:

The Committee on National Security Systems (CNSS) and The National Security Agency (NSA) certify that Metropolitan State University offers a set of courseware that has been reviewed by National Level IA Subject Matter Experts and determined to meet National Training Standards for Information Systems Security (INFOSEC) Professionals, CNSS National Standards 4011, 4013, and 4016. These include:

- NSTISSI-4011, National Training Standard for Information Systems Security (INFOSEC) Professionals
- CNSSI-4016, National Information Assurance Training
- CNSSI-4016, National Information Assurance Training Standard for Risk Analysts (RA)

### Curriculum

If the MIS Coordinator determines that you have full prior competence in a certificate course, you may be given credit for the competency and allowed to take sufficient alternate credits to meet the total credit requirement of the certificate. (E.g., if you have completed a graduate 4 credit Management Information Systems course that is accepted, you would be allowed to consider that function completed within the Certificate, and can then take an alternate 4 credits, with approval of the Coordinator.)

## Gainful Employment Disclosure

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV

eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

## **Admission Criteria**

### **Admission Decisions/Categories**

The College of Management Graduate Admissions Committee evaluates your application for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate business study. If you meet all application requirements, you are given full admission to the program. If you have one or more prerequisite courses to complete and your application otherwise supports the conclusion that you can successfully undertake graduate study, you may be granted conditional admission to a program. As a conditionally-admitted student, you must complete these prerequisites prior to completing any graduate course work. Applicants denied admission may not take graduate level courses in the program.

### **Registration by Undergraduate Students**

With permission of the MMIS Director, you may register for "special" graduate level prerequisite courses during your last semester of undergraduate studies.

### **Reapplication for Denied Applicants**

If your application for admission to the program is denied, you may reapply for admission only after a minimum of six months has passed after the denial. You will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If your application to the program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which you are applying.

### **English and Quantitative Competence Assessment**

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to support success in graduate studies. If your abilities are assessed to be inadequate for graduate study, you may be required to enroll in appropriate undergraduate courses until your skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

### **COM Graduate Student Orientation**

Once you are fully admitted to a College of Management graduate program you will be required to attend a graduate student orientation session before or during your first semester of course work. If you do not attend an orientation session, a hold will be placed on your records preventing you from registering for further graduate classes until you attend orientation.

### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Application
- Non-refundable application fee
- Official transcripts
- Test scores
- Current resume
- Goals essay
- References

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

#### **Transfer Credits**

Once fully admitted, you may transfer up to 8 credits into your graduate program. A course is accepted in transfer only if it has been completed within the last five years from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course. Courses are accepted in transfer only upon the approval of the Graduate Programs Director in consultation with discipline coordinators.

#### **Course List**

#### **Requirements ( 20 total credits)**

- MIS 600 Management Information Systems
- MIS 683 Process Analysis and Design
- MIS 675 Risk Analysis in Information Technology
- MIS 680 Introduction to Information Assurance
- MIS 681 Data, Network Security and Convergence Issues
- MIS 682 Analysis of Strategic and Tactical Security IT Planning

# Liberal Studies Master of Arts ( MA)

## Program Overview

The Master of Arts in Liberal Studies is a student-centered, interdisciplinary graduate program designed for individuals who have successfully completed a bachelor's degree. Admitted students progress from an introductory seminar through a series of team-taught courses to explore advanced liberal arts themes and issues through methodologies drawn from several disciplines. Students create major research projects aligned with their personal educational goals, and support and develop their work on these projects through a series of graduate-level supporting study courses or independent studies. For each student, the Master of Arts in Liberal Studies program culminates in the creation of a self-directed capstone project that draws from and builds upon the program as a whole.

### Program Outcomes

An admitted Liberal Studies student begins by taking "MLS 600 Introductory Seminar," which teaches methods of interdisciplinary inquiry through variable topics within which students craft individual projects. Arising from interactions with seminar team teachers, and with other students, one of the seminar's outcomes is analysis and refinement of each student's educational objectives, within the framework of Master of Liberal Studies program resources.

Following MLS 600, a student then selects at least three iterations of "MLS 620 Master of Liberal Studies Exploration." Topics vary, but each MLS 620 encourages interdisciplinary inquiry, with opportunities to pursue individual interests as these relate to the Exploration's theme. For example, a student interested in world politics and economics might take an Exploration on the topic of globalism. Students also select 12 credits of supporting study at the 500G or higher level, which can include independent studies or internships. All MLS supporting study credits must be clearly relevant to the student's MLS program.

A student may register for "MLS 690 Master of Liberal Studies Capstone" upon completion of MLS 600 and at least 24 credits in the Master of Liberal Studies program (at least 8 supporting study credits, and at least 8 credits in MLS 620's); and with an approved Capstone Project Proposal. The MLS 690 Capstone revolves around the final revisions and completion of students' self-directed capstone projects.

## Admission Criteria

To be considered for admission, a student is expected to have completed a bachelor's degree before beginning Master of Liberal Studies coursework. The Master of Liberal Studies Admissions Committee will make admissions decisions on the basis of the following:

- Official copies of all undergraduate transcripts (and graduate transcripts, if any) showing a BA or BS degree from an accredited institution, a major or significant coursework in liberal arts disciplines and a minimum GPA of 3.00 from the degree-granting institution.
- Two letters of recommendation from individuals familiar with the applicant's intellectual preparation for advanced liberal arts study.
- A resume or vita (The admissions committee will value occupational and/or community experience relevant to advanced liberal arts study, in addition to academic preparation.)
- The Purpose Essay, written by the applicant about his/her interests and goals in pursuing advanced liberal arts study; see the essay prompts given in the "Graduate Application Checklist" in the MLS Application Packet.
- A writing sample, either from an earlier upper-division liberal arts course, or written in response to questions given in the "Graduate Application Checklist" in the MLS Application Packet



See Applying to the Program for application packets and details on the requirements and deadlines.

### **Pre-application Interviews**

It is strongly recommend that those considering the MLS program arrange an informational interview with the MLS director before submitting their applications.

### **Transfer Credits**

Up to 8 graduate credits earned at another accredited institution (or at Metropolitan State University before MLS admission) may be applied to the MLS program's supporting study requirement, provided those credits are clearly relevant to the student's MLS program, and not part of any other completed degree.

## **Additional Information**

### **Academic Advising**

Since its founding, Metropolitan State University has emphasized a student-centered educational philosophy, with strong faculty involvement in advising. For MLS students, advising occurs in several ways. One is embedded in "MLS 600 Introductory Seminar," where students articulate their MLS educational objectives.

Each MLS student will also be assigned a graduate faculty advisor, who can advise students towards appropriate course selection, and also help to arrange creative learning strategies, including customized independent studies and internships.

As a student nears completion of the MLS, the advisor also helps with the appointment of a faculty reader from a discipline related to the student's evolving capstone project. The faculty reader reviews a student's capstone project, and thus in addition to the team teachers of MLS 690, can advise to reinforce cohesion and quality in the final stages of a student's MLS.

### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

### **Contact Information**

For questions, or application materials contact:  
Professor Lawrence Moe  
Director, Master of Liberal Studies Program  
[Lawrence.Moe@metrostate.edu](mailto:Lawrence.Moe@metrostate.edu)  
Phone 651-793-1429  
Fax 651-793-1446

### **Mailing Address**

Master of Liberal Studies Program  
Metropolitan State University  
700 East Seventh Street

## **Course List**

### **Requirements ( 32 total credits)**

#### **Program Curriculum (32 credits)**

MLS 600 is a student's first Master of Liberal Studies course, and MLS 690 is the last. Apart from that there is significant flexibility in the order or pace at which a student takes Master of Liberal Studies courses (subject to the availability of classes).

- MLS 600 Introductory Seminar
- MLS 620 Master of Liberal Studies Explorations
- MLS 620 Master of Liberal Studies Explorations
- MLS 620 Master of Liberal Studies Explorations
- MLS 690 Master of Liberal Studies Capstone Course

# Management Information Systems (MIS) Generalist Graduate Certificate ( GCERT)

## Program Overview

Metropolitan State University offers graduate certificate programs designed to meet the rapidly-evolving needs of information systems and business professionals in the field of management information systems (MIS).

If you are a general business graduate with workplace experience in information systems or an MIS or other IT technical professional, the MIS Generalist Graduate Certificate brings you up to speed on important MIS management issues. The program helps you understand new MIS technologies and how to manage them and be aware of important new strategies for managing many architectures including internet-based or distributed computing environments, and many others. You also learn project management skills that are crucial in the MIS environment and in great demand in the marketplace. Finally, you will learn how to integrate many new MIS and management models.

### Program Outcomes

The expected outcomes include:

- improved preparation for management in an increasingly information-intensive world,
- ability to develop organizational strategies based on using MIS as competitive tools, and
- broadening of your knowledge of MIS management areas, including project management, and of MIS technology and its applications.

### Curriculum

If the MIS Director determines that you have full prior competence in a certificate course, you may be given credit for the competency and allowed to take sufficient alternate credits to meet the total credit requirement of the certificate (e.g. if you have completed a graduate 4 credit Project Management course that is accepted, you would be allowed to consider that function completed within the Certificate, and can then take an alternate 4 credits, agreed upon with the Director).

## Gainful Employment Disclosure

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

## Admission Criteria

### Admission Decisions/Categories

The College of Management Graduate Admissions Committee evaluates your application for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate business study. If you meet all application requirements, you are given full admission to the program. If you have one or more prerequisite courses to complete and your application otherwise supports the conclusion that you can successfully undertake graduate study, you may be granted conditional admission to a program. As a conditionally-admitted student, you must complete these prerequisites prior to completing any graduate course work. Applicants denied admission may not take graduate level

courses in the program.

#### **Registration by Undergraduate Students**

With permission of the MMIS Director, you may register for "special" graduate level prerequisite courses during your last semester of undergraduate studies.

#### **Reapplication for Denied Applicants**

If your application for admission to the program is denied, you may reapply for admission only after a minimum of six months has passed after the denial. You will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If your application to the program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which you are applying.

#### **English and Quantitative Competence Assessment**

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to support success in graduate studies. If your abilities are assessed to be inadequate for graduate study, you may be required to enroll in appropriate undergraduate courses until your skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

#### **COM Graduate Student Orientation**

Once you are fully admitted to a College of Management graduate program you will be required to attend a graduate student orientation session before or during your first semester of course work. If you do not attend an orientation session, a hold will be placed on your records preventing you from registering for further graduate classes until you attend orientation.

#### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Application
- Non-refundable application fee
- Official transcripts
- Test scores
- Current resume
- Goals essay
- References

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

#### **Transfer Credits**

Once fully admitted, you may transfer up to 8 credits into your graduate program. A course is accepted in transfer only if it has been completed within the last five years from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course. Courses are accepted in transfer only upon the approval of the Graduate Programs Director in consultation with discipline coordinators.

## **Course List**

### **Requirements ( 22 total credits)**

- MIS 600 Management Information Systems
- MIS 675 Risk Analysis in Information Technology
- MIS 662 Management of Distributed Computing
- MIS 663 Strategic Management of Technology and Innovation
- MIS 671 Problem Formulation and Data Presentation
- DSCI 620 Project Management

# Management Information Systems Master of Management Information Systems ( MMIS)

## Program Overview

The Master of Management Information Systems represents an important state-of-the-art concept in graduate education in the field of management information systems (MIS). Merging management and technology education, it is designed to help both technically-oriented information technology (IT) professionals and those from other fields gain expertise in the management of information systems in modern organizations.

The MMIS promotes Metropolitan State's well-known ability to tie theory to practice, with a cutting-edge MIS education designed to have a "shelf life" that outlasts successive generations of hardware and software. The program core gives a strong background in management and information technology areas. Flexibility in elective courses, plus applications emphasis throughout courses, internships and the final integrative project gives students a strong base for the future.

The program is designed to serve several distinct groups of Information Technology Management professionals who need a strong mix of management theory and practice along with technological competence. This group needs more technical education than an MBA student, but less than a student who will be working in a purely technical capacity. Included are:

- General management professionals who need to understand how to manage the technical and IT aspects of their organizations. These students need the mix of management and technical work that leads to stronger technological understanding and analytical skills, resulting in stronger general management in firms where IT is a part of their competitive strategy.
- Technical professionals who need to upgrade and update their technological skills while also updating their analytical and management abilities. Technical and project managers also need this type of mix, as well as systems analysts and managers who will be progressing in their careers. Any managerial or higher level professional in organizations where IT is important will find the MMIS of great value.

The MMIS prepares you in the areas of:

- strategic IT management
- IT strategy and Internet strategy
- supply chain management
- IT security management
- electronic commerce
- enterprise resource planning (ERP)
- globalization
- human factors
- knowledge management
- customer relationship management (CRM)
- managing the IT function (operationally)
- project management
- systems analysis and design
- social networking strategies for organizations
- business/information analytics and business intelligence technology management
- telecommunications

The MMIS serves the target groups by offering a choice of distinct concentrations:

## Information Management Concentration

The Information Management concentration has a mixture of general management, IS/IT management, and management-level conceptual technical knowledge that enables you to understand the business environment and its management while being prepared to oversee or interact with technical staff in meeting information management needs. Professionals in all organizations will find this a valuable management education.

## Systems Development Concentration

The Systems Development concentration takes a more technical approach. Upon completion of this program, systems analysts, technical analysts and managers will be updated on the latest techniques and approaches to developing the information systems of their organizations, and will be competent to lead and manage systems development projects as well as managing less technical functions.

## Program Outcomes

The MMIS program goal is to prepare you for management, high-level work and potential leadership in management information systems and related fields, and general management in organizations where information technology is important. The program targets working adults who desire high quality applied MIS education along with solid theory.

## Program Objectives

- prepare for management of IS, IT, and related functions;
- prepare to be a leader in the integration of IT into the firm to help meet organizational goals;
- prepare for management of IT planning processes; and
- prepare general managers of firms for broader strategic uses of IT

## Curriculum

**The Prerequisite Phase** assesses and ensures your readiness to begin graduate work in the MMIS program. Prerequisite courses include College Algebra, Statistics and a programming language (programming language can be satisfied concurrently with your first year classes). You may not take MMIS Phase I, II or III program classes until these prerequisite courses have been successfully completed and you are fully admitted to the program.

**Phase I** focuses on the functional disciplines of business and organizations as they apply to modern information systems. It provides a solid grounding in the core IT competencies, management, and marketing theories, processes and skills needed by managers in today's rapidly changing environment.

**Phase II** consists of relevant electives which you choose to best meet your own educational and career needs. Electives may focus on one of several disciplines or be a mix of courses from a number of topical concentrations. Some electives are prescribed as part of specific tracks-please see Track descriptions for details.

**Phase III** is the synthesis and capstone phase. The work in this phase calls for you to integrate what you have learned in previous courses and professional experiences to form a coherent picture of IT management within organizations. The program makes use of an innovative applied project to "bring it all together." Effective communication is fundamental to good management, and so you are expected to demonstrate writing skills by completing a written report about your work on this project, which is performed with a cohort.

# Admissions Criteria

## Admission Decisions/Categories

The College of Management Graduate Admissions Committee evaluates applications for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate business study. Applicants who meet all application requirements, you are given full admission to the program. Applicants who have one or more prerequisite courses to complete and their application otherwise supports the conclusion that they can successfully undertake graduate study, you may be granted conditional admission to the program. Conditionally-admitted students must complete these prerequisites prior to completing any graduate course work. Applicants denied admission may not take graduate level courses in the program.

#### **Registration by Undergraduate Students**

With permission of the MMIS Director, students may register for "special" graduate level prerequisite courses during their last semester of undergraduate studies.

#### **Reapplication for Denied Applicants**

If an application for admission to the program is denied, the applicant may reapply for admission only after a minimum of six months has passed after the denial. The applicant will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If your application to the program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which you are applying.

#### **English and Quantitative Competence Assessment**

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to support success in graduate studies. Applicants whose abilities are assessed to be inadequate for graduate study, you may be required to enroll in appropriate undergraduate courses until their skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

#### **COM Graduate Student Orientation**

Applicants who are fully admitted to a College of Management graduate program will be required to attend a graduate student orientation session before or during their first semester of course work. If they do not attend an orientation session, a hold will be placed on their records preventing them from registering for further graduate classes until you attend orientation.

#### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Application
- Non-refundable application fee
- Official transcripts for all colleges/universities attended
- Test scores
- Current resume
- Goals essay
- References



See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

#### **Transfer Credits**

Once fully admitted, students may transfer up to 8 credits into your graduate program. A course is accepted for transfer only if it has been completed within the last five years from a U.S. regionally accredited institution, no degree was granted, and a letter grade of B or better was earned in the course. Courses are accepted in transfer only upon the approval of the Graduate Programs Director in consultation with Director of the MMIS Program.

## **Additional Information**

#### **Academic Standing**

Students must remain in satisfactory academic standing to continue in a College of Management master's degree or graduate certificate program. Only courses for which they receive a letter grade of C (2.0) or better count toward degree or certificate requirements. The option of a competence/no competence with a narrative transcript is not available to College of Management graduate students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses included in any graduate or certificate programs are required for graduation. Academic standing is calculated at the end of each semester.

Students receiving a letter grade of C+ or below in any graduate course, or who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F.

Required courses for which a student receives an F must be repeated and passed in order to graduate. College of Management master's and graduate certificate students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Studies Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

#### **Dismissal From the Program Due to Unsatisfactory Academic Standing**

Students who receive a grade of F in a required course must re-take the course and pass it in order to complete their program and graduate. They have up to one year (or the next time the course is offered) from the time an F was received to re-take the course. Failure to do so may result in dismissal from the program. If a student who received an F cannot complete the course with a passing grade of C or better within the two allowable re-take opportunities, they will be dismissed from the program.

#### **Appeal of Removal from the Program Due to Unsatisfactory Academic Standing**

Students who are removed from the program may appeal their removal to the College of Management Dean. The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due to the Dean within 30 days of the date of the letter notifying them of the decision to remove them from the program. The Dean has 30 days to respond in writing to the appeal. Appeals received after 30 days will not be considered.

#### **Readmission after Dismissal**

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar year after the last semester of study. To reapply, they have to complete the same process that was required for their

initial admission and they must meet all the requirements of the Program as of their time of readmission. Readmission decisions are made by the College of Management and are not automatic.

#### **Time to Completion**

You have five years from your first semester of graduate study to complete your degree program requirements and two years to complete your certificate requirements. You may request an extension of the time limit by writing to the Director of the Management Information Systems Program. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include your reason(s) for requesting the extension, a summary of your plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the College of Management and are not automatic.

#### **College of Management Outstanding Student Award**

During your final semester of course work, you may be nominated by the faculty for the College of Management Outstanding Student Award. Nominees are evaluated on the basis of their academic performance in their graduate degree program, as well as achievements in their community and professional contributions. All finalists are recognized in the commencement program, the outstanding student receives special recognition during commencement, and is named as part of a permanent plaque in COM.

#### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

The MMIS is compatible with the MSIS (Master of Science in Information Systems) 2006 Graduate Curriculum Standards established by the Association for Computing Machinery (ACM) and Association for Information Systems (AIS), which are two key standards-setting bodies in the MIS field.

#### **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

Additionally, the College of Management has a strong community faculty who are fully committed to educational excellence. All community faculty have graduate degrees, either a master's or a doctorate, as well as business expertise in their fields. The College of Management assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

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### **Course List**

#### **Prerequisites**

The following prerequisite courses must be successfully completed with a letter grade of **C-** or better before you

can be fully admitted to the MMIS program and take any graduate-level courses:

- MATH 115 College Algebra
- STAT 201 Statistics I

## **First Year Requirements**

The following prerequisite can be completed in the first year of the program, but completion in the first semester is highly recommended:

Four (4) credits of a visual programming language or equivalent.

Courses that will satisfy the programming language (MIS 328 Applications Development I OR ICS 140 Programming Fundamentals AND ICS 141 Programming with Objects):

- MIS 328 Applications Development I
- ICS 140 Programming Fundamentals
- ICS 141 Programming with Objects

## **Requirements ( 44 total credits)**

### **Phase I (18 credits)**

- MIS 600 Management Information Systems
- MKTG 600 Marketing Management
- MIS 671 Problem Formulation and Data Presentation
- DSCI 620 Project Management
- MIS 683 Process Analysis and Design

### **Phase II (22 credits)**

Students choose one of the following concentrations:

#### **Information Management Concentration**

Courses listed below and 12 elective credits are required.

- MGMT 620 Organizational Behavior
- MIS 653 Supply Chain Information Systems
- MIS 673 Knowledge Management
- MIS 685 Data Mining Tools

#### **System Development Concentration**

Courses listed below and 10 elective credits are required.

- MIS 657 Database and Client/Server Systems
- MIS 660 Advanced IT Management, Planning and Systems Delivery
- MIS 662 Management of Distributed Computing
- MIS 665 Systems Design and Decision Support

### **Phase III (4 credits)**

Cohorts are formed each spring semester to do applied IT projects. Twin Cities' organizations are solicited for IT-management-related, systems development or other related projects. Experienced senior faculty oversee teams which determine clients' perceptions and create both team and individual reports.

- MIS 699 Integrative Capstone Project

# Nonprofit Leadership and Management (MNLM)

## Masters of Nonprofit Leadership and Management (MNLM)

### Program Overview

The Master of Nonprofit Leadership and Management (MNLM) is designed to prepare graduates to lead and manage organizations and programs ethically, strategically, and efficiently for the public good. The program is available in three formats: regular classroom-based courses, a totally online format, and a web-enhanced format with alternating sessions in the classroom and online. You can choose the format you prefer for any course in the program.

There are four sets of courses required to complete the MNLM degree.

- Program Fundamentals: Fundamental concepts and skills that undergird the entire MNLM program.
- Strategic Skills and Knowledge: Core competencies for all public and nonprofit professionals.
- Focus Areas: Nonprofit leadership and management courses, plus electives in specific areas of practice.
- Capstone: Final project and MNLM program integration.

**Electives (4 credits):** MNLM students can complete the 4 elective credits by taking:

- Two MPNA Topics courses (a different 2-credit MPNA 699 Topics course is scheduled for every term in the regular academic year (spring, summer, and fall.)
- Any 4-credit public administration course (PADM 600, PADM 650, or PADM 675.)
- Any course in the Arts and Cultural Heritage Management Certificate (ACHM 650, ACHM 660), ACHM 670, or ACHM 680.)

### Admissions Criteria

Applicants who have completed the GMAT or GRE may submit an official copy of these scores and by-pass the quantitative admissions assessment. Applicants who have not completed the GMAT or GRE must complete a free quantitative assessment on-site for distance learners, proctored at a remote location. All applicants are required to submit an admissions essay, which also serves as a writing assessment. The quantitative assessment and admissions essay must be completed before a final admission decision is made and before any graduate-level classes can be taken. Low assessment scores or low GMAT/GRE scores may generate requirements for admission that include preparatory work in writing or math that does not count toward graduation. The preparatory work ensures that admitted students are ready for high-quality, master's level instruction.

### Admission Decisions

The Graduate Admissions Committee evaluates applications for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate study. Applicants who meet all application requirements are given full admission to the MNLM program. Applicants who meet some, but not all admissions requirements may be granted conditional admission to the program. Conditionally-admitted students must complete selected prerequisite courses prior to registering for any graduate course work. Applicants denied admission may not take graduate level courses.

### Reapplication for Denied Applicants

If an application for admission to the program is denied, the applicant may reapply for admission after a minimum of six

months has passed since the denial. The applicant will need to demonstrate substantive improvements in the reapplication to be considered for admission.

Applicants who are denied admission may apply for another graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and test scores and/or assessment scores appropriate to the degree for which the applicant is applying.

## **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the Graduate Admissions Committee.

To be considered for admission applicants must submit:

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts from all colleges/universities attended
- Quantitative assessment score
- Resume
- Admissions essay
- Two reference letters from professional or academic sources

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

## **Orientation**

Newly admitted students to the Master of Nonprofit Leadership and Management program will be invited to a new student orientation with all newly admitted students in the public and nonprofit administration programs (MNLM, MPA, and MPNA) at the beginning of their first semester of course work. This orientation will introduce them to other students, alumni, and faculty as well as provide important information to navigate University systems and succeed in their graduate studies. Students who are unable to attend the orientation will be provided with orientation information via the Internet and/or telephone.

## **Additional Information**

### **Transfer Credits**

Once admitted, students may transfer up to 16 graduate level credits into the MNLM program. A course may be considered for transfer only if it is an appropriate substitution for a required course or elective as outlined in the program curriculum, was not included in a previously granted degree, and was awarded a letter grade of B or better. Courses are accepted in transfer upon the approval of the graduate program director.

### **Graduate Program Policies**

The following policies can be viewed here:

- Academic Standing
- Dismissal Due to Unsatisfactory Academic Standing
- Appeal of Dismissal Due to Unsatisfactory Academic Standing
- Readmission after Dismissal
- Time to Completion

Please also review University Graduate Program Policies and Financial Aid Satisfactory Academic Program Policies by

clicking on the hyperlinks.

## **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission. Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456 The MNLM program curriculum is consistent with the guidelines of the Nonprofit Academic Centers Council (NACC.)

## **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

Additionally, the MNLM has a strong community faculty fully committed to educational excellence in applied scholarship. All community faculty have graduate degrees, either a master's or a doctorate, as well as professional expertise in their fields. Metropolitan State assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

## **Course List**

### **Requirements ( 40 total credits)**

#### **Program fundamentals (6 credits)**

All MNLM students must complete MGMT 600 AND NPM 600

- MPNA 600 Practical Research for Public Administration and Non-profit Management
- NPM 600 Nonprofit Governance and Management

#### **Strategic Skills and Knowledge (18 credits)**

All MNLM, MPA and MPNA students must complete these five courses:

- MGMT 620 Organizational Behavior
- ECON 635 Economics of Social Issues
- MPNA 660 Strategic Human Resources Management: Public and Nonprofit
- MPNA 680 Information Management, Evaluation, and Public Accountability
- MPNA 690 Public Ethics and the Common Good

#### **Focus Areas (12 credits)**

All MNLM students must complete the following two courses in Nonprofit Management (in addition to the NPM 600 course), plus 4 credits in electives.

- NPM 650 Resource Development and Strategic Communications
- NPM 675 Nonprofit Financial Management

#### **Capstone (4 credits)**

All MNLM, MPA and MPNA students must complete the capstone course.

- MPNA 695 Capstone in Community Oriented Management



# Nursing Entry Level Master of Science in Nursing (MSN)

## Program Overview

Metropolitan State University offers two distinct programs leading to the Master of Science in Nursing (MSN):

- Entry Level MSN (ELMSN) - prepares individuals, who hold baccalaureate degrees in fields other than nursing, for entry into the nursing profession.

The catalog information below relates to the ELMSN program. See BSN to MSN for information applicable to that program.

### Program Overview

The ELMSN provides learning opportunities designed to give individuals with a baccalaureate in another academic discipline the theoretical and applied skills necessary for the professional practice of nursing. This program is a seven-semester program designed for those who hold a bachelor's degree in a non-nursing field.

Upon completion students will be awarded a Master of Science degree in nursing and be eligible to take the NCLEX-RN examination for licensure as a registered nurse. This program requires a full-time commitment for seven consecutive semesters including two summers.

### Program Outcomes

The ELMSN program is designed to:

- Provide nursing education that is accessible ;
- Prepare nurses to respond holistically to the increasingly complex health care needs of individuals, families, populations and systems;
- Contribute to the advancement of nursing practice and the discipline of nursing;
- Foster expanded practice and research opportunities through collaboration with educational and service partners.

Upon completion of the program, graduates will be able to:

- Synthesize knowledge from the arts, sciences and nursing as a basis for professional nursing practice.
- Utilize leadership skills, teaching and collaborative strategies to enhance quality nursing care and improve health outcomes.
- Practice competent holistic, evidence-based nursing care with a focus on diverse and underserved individuals, families, communities and populations.
- Integrate knowledge of political, economic, social and ethical issues in decision-making processes that influence the quality of healthcare systems and professional nursing practice.
- Demonstrate a commitment to the advancement of professional nursing and to the professional growth of self and peers.
- Utilize information systems technology to improve nursing care to patients across the lifespan.

## Admission Criteria

Applicants must meet the requirements listed for admission to the ELMSN program at Metropolitan State University.

- Applicants must have a completed baccalaureate degree from a regionally accredited college or university. Applicants whose degrees are from a non-US college or university shall have their degrees evaluated by a credentials evaluation service to determine equivalency to a US baccalaureate degree.
- Applicants must have a 3.0 cumulative GPA for all previous post-secondary study and degrees, including any courses completed that did not lead directly to a completed degree.
- Applicants must have completed the four science prerequisites of chemistry, human anatomy, human physiology and microbiology prior to the application deadline.

#### **Prerequisite Courses**

- Chemistry with laboratory component
- Human Anatomy with laboratory component
- Human Physiology with laboratory component
- Microbiology with laboratory component
- Nutrition
- Life span psychology
- Medical Ethics
- Statistics course, which must be:
  - Upper division undergraduate (300-level or above) or graduate-level;
  - Completed no more than 4 years prior to the date of program application.

Applicants must achieve a grade of "C" or above in prerequisite courses and a cumulative GPA of 3.0. One prerequisite course may have a P/NP grade.

The four science prerequisites of chemistry, human anatomy, human physiology and microbiology must be completed prior to the application deadline. The four prerequisites of lifespan psychology, medical ethics, statistics, and nutrition may be pending at the time of application deadline. If an admission offer is made, the remaining prerequisites must be completed with a grade of C or better by the start of the program. As indicated by an official transcript submitted to the School of Nursing prior to the start of the program. All courses must be at least three (3) semester credits. Courses taken under the quarter system must be at least four (4) quarter credits.

#### **Pre-Practicum Requirements**

Prior to beginning the practicum experience, information must be submitted to the School of Nursing which may include, but is not limited to the items listed here. Requirements must be valid for the duration of practicum experiences.

#### **Application Requirements**

- Metropolitan State University Graduate Programs Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts from all colleges and universities attended
- Application essay
- Two references
- Prerequisite course form
- Computer proficiency form

See Applying to the Program for application packets and details on the requirements and deadlines.

## **Additional Information**

#### **Accreditation**

The master's degree in nursing at Metropolitan State University is accredited by the Commission on Collegiate Nursing Education ([www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)) and is approved by the Minnesota Board of Nursing.

Metropolitan State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

This program is endorsed by the American Holistic Nursing Credentialing Corporation.

Graduates of the Entry Level MSN program are eligible for registration as a Public Health Nurse in the state of Minnesota after becoming licensed as a registered nurse in the state.

#### **Financial Aid**

A limited number of scholarships for ELMSN students are available through employers or organizations such as the American Cancer Society or the Veteran's Administration. For information and application forms, call the Financial Aid Office at 651-793-1414 or contact them via the university website.

## **Course List**

### **Requirements ( 62 total credits)**

After being accepted into the program, students will successfully complete 62 credits of nursing coursework, 29 of which are at the undergraduate level and 33 at the graduate level.

- NURS 304 Fundamental Concepts of Professional Nursing
- NURS 306 Essential Concepts of Pharmacology I
- NURS 309 Holistic Nursing Care of the Adult I
- NURS 325 Health Assessment
- NURS 400P Intensive Practicum I
- Please verify that your Course List is separated by ',' (comma) or 'OR'
- NURS 405 Essential Concepts of Pharmacology III
- NURS 409 Holistic Nursing Care of Women, Children, and Families
- NURS 410 Applied Pathophysiology
- NURS 414 Geriatric Nursing
- NURS 460 Mental Health Nursing
- NURS 462 Holistic Nursing Care of the Adult II
- NURS 600P Intensive Practicum II
- NURS 601 Nursing Science
- NURS 603 Foundations of Integrative Care
- NURS 604 Research Methodology
- NURS 617 Advanced Health Assessment
- NURS 618 Advanced Pathophysiology
- NURS 619 Advanced Pharmacology
- NURS 646 Informatics for Advanced Nursing Practice
- NURS 648 Leadership, Quality, and Finance in Nursing
- NURS 656 Nursing in the Community
- Please verify that your Course List is separated by ',' (comma) or 'OR'
- NURS 690P Capstone Practicum

- NURS 696 Comprehensive Care Seminar

# **Nursing Master of Science in Nursing ( MSN)**

## **Program Overview**

After careful consideration, Metropolitan State University's College of Nursing and Health Sciences has elected to suspend admission to the MSN program for both the Nurse Educator and Leadership/Management Program. This suspension includes the post-master's certificate options. We remain committed to our students currently enrolled. Please check back for future updates regarding these programs.

## **Course List**

## **Requirements**

# Nursing Practice Doctor of Nursing Practice ( BSN to DNP)

## Program Overview

The Doctor of Nursing Practice program is for Registered Nurses with a Baccalaureate degree in nursing (BSN/BAN) or Entry Level Master's Degree in Nursing (ELMSN) who wish to expand their practice to include the Advanced Practice Nurse (APN) role of the Family Nurse Practitioner. The BSN to DNP track is 80 credits and nine semesters long at full-time progression. The ELMSN to DNP track is 64 credits and seven semesters long at full-time progression. A part-time study option is not available at this time. Four semesters of clinical rotations include primary care across the lifespan. Students accumulate at least 1,000 hours of experience through clinical practicum and scholarship work.

The priority application deadline is November 1 and the final application deadline is February 8 for Fall 2017 admission.

The curriculum consists of didactic and clinical course work structured around the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education and when appropriate, the National Organization of Nurse Practitioner Faculties (NONPF) Nurse Practitioner Core Competencies. Didactic and clinical course work culminates in the completion of an evidence-based clinical capstone project during the Clinical Scholarship course sequences.

## Program Outcomes

Graduates of Metropolitan State University's DNP program will be able to influence health care in many ways by:

- Translating scientific knowledge into nursing practice.
- Leading practice initiatives that influence population health care outcomes with a focus on underserved individuals, families and communities.
- Utilizing information systems technology to improve patient care and health care systems.
- Facilitating inter-professional collaboration to ensure safe and effective health care.
- Practicing holistic, evidence-based advanced nursing care with a focus on underserved individuals, families, and communities.
- Advocating for public policy to prevent illness and promote population health.

## Admission Criteria

### Program Entry

Entry into the DNP program occurs in one of two ways depending upon your level of nursing preparation.

- The BSN to DNP option is for nurses who have a baccalaureate degree in nursing. Award upon successful completion is the DNP degree with a concentration in Family Nurse Practitioner.
- The ELMSN to DNP option is for nurses who have earned an entry-level master's degree in nursing. Award upon successful completion is the DNP degree with a concentration as a Family Nurse Practitioner.

Transcripts must indicate completion of a BS or BA in nursing or Entry Level Master's in Nursing from an accredited college or university, also accredited by either the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE). Students in their last semester of their baccalaureate program in nursing may apply for

conditional admission.

Applicants must have a 3.0 cumulative GPA for all previous post-secondary study and degrees, including any courses completed that did not lead directly to a completed degree.

Following review of applications an interview with DNP faculty may be requested.

### **Application Requirements**

- Graduate Application
- Non-refundable \$20 Application Fee (waived for graduates of Metropolitan State University)
- Official Transcripts
- Evidence of Current Unencumbered RN License
- Goals Essay
- Three Professional References
- Computer Proficiency Form

See [Applying to the Program](#) for application information, details on the requirements, deadlines and International Student application requirements.

### **Pre-Practicum Requirements**

Prior to beginning the practicum experience, information must be submitted to the Department of Nursing which may include, but is not limited to: Acceptance of Compliance with Agency Requirements

- Communicable Disease Immunity
- Verification of hours of RN work experience (1,000 hours)
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- MSN Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered RN license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Student liability coverage
- Evidence of current health insurance
- Evidence of completion of HIPAA training

Requirements must be valid for the duration of practicum experiences.

### **Transfer Credits**

A maximum of eight credits may be transferred into a plan of study. Per Minnesota State regulations, a maximum of four doctoral level credits may be transferred into a plan of study. Doctoral transfer credits must have prior approval, and be taken following admission to the DNP program.

### **Evaluation of Credentials of Graduates of Foreign Nursing Schools**

Graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by a credentials evaluation service. The evaluation report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

## **Additional Information**

## Course Sequencing and Time to Completion

- All courses must be completed in sequence.
- Students must achieve a minimum of a B- in each course in order to progress. Exceptions: students may earn a minimum grade of C in STAT 621 and one additional DNP course.
- Degree requirements must be completed within six years of beginning DNP coursework for post-BSN students, and five years for post-ELMSN students.

## Accreditation

The Doctor of Nursing Practice program at Metropolitan State University is accredited by the Commission on Collegiate Nursing Education ([www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)).

The DNP program is approved as an APRN preparation program by the:

Minnesota Board of Nursing  
2829 University Avenue SE #200  
Minneapolis, MN 55414-3252  
Phone: 612-617-2270  
Fax: 612-617-2190  
Toll Free: 888-234-2690 FREE (MN, IA, ND, SD, WI)  
TTY: 800-627-3529  
[nursing.board@state.mn.us](mailto:nursing.board@state.mn.us)  
[www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us)

Metropolitan State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools:

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

## Faculty

All faculty members at the doctoral level are:

- Holders of doctorates in their fields
- Authors of applied or refereed publications
- Professionally trained as advisors for applied research projects
- Experienced in their employment fields
- Nurse Practitioner faculty all practice as Advanced Practice Nurses

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## Course List

### Requirements ( 80 total credits)

#### BSN to DNP Track - Reseach/Theory Core Requirements (32 credits)

\*STAT 621 pre-requisite: Upper division or graduate-level statistics course completed within the previous five years with a grade of B or better. Pre-requisite must be completed before Fall program start.

- NURS 602 Ethical Dimensions for Nursing Practice



- NURS 603 Foundations of Integrative Care
- NURS 604 Research Methodology
- NURS 607 Family Health Nursing
- NURS 609 Pharmacology for Advanced Nursing Practice
- NURS 610 Pathophysiology for Advanced Nursing Practice
- STAT 621 Advanced Biostatistics in Health Research
- NURS 646 Informatics for Advanced Nursing Practice
- NURS 700 Advanced Nursing Science
- NURS 703 Evidence-Based Practice
- NURS 708 Epidemiology and Population Health

### **Leadership Core Requirements (12 credits)**

- NURS 647 Leadership in Health Care Systems
- HSCI 648 Designing for Quality in Health Care
- NURS 749 Resource Management and Finance for Health Care
- NURS 751 Health Policy and Advocacy

### **Clinical Core Requirements (25 credits)**

Program note: NURS 616/616L are 2 credit courses. NURS 724 Primary Care Nursing IV (3 credits) and NURS 724P Primary Care Nursing IV Practicum (2 credits) are additional Clinical Core requirements.

- NURS 616 Health Assessment for Advanced Nursing Practice
- NURS 616L Health Assessment for Advanced Nursing Practice Lab
- NURS 621 Primary Care Nursing I: Primary Prevention Across the Lifespan
- NURS 621P Primary Care Nursing I Practicum
- NURS 709 Applied Pharmacology for Advanced Nursing Practice
- NURS 722 Primary Care Nursing II: Secondary Prevention across the Lifespan
- NURS 722P Primary Care Nursing II Practicum
- NURS 723 Primary Care Nursing III: Pediatrics
- NURS 723P Primary Care Nursing III: Pediatrics
- NURS 724 Primary Care Nursing IV: Complex Care
- NURS 724P Primary Care Nursing IV: Complex Care Practicum

### **Capstone Scholarship (11 credits)**

- NURS 741 Pre-Scholarship
- NURS 750 DNP Scholarship I
- NURS 760 DNP Scholarship II
- NURS 770 DNP Scholarship III

### **Entry Level MSN to DNP Track - Research/Theory Core Requirements (19 credits)**

To earn the Post-Entry level MSN to DNP degree, the student must complete 64 credits distributed in the following areas. The specific courses that meet these requirements are listed below.

Completion of a graduate-level statistics course is required to be eligible for program application. Course must have been completed within the previous five years with a grade of B or better.

- NURS 607 Family Health Nursing
- NURS 609 Pharmacology for Advanced Nursing Practice
- NURS 610 Pathophysiology for Advanced Nursing Practice

- NURS 700 Advanced Nursing Science
- NURS 703 Evidence-Based Practice
- NURS 708 Epidemiology and Population Health

### **Leadership Core Requirements (9 credits)**

- HSCI 648 Designing for Quality in Health Care
- NURS 749 Resource Management and Finance for Health Care
- NURS 751 Health Policy and Advocacy

### **Clinical Core Requirements (25 credits)**

Program note: NURS 616/616L are 2 credit courses. NURS 724 Primary Care Nursing IV (3 credits) and NURS 724P Primary Care Nursing IV Practicum (2 credits) are additional Clinical Core requirements.

- NURS 616 Health Assessment for Advanced Nursing Practice
- NURS 616L Health Assessment for Advanced Nursing Practice Lab
- NURS 621 Primary Care Nursing I: Primary Prevention Across the Lifespan
- NURS 621P Primary Care Nursing I Practicum
- NURS 709 Applied Pharmacology for Advanced Nursing Practice
- NURS 722 Primary Care Nursing II: Secondary Prevention across the Lifespan
- NURS 722P Primary Care Nursing II Practicum
- NURS 723 Primary Care Nursing III: Pediatrics
- NURS 723P Primary Care Nursing III: Pediatrics
- NURS 724 Primary Care Nursing IV: Complex Care
- NURS 724P Primary Care Nursing IV: Complex Care Practicum

### **Capstone Scholarship (11 credits)**

- NURS 741 Pre-Scholarship
- NURS 750 DNP Scholarship I
- NURS 760 DNP Scholarship II
- NURS 770 DNP Scholarship III

# Nursing Practice ELMSN to DNP ( DNP)

## Program Overview

The Doctor of Nursing Practice program is for RNs with a Entry Level Master's degree in nursing who wish to expand their practice to include the Advanced Practice Nurse (APN) role of the Family Nurse Practitioner. The ELMSN to DNP track is 64 credits and seven semesters long at full-time progression (a part-time study option is not available at this time). Four semesters of clinical rotations include primary care across the lifespan. Students accumulate at least 1,000 hours of experience through clinical practicum and scholarship work.

The priority application deadline is November 1 and the final application deadline is February 8 for Fall 2017 admission.

The curriculum consists of didactic and clinical course work structured around the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education and when appropriate, the National Organization of Nurse Practitioner Faculties (NONPF) Nurse Practitioner Core Competencies. Didactic and clinical course work culminates in the completion of an evidence-based clinical capstone project during the Clinical Scholarship course sequences.

### Program Outcomes

Graduates of Metropolitan State University's DNP program will be able to influence health care in many ways by:

- Translating scientific knowledge into nursing practice.
- Leading practice initiatives that influence population health care outcomes with a focus on underserved individuals, families and communities.
- Utilizing information systems technology to improve patient care and health care systems.
- Facilitating interprofessional collaboration to ensure safe and effective health care.
- Practicing holistic, evidence-based advanced nursing care with a focus on underserved individuals, families, and communities.
- Advocating for public policy to prevent illness and promote population health.

## Admission Criteria

### Program Entry

Entry into the DNP program occurs in one of two ways depending upon your level of nursing preparation.

- The BSN to DNP option is for nurses who have a baccalaureate degree in nursing. Award upon successful completion is the DNP degree with a concentration in Family Nurse Practitioner.
- The Post-Entry Level Master's option is for nurses who have earned an entry-level master's degree in nursing. Award upon successful completion is the DNP degree with a concentration as a Family Nurse Practitioner.

Transcripts must indicate completion of a BS or BA in nursing from a regionally accredited college or university, also accredited by either the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE). Students in their last semester of their baccalaureate program in nursing may apply for conditional admission.

Transcripts of applicants with a graduate degree in nursing must also indicate completion of an MS in nursing from a regionally accredited college or university, also accredited by either the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE).

Applicants must have a 3.0 cumulative GPA for all previous post-secondary study and degrees, including any courses completed that did not lead directly to a completed degree.

Following review of applications an interview with DNP faculty may be requested.

#### **Application Requirements**

- Graduate Application
- Non-refundable \$40 Application Fee (waived for graduates of Metropolitan State University)
- Official Transcripts
- Evidence of Current Unencumbered RN License
- Goals Essay
- Three Letters of Reference
- Computer Proficiency Form

See [Applying to the Program](#) for application information, details on the requirements, deadlines and International Student application requirements.

#### **Pre-Practicum Requirements**

Prior to beginning the practicum experience, information must be submitted to the Department of Nursing which may include, but is not limited to:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Verification of hours of RN work experience (1,000 hours)
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- MSN Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered RN license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Student liability coverage
- Evidence of current health insurance
- Evidence of completion of HIPAA training

Requirements must be valid for the duration of practicum experiences.

#### **Transfer Credits**

A maximum of eight credits may be transferred into a plan of study. Per Minnesota State regulations, a maximum of four doctoral level credits may be transferred into a plan of study. Doctoral transfer credits must have prior approval, and be taken following admission to the DNP program.

#### **Evaluation of Credentials of Graduates of Foreign Nursing Schools**

Graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by a credentials evaluation service. The evaluation report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

## **Additional Information**

## Course Sequencing and Time to Completion

- All courses must be completed in sequence.
- Students must achieve a minimum of a B in each course in order to progress.
- Degree requirements must be completed within six years of beginning DNP coursework.

## Accreditation

Metropolitan State University is accredited by the Higher Learning Commission:

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

The DNP program at Metropolitan State University is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

The DNP program is approved as an APRN preparation program by the:

Minnesota Board of Nursing  
2829 University Avenue SE #200  
Minneapolis, MN 55414-3252  
Phone: 612-617-2270  
Fax: 612-617-2190  
Toll Free: 888-234-2690 FREE (MN, IA, ND, SD, WI)  
TTY: 800-627-3529  
[nursing.board@state.mn.us](mailto:nursing.board@state.mn.us)  
[www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us)

## Faculty

All faculty members at the doctoral level are:

- Holders of doctorates in their fields
- Authors of applied or refereed publications
- Professionally trained as advisors for applied research projects
- Experienced in their employment fields
- Nurse Practitioner faculty all practice as Advanced Practice Nurses

## Course List

### Requirements ( 64 total credits)

#### Entry Level MSN to DNP Track - Research/Theory Core Requirements (19 credits)

To earn the Post-Entry level MSN to DNP degree, the student must complete 64 credits distributed in the following areas. The specific courses that meet these requirements are listed below.

Completion of a graduate-level statistics course is required to be eligible for program application. Course must have been completed within the previous five years with a grade of B or better.

- NURS 607 Family Health Nursing
- NURS 609 Pharmacology for Advanced Nursing Practice
- NURS 610 Pathophysiology for Advanced Nursing Practice
- NURS 700 Advanced Nursing Science
- NURS 703 Evidence-Based Practice
- NURS 708 Epidemiology and Population Health

### **Leadership Core Requirements (9 credits)**

- HSCI 648 Designing for Quality in Health Care
- NURS 749 Resource Management and Finance for Health Care
- NURS 751 Health Policy and Advocacy

### **Clinical Core Requirements (25 credits)**

Program note: NURS 616/616L are 2 credit courses. NURS 724 Primary Care Nursing IV (3 credits) and NURS 724P Primary Care Nursing IV Practicum (2 credits) are additional Clinical Core requirements.

- NURS 616 Health Assessment for Advanced Nursing Practice
- NURS 616L Health Assessment for Advanced Nursing Practice Lab
- NURS 621 Primary Care Nursing I: Primary Prevention Across the Lifespan
- NURS 621P Primary Care Nursing I Practicum
- NURS 709 Applied Pharmacology for Advanced Nursing Practice
- NURS 722 Primary Care Nursing II: Secondary Prevention across the Lifespan
- NURS 722P Primary Care Nursing II Practicum
- NURS 723 Primary Care Nursing III: Pediatrics
- NURS 723P Primary Care Nursing III: Pediatrics
- NURS 724 Primary Care Nursing IV: Complex Care
- NURS 724P Primary Care Nursing IV: Complex Care Practicum

### **Capstone Scholarship (11 credits)**

- NURS 741 Pre-Scholarship
- NURS 750 DNP Scholarship I
- NURS 760 DNP Scholarship II
- NURS 770 DNP Scholarship III

# Project Management Graduate Certificate ( GCERT)

## Program Overview

Project management is one of the fastest growing career fields in business. Organizations are increasingly using projects as a means of achieving their strategic objectives.

In response to this need, the College of Management is offering a graduate certificate and concentration in Project Management. The required courses prepare students for the challenging field of Project Management by providing them with tools, skills, and knowledge necessary to initiate, plan, and implement projects successfully.

Some of the major skills areas covered include:

- Project planning, implementation, and control using Microsoft Project
- Request for Proposal (RFP) formulation
- Earned Value Analysis
- Computer-aided problem solving and decision making methodologies
- Systematic approaches to risk identification, risk modeling, risk impact assessment, response planning, and documentation
- Simulations using Microsoft Project, Crystal Ball, and Excel
- Techniques in data mining and visual display of quantitative data
- Team building, negotiation, and conflict resolution in projects
- Project management organizational options

### Program Outcomes

Students completing the Project Management certificate will be able to demonstrate the ability to:

- prepare, evaluate, and make proposal decisions
- develop, monitor, and implement project plans, using appropriate tools and techniques
- apply critical thinking, analyses, and strategies to complex business problems
- negotiate and manage conflicted situations
- identify, model, assess, and document risk management factors and
- present, explain, and market project-related information.

## Gainful Employment Disclosure

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

## Admission Criteria

To be considered for admission to the Project Management Graduate Certificate Program, you must submit evidence of the following:

- A bachelor's degree earned from an accredited institution
- At least one year of full-time professional work experience
- Principles of management and basic statistics and a basic knowledge of Microsoft Office.

## **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official Transcripts
- Assessment Scores
- Current resume
- Goals Essay

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

## **Transfer Credits**

Courses are accepted in transfer upon the approval of the Graduate Programs Director in consultation with discipline coordinators. A course is accepted in transfer only if it has been completed within the last five years from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course.

## **Course List**

### **Requirements ( 12 total credits)**

Learn the framework for focusing and implementing solutions ~ register for PMP/CAPM Test Prep.

- DSCI 620 Project Management
- DSCI 630 Project Risk Management
- One of the following classes is required:
  - DSCI 691 Project Management Leadership and Problem Solving
  - MIS 671 Problem Formulation and Data Presentation



# Psychology Master of Arts ( MA)

## Program Overview

**Note:** The program is not currently accepting applications. A decision will be made mid-November on whether the program will start accepting applications for Fall Semester 2018.

The Master of Arts in Psychology degree provides access to high quality graduate education in psychology to students who are interested in the application of psychology to a variety of community and organizational-related issues. The program's theoretical orientation requires students to examine the complex relationships among individual, family and community well-being and the impact of the wider environment in which we live and work.

The program emphasizes community-based interventions rather than individualistic therapies. (This is not a clinical or counseling psychology program.)

### Program Outcomes

The goal of the psychology master's program is to provide students with an opportunity for both breadth and depth in an area of particular relevance to them. Students graduating from this program will have attained the following:

- advanced understanding of the science and practice of psychology;
- understanding of the intersection of race, class and gender issues and psychological theory;
- ability to apply psychological principles to issues of concern in communities and organizations;
- skills and knowledge to assist in their work with communities and groups to create and sustain healthy settings;
- ability to assess the impact of interventions;
- ability to be critical consumers of the existing social science and psychological literature;
- ability to pursue an in-depth study of the topic and community of most interest to the student; and
- ability to independently conduct relevant applied research.

## Admission Criteria

Generally, new students are accepted for the fall and spring semesters only. To be considered for admission to the MA in Psychology program, you must:

- hold a baccalaureate degree (or equivalent) from an accredited college or university at the time you start the program with a cumulative GPA of 3.0 or higher;
- have a psychology major or major in a related field;
- have completed prerequisite courses:
  - general psychology (e.g., PSYC 100),
  - social or community psychology (e.g., PSYC 336 or PSYC 363),
  - a social science or psychology research methods course (e.g., PSYC 312, PSYC 317, or SSCI 311), and
  - statistics (e.g., STAT 201 or PSYC 307).

International students should note the additional university requirements described under Admission Information earlier in this catalog.

### Application Requirements

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts

- Letter of intent
- Current resume
- Three letters of reference

See Applying to the Program for application packets and details on the requirements and deadline.

#### **Transfer Credits**

Graduate courses taken elsewhere may be transferred into the master's degree program for up to nine degree credits. Courses to be transferred must be equivalent to courses in the program or be relevant to the student's plan of study. Decisions about transfer credit are made on a case-by-case basis by the student's graduate program advisor.

## **Prerequisites**

### **Requirements ( 36 total credits)**

#### **Thesis or Project (4 credits)**

20 elective credits which could include a practicum, additional psychology courses, courses in other departments, and/or approved learning experiences (including up to 9 graduate transfer credits). Possible elective courses include: Attitudes and social influence, Program Evaluation, Prevention, Health Psychology, Political Psychology, Health Psychology, Qualitative Research, Group Dynamics, Program Design and Community Intervention, Cross-Cultural Psychology, Environmental Psychology, Peace Psychology, and Grants in Community-Based Practice.

- PSYC 601 Psychology in the Public and Community Interest
- PSYC 603 Advanced Social Psychology and Applications
- PSYC 610 Applied Research Methods

# Public Administration (MPA) Master of Public Administration ( MPA)

## Program Overview

The Master of Public Administration (MPA) is designed to prepare graduates to lead and manage public organizations and programs ethically, strategically, and efficiently for the public good. The program is available in three formats: regular classroom-based courses, a totally online format, and a web-enhanced format with alternating sessions in the classroom and online. You can choose the format you prefer, for any course in the program.

There are four sets of courses required to complete the MPA degree.

- Program Fundamentals: Fundamental concepts and skills that undergird the entire MPA program.
- Strategic Skills and Knowledge: Core competencies for all public professionals.
- Focus Areas: Public Administration leadership and management courses, plus electives in specific areas of practice.
- Capstone: Final project and MPA program integration.

## Program Outcomes

Graduates of the MPA program should be able to:

1. Conduct critical analysis of complex issues faced by public administration leaders and professionals.
2. Provide leadership in developing and implementing organizational and professional codes of conduct, establishing ethical organizational culture and facilitating the pursuit of justice in the public arena.
3. Lead and manage employees, volunteers and teams ethically, strategically, effectively and efficiently.
4. Manage information, organizational learning and technology to support high quality decisions and evaluation.
5. Work effectively across sector, jurisdictional, organizational and professional boundaries.
6. Communicate effectively as appropriate to the audience in written and oral communication.
7. Manage financial and business resources, expenditures and accountabilities effectively.
8. Engage effectively, respectfully and competently with diverse cultures and stakeholders in community and workplace environments.
9. Advocate knowledgeably and effectively in the public arena to advance organizational and agency mission for the public good.

**Electives (4 credits):** students can complete the 4 elective credits by taking:

- Two MPNA Topics courses (a different 2-credit MPNA 699 Topics course is scheduled for every term in the regular academic year (spring, summer, and fall.)
- Any 4-credit nonprofit administration course (NPM 600, NPM 650, or NPM 675.)
- Any course in the Arts and Cultural Heritage Management Certificate (ACHM 650, ACHM 660), ACHM 670, or ACHM 680.)

## Admissions Criteria

Applicants who have completed the GMAT or GRE may submit an official copy of these scores and by-pass the quantitative admissions assessment. Applicants who have not completed the GMAT or GRE must complete a free quantitative assessment on-site or distance learners, proctored at a remote location. All applicants are required to submit an admissions essay, which also serves as a writing assessment. The quantitative assessment and admissions essay must be completed before a final admission decision is made and before any graduate-level classes can be taken. Low assessment scores or low GMAT/GRE scores may generate requirements for admission that include preparatory work in

writing or math that does not count toward graduation. The preparatory work ensures that admitted students are ready for high-quality, master's level instruction.

## **Admission Decisions**

The Graduate Admissions Committee evaluates applications for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate study. Applicants who meet all application requirements are given full admission to the MPA program. Applicants who meet some, but not all admissions requirements may be granted conditional admission to the program. Conditionally-admitted students must complete selected prerequisite courses prior to registering for any graduate course work. Applicants denied admission may not take graduate level courses.

## **Reapplication for Denied Applicants**

If an application for admission to the program is denied, the applicant may reapply for admission after a minimum of six months has passed since the denial. The applicant will need to demonstrate substantive improvements in the reapplication to be considered for admission.

Applicants who are denied admission may apply for another graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and test scores and/or assessment scores appropriate to the degree for which the applicant is applying.

## **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the Graduate Admissions Committee.

To be considered for admission applicants must submit:

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts from all colleges/universities attended
- Quantitative assessment score
- Current resume
- Goals essay
- Two reference letters from professional or academic sources

See Applying to the Program for details on the requirements, deadlines, International Student application requirements, admission criteria and more.

## **Orientation**

Newly admitted students to the Master of Public Administration program will be invited to a new student orientation with all newly admitted students in the public and nonprofit administration programs (MNLN, MPA, and MPNA) at the beginning of their first semester of course work. This orientation will introduce them to other students, alumni, and faculty as well as provide important information to navigate University systems and succeed in their graduate studies. Students who are unable to attend the orientation will be provided with orientation information via the Internet and/or telephone.

## **Additional Information**

### **Transfer Credits**

Once admitted, students may transfer up to 16 graduate level credits into the MPA program. A course may be considered for transfer only if it is an appropriate substitution for a required course or elective as outlined in the program curriculum, was not included in a previously granted degree, and was awarded a letter grade of B or better. Courses are accepted in transfer upon the approval of the graduate program director.

## **Graduate Program Policies**

The following policies can be viewed here:

- Academic Standing
- Dismissal Due to Unsatisfactory Academic Standing
- Appeal of Dismissal Due to Unsatisfactory Academic Standing
- Readmission after Dismissal
- Time to Completion

Please also review University Graduate Program Policies and Financial Aid Satisfactory Academic Program Policies by clicking on the hyperlinks.

## **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission.

### **Higher Learning Commission**

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

312-263-0456The MPA program curriculum is consistent with the guidelines of the Association of Schools of Public Affairs and Administration (NASPAA), Metropolitan State University is a member of that organization.

## **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

Additionally, the MPA has a strong community faculty fully committed to educational excellence in applied scholarship. All community faculty have graduate degrees, either a master's or a doctorate, as well as professional expertise in their fields. Metropolitan State assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

## **Course List**

### **Requirements ( 40 total credits)**

#### **Program Fundamentals (6 credits):**

All MPNA students must complete MPNA 600 and either PADM 600 or NPM 600

- MPNA 600 Practical Research for Public Administration and Non-profit Management
- One of the following classes is required:
  - PADM 600 Public Administration Foundations
  - NPM 600 Nonprofit Governance and Management

### **Strategic Skills and Knowledge (18 credits):**

All MPNA students must complete these five courses:

- MGMT 620 Organizational Behavior
- ECON 635 Economics of Social Issues
- MPNA 660 Strategic Human Resources Management: Public and Nonprofit
- MPNA 680 Information Management, Evaluation, and Public Accountability
- MPNA 690 Public Ethics and the Common Good
- One of the following classes is required:
  - NPM 650 Resource Development and Strategic Communications
  - PADM 650 Public Policy Analysis
- One of the following classes is required:
  - NPM 675 Nonprofit Financial Management
  - PADM 675 Public Finance

### **Capstone seminar (4 credits):**

All MPNA students must complete the capstone course.

- MPNA 695 Capstone in Community Oriented Management

# Public and Nonprofit Administration Master of Public and Nonprofit Administration ( MPNA)

## Program Overview

Metropolitan State University's Master of Public and Nonprofit Administration (MPNA) program prepares you for the widest range of career opportunities in the public and nonprofit sectors. The state-of-the-art curriculum addresses the most critical challenges that public and nonprofit professionals face.

The MPNA program is available in three formats: weekly classroom courses, web-enhanced courses in which students meet every other week in the classroom and do online work in between classes, and in a totally online format. You can choose the format you prefer, depending on your individual preferences or circumstances, including a mix of all three formats.

The MPNA degree offers maximum flexibility in designing your studies to match your interests in public administration, nonprofit management, or a mix of both. Students begin by studying program fundamentals, then select courses in the public or nonprofit focus areas, supported by a set of strategic skills courses, electives, and a capstone seminar that all students complete. There are four sets of courses required to complete the MPNA degree.

- Program Fundamentals: Fundamental concepts and skills that undergird the entire MPNA program.
- Focus Areas: Public Administration or Nonprofit Management tracks, plus Electives in specific areas of practice.
- Strategic Skills and Knowledge: Core competencies for all public and nonprofit professionals.
- Focus Areas: Public Administration or Nonprofit Management tracks, plus Electives in specific areas of practice.
- Electives in specific areas of practice.
- Capstone seminar: Final project and MPNA program integration.

### Program Outcomes

Graduates of the MPNA program should be able to:

- Conduct critical analysis of complex issues faced by public and nonprofit professionals.
- Provide leadership in developing and implementing organizational and professional codes of conduct, establishing ethical organizational culture and facilitating the pursuit of justice in the public arena.
- Lead and manage employees, volunteers and teams ethically, strategically, effectively and efficiently.
- Manage information, organizational learning and technology to support high quality decisions and evaluation.
- Work effectively across sector, jurisdictional, organizational and professional boundaries.
- Communicate effectively as appropriate to the audience in written and oral communication.
- Manage financial and business resources, expenditures and accountabilities effectively.
- Engage effectively, respectfully and competently with diverse cultures and stakeholders in community and workplace environments.
- Advocate knowledgeably and effectively in the public arena to advance organizational and agency mission for the public good.

### Curriculum

All MPNA students must complete **40 graduate credits**.

## Admissions Criteria

Because this program does not require a GMAT, GRE or equivalent test, a special assessment process has been

developed for evaluating applications. If an applicant has completed the GMAT or GRE, these scores can be used in lieu of the special assessment process. This assessment process or GMAT/GRE scores may generate requirements for admission that include preparatory work in writing, math or a required discipline that does not count toward graduation. The preparatory work assures that admitted students are ready for high-quality, master's level instruction. Assessments must be completed before an admission decision is made and before any graduate-level classes can be taken. Because of the applied nature of this graduate program, a minimum of one year of professional work experience is recommended for admission to the program.

#### **Admission Decisions/Categories**

The Graduate Admissions Committee evaluates applications for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate study. Applicants who meet all application requirements are given full admission to the MPNA program. Applicants who meet some, but not all admissions requirements may be granted conditional admission to the program. Conditionally-admitted students must complete selected prerequisite courses prior to registering for any graduate course work. Applicants denied admission may not take graduate level courses.

#### **Reapplication for Denied Applicants**

If an application for admission to the MPNA program is denied, the applicant may reapply for admission only after a minimum of six months has passed since the denial. The new application will be expected to show substantive improvements in eligibility for admission to the program and will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If an application to the program is denied, the applicants denied admission to the MPNA program may apply for admission to another graduate program at Metropolitan State University. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and test scores and/or assessment scores appropriate to the degree for which the applicant is applying.

#### **English and Quantitative Competence Assessment**

All graduate students are expected to demonstrate English and quantitative competence at a level to ensure success in graduate studies. Applicants whose abilities are assessed to be inadequate for graduate study may be required to enroll in appropriate undergraduate courses until their skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

#### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the Graduate Admissions Committee.

To be considered for admission applicants must submit:

- Graduate Application
- Non-refundable application fee (waived for graduates and veterans of Metropolitan State University)
- Official transcripts from all colleges/universities attended
- Assessment scores
- Current resume
- Goals essay
- Two reference letters from professional or academic sources

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.



## **Orientation**

Once you are admitted to the MPNA program you will be invited to attend a graduate student orientation to introduce you to program faculty and welcome you to the MPNA student and alumni professional network. This network is an important part of your MPNA experience, and you are strongly encouraged to make it a priority to attend this orientation session before or during your first semester of course work. If you are unable to attend the orientation, because you are located outside the Twin Cities area, arrangements will be made to provide you with orientation information.

## **Transfer Credits**

Once admitted, students may transfer up to 16 graduate level credits into the program. A course may be considered for transfer only if it is an appropriate substitution for MPNA courses, has been completed within the last ten years from an accredited institution, no degree was granted, and a letter grade of B or better was earned in the course. Courses are accepted in transfer upon the approval of the MPNA Program Director.

## **Academic Standing**

Students must remain in satisfactory academic standing to continue in the MPNA program. A cumulative grade point average (GPA) of 3.0 is required for graduation, and only courses for which a letter grade of C (2.0) or better is received count toward degree requirements. The option of a competence/no competence with a narrative transcript is not available to MPNA students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses are required for graduation. Academic standing is calculated at the end of each semester.

Students receiving a letter grade of C+ or below in any graduate course, or who have a cumulative GPA that drops below 3.0, will be notified by a letter of concern from the dean and will be required to meet with their advisor to address obstacles to completing high quality coursework. Required courses for which a student receives an F must be repeated and passed in order to graduate. MPNA students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Program Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

## **Dismissal from the Program Due to Unsatisfactory Academic Standing**

Students who receive a grade of F in a required course must re-take the course at their earliest opportunity and pass it with a grade of C or better in order to complete their program and graduate. This is normally expected within one calendar year, provided the course is offered during that year, or the next time the course is offered from the time an F was received, to re-take the course. Failure to do so may result in dismissal from the program. If a student who received an F cannot complete the course with a passing grade of C or better within the two allowable re-take opportunities, they will be dismissed from the program.

## **Appeal of Removal from the Program Due to Unsatisfactory Academic Standing**

Students who are removed from the program may appeal their removal to the College of Community Studies and Public Affairs Dean. The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due to the Dean within 30 days of the date of the letter notifying them of the decision to remove them from the program. The Dean has 30 days to respond in writing to the appeal. Appeals received after 30 days will not be considered.

## **Readmission after Dismissal**

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar

year after the last semester of study. To reapply, they have to complete the same process that was required for their initial admission and they must meet all the requirements of the Program as of their time of readmission. Readmission decisions are made by the College of Community Studies and Public Affairs and are not automatic.

## **Additional Information**

### **Academic Standing**

Students must remain in satisfactory academic standing to continue in a master's degree or graduate certificate program. Only courses for which they receive a letter grade of C (2.0) or better count toward degree or certificate requirements. The option of a competence/no competence with a narrative transcript is not available to students. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses included in any graduate or certificate programs are required for graduation. Academic standing is calculated at the end of each semester.

Students receiving a letter grade of C+ or below in any graduate course, or who have a cumulative GPA that drops below 3.0, will be placed on academic probation. They will be removed from academic probation when their cumulative GPA rises above 3.0 and they have repeated and passed any required courses for which they received an F. Required courses for which a student receives an F must be repeated and passed in order to graduate. College of Management master's and graduate certificate students may repeat courses if they receive a grade of C or C+, upon approval of the Graduate Studies Director. If a course is repeated once, only the higher grade is used in computing the grade point average. If a course is repeated a second time, the grade point average includes grades earned in both of the repeat attempts. No course may be taken more than three times.

### **Dismissal From the Program Due to Unsatisfactory Academic Standing**

Students who receive a grade of F in a required course must re-take the course and pass it with a grade of C or better in order to complete their program and graduate. They have up to one calendar year, or the next time the course is offered from the time an F was received, to re-take the course. Failure to do so may result in dismissal from the program. If a student who received an F cannot complete the course with a passing grade of C or better within the two allowable re-take opportunities, they will be dismissed from the program.

### **Appeal of Removal from the Program Due to Unsatisfactory Academic Standing**

The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due to the Dean within 30 days of the date of the letter notifying them of the decision to remove them from the program. The Dean has 30 days to respond in writing to the appeal. Appeals received after 30 days will not be considered.

### **Readmission after Dismissal**

Students who have been dismissed from a graduate program may apply for readmission no sooner than one calendar year after the last semester of study. To reapply, they have to complete the same process that was required for their initial admission and they must meet all the requirements of the Program as of their time of readmission. Readmission decisions are not automatic.

### **Time to Completion**

Students have five years from the first semester of graduate study to complete their degree program requirements. An extension of the time limit may be requested by writing to the College of Community Studies and Public Affairs. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include the reason(s) for requesting the extension, a summary of the student's plan to finish graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the Graduate Admissions Committee, are not automatic, and

cannot be appealed.

#### **Accreditation**

Metropolitan State University is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

The MPNA program curriculum is consistent with the guidelines of the National Association of Schools of Public Affairs and Administration (NASPAA) and the Nonprofit Academic Centers Council (NACC).

#### **Faculty**

Resident faculty members are primarily:

- Holders of doctoral degrees in their fields
- Authors of applied and refereed publications
- Experienced in their academic fields.

All community faculty have graduate degrees, either a master's or a doctorate, as well as business expertise in their fields. Metropolitan State assures the quality of its community faculty through a careful selection process, extensive training through our own Teaching Academy, and regular student evaluations.

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## **Prerequisites**

### **Requirements ( 40 total credits)**

#### **Program Fundamentals (6 credits):**

All MPNA students must complete MPNA 600 and either PADM 600 or NPM 600

- MPNA 600 Practical Research for Public Administration and Non-profit Management
- One of the following classes is required:
  - PADM 600 Public Administration Foundations
  - NPM 600 Nonprofit Governance and Management

#### **Strategic Skills and Knowledge (18 credits):**

All MPNA students must complete these five courses:

- MGMT 620 Organizational Behavior
- ECON 635 Economics of Social Issues
- MPNA 660 Strategic Human Resources Management: Public and Nonprofit
- MPNA 680 Information Management, Evaluation, and Public Accountability
- MPNA 690 Public Ethics and the Common Good
- One of the following classes is required:
  - NPM 650 Resource Development and Strategic Communications

PADM 650 Public Policy Analysis

- One of the following classes is required:
  - NPM 675 Nonprofit Financial Management
  - PADM 675 Public Finance

**Students can complete the 4 Elective credits by taking:**

An extra Public Administration, Nonprofit Management or Advocacy and Political Leadership course.

An appropriate graduate course from elsewhere in the University (with advisor's approval).

- MPNA 699 Topics in Public Administration and Nonprofit Management

**Capstone seminar (4 credits):**

All MPNA students must complete the capstone course.

- MPNA 695 Capstone in Community Oriented Management

# Systems Analysis Graduate Certificate ( GCERT)

## Program Overview

Metropolitan State University offers graduate certificate programs designed to meet the rapidly-evolving needs of information systems and business professionals in the field of management information systems (MIS).

The MIS Systems Analysis and Design Graduate Certificate has similar goals and outcomes to the MIS Generalist Certificate (see elsewhere in MIS Graduate Certificates section), but is tailored more towards MIS and IT technical and technical management audiences. Emphasis is placed on development of new systems, design and decision-support concepts and techniques. By completing this certificate, you are better prepared to use new system design methodologies to improve the systems in your organization and to oversee development projects in traditional IT systems, client/server systems and distributed systems, including Internet and web technologies.

### Program Outcomes

The expected outcomes include:

- improved preparation for management in an increasingly information-intensive world,
- ability to develop organizational strategies based on using MIS as competitive tools, and
- broadening of your knowledge of MIS management areas, including project management, and of MIS technology and its application.

### Curriculum

If the MIS Director determines that you have full prior competence in a certificate course, you may be given credit for the competency and allowed to take sufficient alternate credits to meet the total credit requirement of the certificate (e.g. if you have completed a graduate 4 credit Project Management course that is accepted, you would be allowed to consider that function completed within the Certificate, and can then take an alternate 4 credits, agreed upon with the Director).

## Gainful Employment Disclosure

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

## Admission Criteria

### Admission Decisions/Categories

The College of Management Graduate Admissions Committee evaluates your application for evidence of undergraduate scholarship, professional experience and demonstrated aptitude for successful graduate business study. If you meet all application requirements, you are given full admission to the program. If you have one or more prerequisite courses to complete and your application otherwise supports the conclusion that you can successfully undertake graduate study, you may be granted conditional admission to a program. As a conditionally-admitted student, you must complete these prerequisites prior to completing any graduate course work. Applicants denied admission may not take graduate level courses in the program.

### **Registration by Undergraduate Students**

With permission of the MMIS Director, you may register for "special" graduate level prerequisite courses during your last semester of undergraduate studies.

### **Reapplication for Denied Applicants**

If your application for admission to the program is denied, you may reapply for admission only after a minimum of six months has passed after the denial. You will need to demonstrate a substantive difference in the reapplication to be considered for admission.

If your application to the program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by the application fee, a new goals essay, updated resume, two new references and GMAT scores and/or assessment test scores appropriate to the degree for which you are applying.

### **English and Quantitative Competence Assessment**

All College of Management students, except those in special international cohort programs, are expected to demonstrate English and quantitative competence at a level to support success in graduate studies. If your abilities are assessed to be inadequate for graduate study, you may be required to enroll in appropriate undergraduate courses until your skills have been brought to a satisfactory level. These undergraduate courses must be successfully completed prior to taking any graduate level courses.

### **COM Graduate Student Orientation**

Once you are fully admitted to a College of Management graduate program you will be required to attend a graduate student orientation session before or during your first semester of course work. If you do not attend an orientation session, a hold will be placed on your records preventing you from registering for further graduate classes until you attend orientation.

### **Application Requirements**

Applicants should allow 7-10 business days for review once all required application materials are received and sent to the College of Management Graduate Admissions Committee.

To be considered for admission you must submit:

- Application
- Non-refundable application fee
- Official transcripts
- Test scores
- Current resume
- Goals essay
- References

See Applying to the Program for application packets, details on the requirements, deadlines and International Student application requirements.

### **Transfer Credits**

Once fully admitted, you may transfer up to 8 credits into your graduate program. A course is accepted in transfer only if it has been completed within the last five years from an accredited institution, no degree was granted, and a letter

grade of B or better was earned in the course. Courses are accepted in transfer only upon the approval of the Graduate Programs Director in consultation with discipline coordinators.

## **Prerequisites**

### **Requirements ( 20 total credits)**

- MIS 600 Management Information Systems
- One of the following classes is required:
  - MIS 662 Management of Distributed Computing
  - MIS 657 Database and Client/Server Systems
- MIS 658 Advanced Database Administration
- MIS 665 Systems Design and Decision Support
- One of the following classes is required:
  - MIS 667 Telecommunications and Internet Management
  - MIS 643 Telecommunications and Internet Management - Part One
- MIS 644 Telecommunications and Internet Management - Part Two
- DSCI 620 Project Management

# Technical Communication Master of Science ( MS)

## Program Overview

The Master of Science in Technical Communication is an innovative 32-credit program that provides advanced training in the professional practice and theory of technical communication. The program has been designed to:

- help you succeed in this rapidly-evolving profession, within a global marketplace;
- prepare you for upper-level positions in technical communication as managers, supervisors or consultants; and
- enable you to solve complex communication problems for a variety of audiences, in a variety of media.

In addition to being useful to technical communication professionals, this program may also help people in a variety of fields, including education, graphic design, training, marketing, multimedia development, science and engineering. You learn how to use your knowledge in practical, on-the-job situations; and all of the professors combine academic excellence with their own real-world experience.

In keeping with Metropolitan State's commitment to working adults, the master's program in technical communication offers flexible scheduling with evening and weekend classes, and program flexibility to suit individual professional goals.

### About Technical Communication

We are surrounded by technological change in our schools, in the workplace and in our homes. To many people, just trying to keep up with the pace of change is a major challenge. But with change comes opportunity. Technical communicators understand that opportunity. They fill the gap between people and technology, between specialized information and those who want to use it. It's a growing field that helps people cope with technology and technical information in a variety of settings.

In many ways, technical communication is a skill set that allows individuals to fill many roles within organizations.

Areas of expertise for technical communicators include:

- document design
- content development and design for digital media
- writing and editing
- project management
- usability and usability testing
- information management and
- cross-cultural communication

The demand for technical communication skills and expertise has grown consistently, in all segments of industry, government and nonprofit organizations. There is also a growing need for professionals within the field to take leadership roles as managers, supervisors and consultants.

### Advising

Academic advisors for this program are resident faculty who teach in the technical communication program. As a newly-admitted student, you confer with your advisor to lay out a course of study that includes:

- prerequisite course work, if any;
- a curricular plan--the recommended sequence of courses, based on your circumstances and the university's course scheduling; and



- electives and focus area--special interests within the field of technical communication, if any, that you can address through course work and recommended electives.

#### Assistantships

A limited number of graduate assistantships are available for students in the master's program. Students with assistantships help faculty with teaching, special projects and program administration.

## Admission Criteria

Admission to the program is based on the following criteria:

- BA/BS from an accredited institution with course work relevant to technical communication. In some cases, professional experience may take the place of relevant undergraduate course work. (Students lacking both relevant undergraduate course work and professional experience may be asked to complete a recommended course of study as a prerequisite to graduate work.)
- Cumulative undergraduate grade point average of at least 2.75 (on a 4.0 scale).

#### Application Requirements

- Graduate Application
- Non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts
- Two letters of recommendation
- Current resume
- Letter of application
- Portfolio

See Applying to the Program for application packets and details on the requirements and deadlines.

#### Transfer Credits

With your advisor's permission, you may apply to your degree as many as two courses (no more than eight graduate credits) from other accredited graduate programs.

## Additional Information

#### Accreditation

Metropolitan State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
312-263-0456

#### Faculty

Anne Aronson, Helen Correll, Craig Hansen, (Technical Communication Program Director), Maythee Kantar, Kathryn Kelly, Ed Lee, Alison McGhee, Brian Nerney, Becky Omdahl, Erica Rasmussen, Victoria Sadler, Shannon Skarphol Kaml, Gail Smogard, Suzanne Walfoort, and Kathy Wellington.

## Contact Information

Communication, Writing and the Arts  
Metropolitan State University  
Energy Park Place, Suite 205  
1380 Energy Lane  
Saint Paul, MN 55108  
651-999-5940

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## Course List

It is important that students in the program begin with a common set of skills and theoretical background. This can be achieved to a large degree through professional technical communication experience. If you lack this experience and have not completed a directly relevant course of study in your undergraduate degree program, you will need, at a minimum, the following prerequisite courses:

In addition, the technical communication program director may recommend that you complete one or more additional courses before beginning the master's program.

- WRIT 271 Technical Writing
- WRIT 371 Editing

## Requirements ( 32 total credits)

Course work for the Master of Science in Technical Communication falls into two categories: core courses and electives.

- Please verify that your Course List is separated by ',' (comma) or 'OR'

### Core Courses (20 credits)

Course work for the Master of Science in Technical Communication falls into two categories:

- WRIT 685 Rhetorical Theory
- WRIT 671 Technical Communication Theory and Research Seminar
- WRIT 673 Technical Communication in International Contexts
- WRIT 683 Technical Communication Capstone

### Technology-related Class

- One of the following classes is required:
  - WRIT 676 Advanced Writing and Designing for the Web
  - MDST 583G Online Education and Training

### Electives

To individualize the master's program, you select up to three 4-credit electives. These electives must be 500G-, 600-, or 800-level courses and must be approved by your advisor. You can select electives from fields such as writing, media studies, communication, business/management, computer science, natural sciences and ethics. Popular electives include WRIT 599G Topics in Technical Communication, WRIT 572G Document Design, MGMT 620 Organizational

Behavior, DSCI 620 Project Management, MDST 580G Issues in Communication Technology, and WRIT 575G Environmental Communication. You may choose one independent study or an internship as an elective. We particularly recommend internships if you have limited professional experience.

# Urban Education Master of Science ( MS)

## Program Overview

**The Urban Education Master of Science degree is designed for three types of graduate students:**

- licensed educators or other professionals working with urban youth and schools who are seeking a general professional development experience
- professionals working with urban youth and schools who are seeking specific areas of professional development in English as a Second Language or Special Education
- individuals seeking to become a licensed secondary teacher in Minnesota with a commitment to working with urban youth and schools

The coursework in this program is designed to examine the racial, socio-economic, cultural, historical, structural and systemic contexts and conditions of urban education. An asset orientation towards urban learners, families, schools, and communities is emphasized. Research on promising efforts to close gaps and create equitable learning opportunities and achievement for E-12 students is analyzed. Courses provide students opportunities to integrate theory, practice, critical reflection and research within a school or community setting to improve E-12 student learning.

The School of Urban Education offers five areas to choose from depending on the student's professional goals:

- Curriculum, Pedagogy and Schooling for those seeking professional development only; not for licensure.
- Secondary Education Teacher Preparation for those seeking initial grades 5-12 licensure in one of four core content areas-Communication Arts & Literature, Life/General Science, Mathematics, or Social Studies.
- Special Education for those seeking professional development in the areas of learning disabilities or emotional/behavior disorders. For those who are already licensed general education teachers, this concentration is in process of being approved by the Minnesota Board of Teaching to prepare teachers in three K-12 additional licensure endorsements: Learning Disabilities, Emotional/Behavior Disorders or Academic and Behavioral Strategist.
- English Learner (ESL) Education for those seeking professional development in working with youth whose first language is not English. For those who are already licensed general education teachers, this concentration is in process of being approved by the Minnesota Board of Teaching to prepare teachers for additional licensure endorsement in the K-12 English as a Second Language (ESL).
- Reading and Critical Literacies (coming in summer 2017) for already licensed teachers who are seeking additional license endorsement for teaching K-12 Reading as well as other professionals interested in this concentration but who don't seek K-12 licensure

### Program Outcomes

Students completing this program will:

- Examine principles of urban education and effective teaching of diverse youth from various racial, ethnic, cultural, linguistic, and socio-economic backgrounds,
- Critically reflect upon the context and conditions of urban schooling, racial and cultural identity, pedagogical practices, curriculum, and the role of urban educators in closing opportunity and achievement gaps,
- Deepen understanding of the assets urban learners, families and communities to help nurture resilience, self-determination, empowerment, equity and social justice,
- Gain knowledge of relevant research literature, and conduct research or implement a project to address a particular question or issue in urban education,
- Meet the standards/competencies required for state teaching licensure (if pursuing a teacher preparation track/emphases).

## Curriculum

- Curriculum, Pedagogy and Schooling Concentration (34 credits)
- English Learner (ESL) Education Concentration (34-44 credits)
- Secondary Education Teacher Preparation Concentration (52-56+ credits)
- Special Education Concentration (42-53 credits)
- Curriculum, Pedagogy & Schooling Concentration (34 credits)

### Curriculum, Pedagogy & Schooling Concentration (34 credits)

This concentration is for those seeking professional development only; it is not a licensure program.

#### Required Courses (19 credits):

- EDU 600 Principles of Urban Education (4cr) OR SPED 600 Socio-Cultural Foundations in Teaching Exceptional Urban Learners (4cr)
- EDU 614 Literacy Education in Urban (Secondary) Schools (3cr)
- EDU 670 Advanced Reflective Practice for Urban Educators (4cr)
- EDU 688 Research Methods in Urban/Cross-Cultural Education (4cr)
- EDU 698 Capstone: Conducting Research Scholarship in Urban Classrooms, Schools and Communities (4cr)

#### Electives (15 credits):

- EDU 602 Assessing Learning in Urban Grades 5-12: Advanced Theory and Practice (3cr)
- EDU 606 Urban Middle and High School Teaching Methods: Advanced Theory and Practice (4cr)
- EDU 610 Teaching and Assessing Exceptional Urban Learners: Advanced Theory and Practice (3cr)
- EDU 615 Managing Learning in Urban 5-12 Classrooms: Advanced Theory and Practice (3cr)
- EDU 630 Historical, Cultural, and Philosophical Foundations of Urban Education: Advanced Theory (3cr)
- EDU 635 Teaching & Assessing English Learners in Content Area Classrooms: Advanced Theory and Practice (3cr)
- EDU 651 Immigrants and Refugees in Urban Schools (3cr)
- EDU 652 Theories and Methods of Language Learning (3cr)
- EDU 653 Assessment and Curriculum for English Learners in Urban Schools (4cr)
- SPED 600 Socio-Cultural Foundations in Teaching Exceptional Urban Learners (4cr)
- SPED 601 Behavioral and Learning Principles for Exceptional Urban Learners (4cr)
- A graduate course in Ethnic Studies that is part of the Masters of Arts--Liberal Studies program, or a Psychology course related to learning or youth
- Other possible elective courses to be developed include but not limited to the following topics:
  - Critical Pedagogy
  - Critical Race Theory
  - Teacher Leadership & School Change
  - Differentiation in the Urban Classroom
  - Technology for Learning & Teaching
  - Team Teaching & Integrating Curriculum: Teaching Beyond Separate Subjects
  - Professional Learning Communities: Promises, Practices and Pitfalls
  - Systemic Urban School Reform: Past and Present

### Secondary Education Teacher Preparation Concentration (52-56+ credits)

This concentration is intended for those seeking initial licensure in one of four core content areas: Communication Arts & Literature, Life/General Science, Mathematics, or Social Studies. All applicants to this concentration are conditionally admitted in the first semester, and fully admitted after the prerequisites listed have been met, typically within the first semester or two.

## Prerequisites for Full Program Admission

- At least 8 undergraduate or graduate credits in the content area (e.g., English, Math, Science or Social Studies)
- If your bachelor's degree major was in Biology or any other science, English, Mathematics, History or any social science, you have the minimum 8 undergraduate credits in the content area (e.g., English, Math, Science or Social Studies)
- If you have a minor in any of the above subjects, you have the minimum 8 undergraduate credits in the content area (e.g., English, Math, Science or Social Studies)
- If neither items 1 or 2 apply to you, please email [urban.education@metrostate.edu](mailto:urban.education@metrostate.edu) to request a master's program pre-application meeting and transcript review to determine prerequisite completion.
- Ethnic Studies competency (as evidenced by official transcripts) or an approved Ethnic Studies course (4cr) (see approved list of qualifying courses.)
- In first semester of conditional admission, must successfully complete EDU 600 Principles of Urban Education with a grade of B or higher (all or some of which counts toward field experience.)
- In first semester of conditional admission, must successfully complete at least 40 hours of experience working with youth in an urban setting (as evidenced by documentation of field hours and reference from field experience.)

## Undergraduate Required Courses for 5-12 Licensure (6-10+ credits depending on content area and coursework completed for previous degree)

- EDU 383 Information Technology for K-12 Education (2cr)  
Any content area coursework or its equivalent not yet completed during previous degree(s) and needed to meet licensure standards (contact the School of Urban Education for a transcript review)
- Content Methods Coursework and Advanced Practicum  
(4-8cr specific to a licensure area, taken just prior to student teaching EDU 650)
  - Communication Arts and Literature
    - Content Area Coursework to meet licensure standards
    - LAED 445 Teaching Writing and Communications in Urban Gr 5-12 (4cr)
    - LAED 450 Teaching Language Arts in Urban Middle and High School (4cr)
    - EDU 450 Advanced Urban Teaching Practicum & Seminar (0-1cr, taken as a co-requisite with either LAED methods course)
  - Life Science/General Science
    - Content Area Coursework to meet licensure standards
    - SCED 445 Practice of Science (4cr)
    - SCED 450 Science Methods for Urban Grades 5-12 Classrooms and Lab (4cr)
    - EDU 450 Advanced Urban Teaching Practicum & Seminar (0-1cr, taken as a co-requisite with SCED 450)
  - Mathematics
    - Content Area Coursework to meet licensure standards
    - MAED 440 Teaching Mathematics to Urban Learners in Grades K-8 (4cr)
    - MAED 450 Teaching Mathematics to Urban Learners in Grades 7-12 (4cr)
    - EDU 450 Advanced Urban Teaching Practicum & Seminar (0-1cr, taken as a co-requisite with either MAED methods course)
  - Social Studies
    - Content Area Coursework to meet licensure standards
    - SSED 450 Teaching Social Studies in Urban Grades 5-12 (4cr)
    - EDU 450 Advanced Urban Teaching Practicum & Seminar (0-1cr, taken as a co-requisite with SSED 450)

## Special Education Concentration (42-53 credits)

This concentration is intended for teachers already licensed in MN who are seeking additional licensure endorsement for teaching K-12 Special Education in these areas: Academic and Behavioral Strategist, Emotional-Behavior Disorders, and/or Learning Disabilities. Other professionals may complete this concentration, but cannot earn K-12 special

education licensure endorsements unless they are already MN licensed in another general education field.

**Please note:** as of 03/02/15, the School of Urban Education is approved to offer the master's degree with this concentration, but is still awaiting approval of the program from the MN Board of Teaching to recommend candidates for K-12 Special Education licensure.

**Prerequisite (for students seeking K-12 licensure only; other students have no specific prerequisites)**

- Existing MN teaching licensure in any general education field.

**Required Courses (39cr)**

After being accepted into the program, all students will complete 42 credits at the graduate (600) level for the degree including 39 required credits and 3 elective credits. Students seeking licensure with the master's will successfully complete 14 credits of additional coursework for the specific licensure, including 6 credits at the undergraduate level and 8 credits at the graduate level to meet licensure standards.

- SPED 600 Socio-Cultural Foundations in Teaching Exceptional Urban Learners (4cr)
- SPED 601 Behavioral and Learning Principles for Exceptional Urban Learners (4cr)
- SPED 602 Models of Community and Family Involvement in Special Education (3cr)
- SPED 603 Assessment in Urban Special Education (4cr) with co-requisite
- SPED 610 Practicum in LD Assessment (0-1cr) and/or
- SPED 611 Practicum in EBD Assessment (0-1cr)
- SPED 604 Instructional, Assistive & Alternative Information Technology for Professional Education Settings (3cr)
- SPED 605 Principles of Educational Collaboration for Instruction and Planning in Urban K-12 Settings (3cr)
- SPED 606 Socio-Cultural and Linguistic Frameworks for Classroom and School System Behavioral and Academic Supports (3cr)
- EDU 614 Literacy Education in Urban Schools (3cr)
- EDU 670 Advanced Reflective Practice for Urban Educators (4cr)
- EDU 688 Research Methods in Urban/Cross-Cultural Education (4cr)
- EDU 698 Capstone: Conducting Research in Urban Classrooms, Schools and Communities (4cr)

**Elective Courses (3cr minimum for students seeking degree only, not seeking licensure; choose one of the following courses)**

- EDU 610 Teaching and Assessing Exceptional Urban Learners: Advanced Theory and Practice (3cr)
- SPED 607 Characteristics & Instruction of Students with Learning Disabilities (3cr)
- SPED 608 Characteristics of Diverse Students with Emotional/Behavioral Disorders (3cr)

**Elective Courses (16cr minimum for students seeking licensure; choose at least one of the following licensure options)**

*Academic and Behavior Strategist Licensure Endorsement (16cr)*

- EDU 483 Foundations of Teaching Reading in Urban Grades K-6 (3cr)
- EDU 487 Methods of Teaching Reading in Urban Grades K-6 (3cr)
- EDU 610 Teaching and Assessing Exceptional Urban Learners: Advanced Theory and Practice (3cr)
- SPED 609 Special Education Instructional Methods for Students with Diverse Disabilities (4cr) with
- SPED 650 Advanced ABS Practicum (1cr)
- SPED 690 Special Education Student Teaching K-12 (2-8cr)

*Emotional Behavior Disorders Licensure Endorsement (16cr)*

- EDU 483 Foundations of Teaching Reading in Urban Grades K-6 (3cr)
- EDU 487 Methods of Teaching Reading in Urban Grades K-6 (3cr)

- SPED 608 Characteristics of Diverse Students with Emotional/Behavioral Disorders (3cr)
- SPED 609 Special Education Instructional Methods for Students with Diverse Disabilities (4cr) with
- SPED 651 Advanced EBD Practicum (1cr)
- SPED 690 Special Education Student Teaching K-12 (2-8cr)

### *Learning Disability Licensure Endorsement (16cr)*

- EDU 483 Foundations of Teaching Reading in Urban Grades K-6 (3cr)
- EDU 487 Methods of Teaching Reading in Urban Grades K-6 (3cr)
- SPED 607 Characteristics & Instruction of Students with Learning Disabilities (3cr)
- SPED 609 Special Education Instructional Methods for Students with Diverse Disabilities (4cr) with
- SPED 652 Advanced LD Practicum (1cr)
- SPED 690 Special Education Student Teaching K-12 (2-8cr)

### **English Learner (ESL) Education Concentration (34-44 credits)**

This concentration is intended for teachers already licensed in MN who are seeking additional licensure endorsement for K-12 ESL teaching. Other professionals may complete this concentration, but cannot earn K-12 ESL licensure endorsement unless they are already MN licensed in another general education field.

**Please note:** as of 03/02/15, the School of Urban Education is approved to offer the master's degree with this concentration, but is still awaiting approval of the program from the MN Board of Teaching to recommend candidates for K-12 ESL licensure.

### **Prerequisite (only for students seeking K-12 licensure; other students have no specific prerequisites)**

- Existing MN teaching licensure in any general education field

### **Required Courses (34-44cr)**

After being accepted into the program, all students will complete 34 credits at the graduate (600) level for the degree. Students seeking licensure with the Master's will successfully complete 44 credits of coursework, including 7 credits at the undergraduate level and 3 additional graduate credits to meet licensure standards. Students only completing the master's do not need to complete LING 316, EDU 483, EDU 656, EDU 657 nor EDU 658.

## **Admission Criteria**

This is a summary listing only. See Applying to the Program for full details on application requirements and the deadline.

- Graduate Application
- \$20 non-refundable application fee (waived for graduates of Metropolitan State University)
- Official transcripts
- Letter of Application
- Resume
- Writing Sample
- Two references
- Teaching license (if earned)

### **Transfer Credits**

With the approval of the School of Urban Education, students may substitute relevant credits earned in other regionally accredited graduate programs toward their Metropolitan State degree. Students may request up to 12 graduate semester credits be applied toward their MS-Urban Education degree completion. This total includes graduate credits taken at Metropolitan State University in other graduate programs. Transfer credits need to have been completed within seven years of beginning the MS-Urban Education program.



# Additional Information

## Academic Standing

To remain in good standing and to be qualified for graduation, you must maintain a cumulative grade point average of at least 3.0. Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average. See university Graduate Policies & Procedures for more information.

In addition, please see the Financial Aid Satisfactory Academic Progress Policy.

## Accreditation

Metropolitan State University is accredited by the Higher Learning Commission. The School of Urban Education and Metropolitan State are approved by the Minnesota Board of Teaching (BoT) to offer teacher licensure programs and make licensing recommendations to the Board for persons who complete Board approved programs. The graduate-level initial licensure program in Secondary Education Teacher Preparation is approved by the Minnesota Board of Teaching. (Note: While the ESL and Special Education concentrations are approved master's degree options, BoT approval is still pending (as of 03/10/2015) for these concentrations as endorsement licensure programs for persons who already hold any MN teaching license.

## Time to Completion

Students have seven years from their first semester of graduate study in the program to complete the degree requirements. Students may request an extension of the time limit by writing to the Graduate Program Coordinator. Such requests must be received prior to the expiration of the time limit. Requests for extensions should include reason(s) for requesting the extension, a summary plan to complete graduation requirements, and a specific date for the extension to expire. Extension decisions are made by the Graduate Program Coordinator and are not automatic and cannot be appealed.

## Faculty

Manuel Barrera, Rosa Fagundes, Nadine Haley, Yun-Ting Hung, Tracey Pyscher, Paul Spies, new faculty being hired, and several community faculty.

## Contact Information

After reviewing the information provided on the website, if you have specific questions regarding the MS in Urban Education, please email [urban.education@metrostate.edu](mailto:urban.education@metrostate.edu) or call 651-999-5920 and ask to speak with an advisor.

General questions about the online application process can be directed to [graduate.studies@metrostate.edu](mailto:graduate.studies@metrostate.edu) (preferred) or call 612-659-7150.

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## Course List

### Urban Education MS Electives (15 credits)

Other possible elective courses to be developed include but not limited to the following topics:

â—| Critical Pedagogy

â—| Critical Race Theory

- â—| Teacher Leadership & School Change
- â—| Differentiation in the Urban Classroom
- â—| Technology for Learning & Teaching
- â—| Team Teaching & Integrating Curriculum: Teaching Beyond Separate Subjects
- â—| Professional Learning Communities: Promises, Practices and Pitfalls
- â—| Systemic Urban School Reform: Past & Present

A graduate course in Ethnic Studies that is part of the Masters of Arts--Liberal Studies program, or a Psychology course related to learning or youth

- EDU 602 Assessing Learning in Urban Grades 5-12 - Advanced Theory and Practice
- EDU 606 Urban Middle School & High School Methods -Advanced Theory and Practice
- EDU 610 Teaching & Assessing Exceptional Urban Learners-Advanced Theory & Practice
- EDU 615 Managing Learning in Urban 5-12 Classrooms-Advanced Theory and Practice
- EDU 630 Historical, Cultural, and Philosophical Foundations of Urban Education
- EDU 635 Teaching Assessing ELL Students in Content-Advanced Theory and Practice
- EDU 651 Immigrants and Refugees in Urban Schools
- EDU 652 Theories and Methods of Language Learning
- EDU 653 Assessment and Curriculum for English Learners in Urban Schools

## **Requirements ( by concentration to your left - total credits)**

### **Urban Education MS Required Courses (19 credits)**

- EDU 600 Principles of Urban Education
- EDU 614 Literacy Education in Urban Schools - Advanced Theory and Practice
- EDU 670 Advanced Reflective Practice for Urban Educators
- EDU 688 Research Methods in Urban/Cross-Cultural Education
- EDU 698 Capstone: Conducting Research in Urban Classrooms, Schools and Communities

### **Urban Education MS Electives (15 credits)**

Other possible elective courses to be developed include but not limited to the following topics:

- â—| Critical Pedagogy
- â—| Critical Race Theory
- â—| Teacher Leadership & School Change
- â—| Differentiation in the Urban Classroom
- â—| Technology for Learning & Teaching
- â—| Team Teaching & Integrating Curriculum: Teaching Beyond Separate Subjects
- â—| Professional Learning Communities: Promises, Practices and Pitfalls
- â—| Systemic Urban School Reform: Past & Present

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- EDU 606 Urban Middle School & High School Methods -Advanced Theory and Practice
- EDU 610 Teaching & Assessing Exceptional Urban Learners-Advanced Theory & Practice
- EDU 615 Managing Learning in Urban 5-12 Classrooms-Advanced Theory and Practice
- EDU 630 Historical, Cultural, and Philosophical Foundations of Urban Education
- EDU 635 Teaching Assessing ELL Students in Content-Advanced Theory and Practice
- EDU 651 Immigrants and Refugees in Urban Schools

- EDU 652 Theories and Methods of Language Learning
- EDU 653 Assessment and Curriculum for English Learners in Urban Schools

### **Required Courses for All 5-12 Initial Licensure Programs (34 credits)**

- EDU 600 Principles of Urban Education
- EDU 602 Assessing Learning in Urban Grades 5-12 - Advanced Theory and Practice
- EDU 606 Urban Middle School & High School Methods -Advanced Theory and Practice
- EDU 610 Teaching & Assessing Exceptional Urban Learners-Advanced Theory & Practice
- EDU 614 Literacy Education in Urban Schools - Advanced Theory and Practice
- EDU 615 Managing Learning in Urban 5-12 Classrooms-Advanced Theory and Practice
- EDU 630 Historical, Cultural, and Philosophical Foundations of Urban Education
- EDU 635 Teaching Assessing ELL Students in Content-Advanced Theory and Practice
- EDU 650 Student Teaching in the Urban Secondary School Grades 5-12

### **Additional Required Courses to earn the Master's degree (12cr):**

- EDU 670 Advanced Reflective Practice for Urban Educators
- EDU 688 Research Methods in Urban/Cross-Cultural Education
- EDU 698 Capstone: Conducting Research in Urban Classrooms, Schools and Communities

### **Undergraduate Required Courses for 5-12 Licensure (6-10+ credits depending on content area and coursework completed for previous degree)**

#### **Special Education Required Courses**

Undergraduate Required Courses for 5-12 Licensure (6-10+ credits depending on content area and coursework completed for previous degree)

- EDU 614 Literacy Education in Urban Schools - Advanced Theory and Practice
- EDU 670 Advanced Reflective Practice for Urban Educators
- EDU 688 Research Methods in Urban/Cross-Cultural Education
- EDU 698 Capstone: Conducting Research in Urban Classrooms, Schools and Communities

### **Elective Courses (16cr minimum for students seeking licensure; choose at least one of the following licensure options)**

#### **Academic and Behavior Strategist Licensure Endorsement (16cr)**

- EDU 483 Foundations of Teaching Reading in Urban Grades K-6
- EDU 487 Methods of Teaching Reading in Urban Grades K-6
- EDU 610 Teaching & Assessing Exceptional Urban Learners-Advanced Theory & Practice

#### **Emotional Behavior Disorders Licensure Endorsement (16cr)**

- EDU 483 Foundations of Teaching Reading in Urban Grades K-6
- EDU 487 Methods of Teaching Reading in Urban Grades K-6

#### **Learning Disability Licensure Endorsement (16cr)**

- EDU 483 Foundations of Teaching Reading in Urban Grades K-6  
3 credits

This course explores the fundamentals of reading instruction. The course provides Early Childhood and pre service k-6 teachers with knowledge of the foundations of the reading and writing process, strategies and curriculum materials to support reading and writing instruction, assessment tools and practices to plan and evaluate effective reading instruction, and create a literate environment that fosters reading and writing.

Pre-requisites:

- EDU 203 Multicultural Education and
- EDU 200 Introduction to Urban Education and Reflective Teaching

[Course Outline](#) [Class Schedule](#)

- EDU 487 Methods of Teaching Reading in Urban Grades K-6

### **English Learner ESL Concentration Required Courses (34-44 credits)**

- EDU 600 Principles of Urban Education
- EDU 614 Literacy Education in Urban Schools - Advanced Theory and Practice
- EDU 635 Teaching Assessing ELL Students in Content-Advanced Theory and Practice
- EDU 651 Immigrants and Refugees in Urban Schools
- EDU 652 Theories and Methods of Language Learning
- EDU 653 Assessment and Curriculum for English Learners in Urban Schools
- EDU 654 The Urban ESL Professional
- EDU 670 Advanced Reflective Practice for Urban Educators
- EDU 688 Research Methods in Urban/Cross-Cultural Education
- EDU 698 Capstone: Conducting Research in Urban Classrooms, Schools and Communities

### **Additional Courses Required for a K-12 ESL License Endorsement**

- LING 316 The Nature of Language
- EDU 483 Foundations of Teaching Reading in Urban Grades K-6
- EDU 656 Elementary ESL Practicum
- EDU 657 Middle School ESL Practicum
- EDU 658 High School ESL Practicum

# **Women's Health Care Nurse Practitioner Master of Science in Nursing ( WHCNP)**

## **Program Overview**

After much consideration, this program has suspended admissions as advanced practice nursing moves towards education at a doctoral level.

# ACCT

## **ACCT 515G, Financial Statement Analysis, 4 credits**

This course provides an in-depth study of the concepts and applications of financial statement analysis including the supply of and demand for accounting information in financial markets and the uses of accounting information in performance evaluation, investment and credit decisions.

*Prerequisite:* ACCT 310 Financial Reporting , ECON 202 Microeconomics

## **ACCT 512G, Auditing, 4 credits**

The audit of corporate financial statements by the independent registered accountant using generally accepted auditing standards of the Public Companies Accounting Oversight Board for publicly traded corporations is the focus of this course. A risk based approach is used with emphasis on both auditing concepts and audit programs.

*Prerequisite:* ACCT 310 Financial Reporting , ACCT 340 Accounting Information Systems , ACCT 311 Intermediate Accounting I , ACCT 312 Intermediate Accounting II , ACCT 340 Accounting Information Systems , ACCT 510 Advanced Accounting

# ENTR

## **ENTR 510G, Social Entrepreneurship, 4 credits**

Social entrepreneurship and innovation is a model of business where enterprise owners are using business methods to help solve social and environmental challenges while delivering a  $\zeta$ triple bottom line $\zeta$  of: profits, social, and environmental considerations. Using the social enterprise model, this course differentiates between traditional entrepreneurial ventures and nonprofit organizations as well as highlights economically viable businesses adding value to society. In this evolving landscape, it is critical for students to examine the benefits and challenges of integrating social impact with enterprise profitability while exploring their own capacity as a social change agent. This course is designated as a Community Engagement course.

*Prerequisite:* MGMT 620 Organizational Behavior

# FIN

## **FIN 511G, Investment and Portfolio Analysis, 4 credits**

This graduate course meets jointly with FIN 511. The course examines the same topics as FIN 511, but with greater breadth, in greater depth, and with additional assignments.

*Prerequisite:* ECON 202 Microeconomics , FIN 601 Financial Management , MATH 115 College Algebra

## **FIN 550G, International Finance, 4 credits**

This graduate course meets jointly with FIN 550. The course examines the same topics as FIN 550, but with greater breadth, in greater depth, and with additional assignments.

*Prerequisite:* ECON 202 Microeconomics , FIN 601 Financial Management , MATH 115 College Algebra

## **FIN 560G, Financial Markets and Institutions, 4 credits**

This graduate course meets jointly with FIN 560. The course examines the same topics as FIN 560, but with greater breadth, in greater depth, and with additional assignments. This course provides an overview of financial markets and institutions. Topics include the workings of various financial markets, the functions of different types of financial institutions, and the regulatory framework for the financial sector. The course concludes with an introduction to the types of risks faced by institutions and the basic tools and concepts to manage these risks. Further, the course will include topics of current interest.

*Prerequisite:* ECON 201 Macroeconomics , ECON 202 Microeconomics , FIN 601 Financial Management , MATH 115 College Algebra

## **MDST**

### **MDST 583G, Online Education and Training, 4 credits**

This course is designed to provide information and experience integrating media into training and education with an emphasis on instructional design, online communities, and online collaboration. Students learn concepts and techniques to enable them to analyze various online learners and learning situations and to choose appropriate approaches.

*Other Information:* Note: Graduate status in the Technical Communication Program or instructor's permission.

# **NURS**

## **NURS 521G, WOC Nursing, Skin and Wound Management, 3 credits**

The course focuses on the care of the client across the lifespan who may be at risk for skin breakdown, who has a break in skin integrity or who has an existing wound. Specifically, students will gain knowledge of the etiology, differential diagnoses, clinical findings and management options of the wounds or skin complications affecting these groups. Focus will also be on the adept skill of obtaining a physical assessment and medical history, incorporating data from diagnostic tests, and documentation of assessments and evaluations to attain optimal patient outcomes.

*Other Information:* Prerequisite: Admitted student or instructor's consent. Note: Course offered through our partners webWOCnursing Education Program. Special tuition applies; visit [www.webWOCnurse.com](http://www.webWOCnurse.com) for program and tuition information. There are required online activities and assignments each week.

## **NURS 522G, WOC Nursing, Ostomies and Continent Diversion, 3 credits**

This course will address the immediate and long term care of clients across the lifespan experiencing acute and chronic health concerns that may result in an ostomy or continent diversion. Specifically, students will gain knowledge of the etiology, differential diagnoses, clinical findings and management options of the common conditions necessitating an ostomy or continent diversion. In addition, students will gain knowledge of the etiology, differential diagnoses, clinical finds, and management protocols of the common conditions affecting the ostomy or continent diversion patients. Emphasis will be placed on the psychosocial and educational needs of these patient groups from the preoperative, postoperative and long-term follow-up perspective.

*Other Information:* Prerequisite: Admitted student or instructor's consent. Note: Course offered through our partners webWOCnursing Education Program. Special tuition applies; visit [www.webWOCnurse.com](http://www.webWOCnurse.com) for program and tuition information. There are required online activities and assignments each week.

## **NURS 523G, WOC Nursing, Bowel and Bladder Continence, 3 credits**



This course will address the immediate and long term care of clients across the life span experiencing acute and chronic health concerns that often result in urinary or fecal incontinence. Specifically, students will gain knowledge of the etiology, differential diagnoses, clinical findings and nursing, medical and surgical management options for urinary and fecal incontinence. Emphasis will also be places on the psychosocial and educational needs of these client groups including behavioral strategies, environmental modifications, physical assessment and examination, containment, skin protection, pharmacological interventions and relevant procedures. *Other Information:* Prerequisite: Admitted student or instructor's consent. Note: Course offered through our partners webWOCnursing Education Program. Special tuition applies; visit [www.webWOCnurse.com](http://www.webWOCnurse.com) for program and tuition information. There are required online activities and assignments each week.

## **NURS 520G, Foundations of WOC Nursing, .5 credits**

This course will address the various critical underpinnings to implementation of the role of the WOC nurse and specialty nurse. Students will gain knowledge of the history of the specialty, legal and ethical issues pertaining to implementation of the role, and professional growth opportunities (i.e., WOCN, certification, collaborative practice, research utilization, writing for publication and establishing a service or a clinic). In addition, students will explore common career enhancement activities such as marketing, budgeting, record keeping, contracting for services and charging for services, procedures and equipment. Concepts central to the practice of WOC nursing will also be discussed such as counseling, patient/family education, infection control, continuity of care and nutrition.

*Other Information:* Prerequisite: Admitted student or instructor's consent. Note: Course offered through our partners webWOCnursing Education Program. Special tuition applies; visit [www.webWOCnurse.com](http://www.webWOCnurse.com) for program and tuition information. There are required online activities and assignments each week.

## **PSYC**

### **PSYC 580G, Community Change Practicum, credits**

Community engagement strategies are forefront in efforts to prevent problems in living and promote healthy communities. Students in this course will improve their analytical and practical capacity to promote comprehensive approaches to community wellness that bridge excluded cultural communities into civic processes, organizations and systems. Students will engage in community-based projects at various levels of development.

# WRIT

## **WRIT 583G, Writing Major Projects, 4 credits**

This independent study examines the principles and techniques of writing substantial professional or creative projects such as longer business documents, articles, grant applications, proposals, and works of fiction or creative non-fiction. Through consultations with the instructor, students determine their specific organizational or stylistic problems. Evaluation is based on written projects. Students should have in mind a writing project of either one long piece or several short ones on related topics. Course may be repeated for credit. Graduate status required.

## **WRIT 575G, Environmental Communication, 4 credits**

This course focuses on environmental communication which encompasses a multidisciplinary viewpoint. The course helps students understand how environmental issues and conflicts develop, the values underlying the perspectives on these issues, how these values are presented, and the scientific and technical information involved in understanding environmental communication.

*Other Information:* Community Engagement

# **DBA**

## **DBA 750, Innovative Teaching for Business Faculty and Professionals , 4 credits**

This course presents relevant research and theory on curricular and teaching approaches for higher education business students and adult learners. Applied skills in areas such as course and unit development, use of alternative teaching methods, and assessment of learner outcomes will be developed. Attention to effective e-learning approaches is emphasized.

## **DBA 711, Advanced Methodology, 4 credits**

DBA 711 Advanced Methodologies is an extension of DBA 705 Introduction to Research Inquiry, and covers research methodology at a deeper level. In this course students will gain practical experience by applying the procedures and techniques of various research methodologies, using both instructor-provided and student-generated data. Students will learn methodological techniques that require the collection, and analysis of data and reporting of results via such methods as bivariate, and multivariate data analysis, as well qualitative research methods to a lesser degree.

*Prerequisite:* DBA 705 Foundations of Research Inquiry

# **NURS**

## **NURS 749, Resource Management and Finance for Health Care, 3 credits**

This course focuses on mastering the knowledge and strategies essential for financial and human resource development and oversight within the health care delivery environment. The relationships between health care economics, human resource management, and health policy within organizations are analyzed. Strategic and business planning principles and approaches are presented and applied. Competence Statement: Knows the principles of financial management and human resource development well enough to critically appraise a health care issue and analyze the personnel impacts, costs and benefits, and cost effectiveness of a proposed solution.

*Prerequisite:* HSCI 648 Designing for Quality in Health Care

*Other Information:* Note: Admitted graduate student. Students in the Post-Master's

DNP program must have successfully completed the doctoral level leadership/quality and nursing informatics course.

## **NURS 700, Advanced Nursing Science, 3 credits**

This course focuses on the philosophy of science in nursing and its application to practice inquiry and practice knowledge development. Theories, models, and concepts that inform advanced nursing practice are systematically examined and evaluated. Students analyze the foundations of middle-range theories and explore application of theory to doctoral advanced nursing practice.

*Prerequisite:* NURS 603 Foundations of Integrative Care , NURS 708 Epidemiology and Population Health

*Other Information:* Prerequisite: Admission to DNP Program.

## **NURS 751, Health Policy and Advocacy, 3 credits**

This course focuses on the analysis of regulations and policies that impact health and health care. Students analyze health issues and the social, economic, and political implications of current and proposed policies. Students compare health policies and health outcomes within a global context to evaluate alternative approaches to advancing health equity. Students learn to develop and pursue appropriate strategies to influence policy makers and educate others.

*Prerequisite:* HSCI 648 Designing for Quality in Health Care , NURS 607 Family Health Nursing , NURS 703 Evidence-Based Practice

## **NURS 750, DNP Scholarship I, 3 credits**

This course focuses on developing a proposal for a clinical scholarship project designed to improved health outcomes of a defined population. Students will identify theoretical underpinnings, analyze scientific evidence, and evaluate the literature applicable to the clinical scholarship project. Students must successfully present the clinical scholarship proposal. Students accrue 100 clinical hours related to the clinical scholarship project. Competence Statement: Knows concepts of practice project design well enough to develop and successfully present a DNP Capstone Project proposal.

*Prerequisite:* NURS 741 Pre-Scholarship

*Other Information:* Note: This course meets four times via a synchronous meeting platform. The remainder of hours is spent in a practice site on the clinical scholarship project.

## **NURS 709, Applied Pharmacology for Advanced Nursing Practice, 1 credits**

This course builds on the theoretical pharmacology knowledge that students obtain in N609. This course involves the application of theoretical pharmacology knowledge. The prescribing of medication in our current healthcare system is a very complicated process that requires consideration of multiple variables including complex illness, polypharmacy, ethical, cultural, and socioeconomic issues. Students in this course will apply theoretical pharmacologic knowledge to the complex, real-world patient situations they will be encountering in daily clinical practice.

*Prerequisite:* NURS 741 Pre-Scholarship

## **NURS 799, Topics in Nursing, credits**

This independent study is designed for DNP students. The student and faculty evaluator negotiate the number of credits to be completed and the specific course objectives and requirements to be satisfied. Through guided study, the student completes these requirements. Register by permission only.

## **NURS 724, Primary Care Nursing IV: Complex Care, 3 credits**

This course focuses on developing advanced skills in primary care management of adult and older adult clients with complex, multi-system illnesses. Etiology, clinical presentation, differential diagnoses, disease management issues, and ongoing health promotion/disease prevention will be addressed utilizing an evidence-based framework for providing complex care based in systems biology, healthy aging theory, and advanced practice nursing theory. Health disparities, based in racism, ethnicity, poverty, and structural violence, their effects on physical and mental health, and the DNP- prepared advanced practice nurse's responsibility to combat these disparities will be addressed along with the DNP role in providing case management for persons with complex, debilitating illnesses. Competence Statement: Knows principles of advanced practice nursing well enough to diagnose and manage chronic complex, multi-system health problems of the adult and older adult in simulated settings.

*Prerequisite:* NURS 723 Primary Care Nursing III: Pediatrics , NURS 723P Primary Care Nursing III: Pediatrics

*Other Information:* Note: Restricted to major code: Admitted DNP student.

## **NURS 724P, Primary Care Nursing IV: Complex Care Practicum, 2 credits**

This clinical practicum focuses on the management of complex, multi-system illness of adults and older adults. Seminars focus on the advancement of differential diagnostic and critical thinking skills through case study examination, critical self-evaluation, documentation review, and seminar discussion. Students integrate knowledge of nursing science, social science, biological science, biomedicine, ethics, public and community health, mental health, integrative and functional care systems, and trauma-informed care as they plan holistic care for adult and older adult clients with complex, multi-system illnesses in the clinical setting. Health promotion needs appropriate to the client's complex needs are also addressed. Competence Statement: N724P: Knows principles of health promotion, etiology, clinical findings, differential diagnoses, nursing theories and roles well enough to provide advanced practice nursing care to adult and older adult clients with complex, multi-system illnesses in clinical settings and to transition from student NP role to independent novice practitioner.

*Prerequisite:* NURS 723 Primary Care Nursing III: Pediatrics , NURS 723P Primary Care Nursing III: Pediatrics

*Other Information:* Note: Restricted to major code: Admitted DNP student Practicum Documentation Required.

## **WKSP**

### **WKSP GRAD, Graduation Requirements, 0 credits**

This is the final step needed for graduation (both Undergraduate and Graduate level). Students need to be registered for ALL remaining requirements before enrolling in this course. Requirements for your degree, need to be completed by the end of the current semester in order to graduate. Graduation Fee: \$20.00.

*Other Information:* Note: This is an online course, not an independent study. Course has no required face-to-face or synchronous meetings. There are required online activities and assignments each week. No required proctored exams. Intermediate computer/Internet skills required. For online learning and course access information go to [www.metrostate.edu/col](http://www.metrostate.edu/col) click on Student Resources.