Where life and learning meet.^{SM}

Metropolitan
State University

Graduate Catalog

2007–2008

Metropolitan State University
www.metrostate.edu
651-793-1300

Metropolitan State offers a variety of high-quality graduate programs. Fields of study include a wide range of professional and technical programs, as well as programs in the liberal arts. Metropolitan State offers degree programs at the master's and applied doctorate levels.

All programs share a commitment to quality and accessibility, and most degrees may be earned through evening and weekend classes. See the links below for information on specific programs, including program and admission requirements.

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

Catalog information is subject to change without notice. Refer to the website (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 651-793-1549 (voice); 651-772-7687 (TTY).

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Sort by: Alphabetical || Colleges & Schools || Online programs

Select the letter from the list below.

Doctoral Degree || Masters || Certificates

Doctoral Degree	
Programs	
▶Doctor of Nursing Practice (D.N.P.)	
B	
Programs	
▶Business Administration (M.B.A.) programs available on campus & online	
C	
Programs	
▶Computer Science (M.S.)	
L	
Programs	
▶Liberal Studies (M.A.)	
M	
Programs	
▶Management Information Systems	

(M.M.I.S.)	
N	
Programs	
▸Nursing (M.S.N) • Adult / Geriatric Nurse Practitioner Track (ANP/ GNP) • Family Nurse Practitioner (FNP) • Leadership and Management Track (LMN) • M.S.N. Only - Women's Health Care Nurse Practitioner (WHCNP) • Public Health Nursing Leadership Track (PHNL) • Registered Nurse to MSN Program (RN- MSN)	
P	
Programs	
▸Psychology (M.A.)	▸Public and Nonprofit Administration (M.P.N.A.) programs available on campus & online
T	
Programs	
▸Technical Communication (M.S.)	
Certificates	
▸Management Information Systems • Generalist • Analysis and Design	Nursing - Post - M.S.N. Certificate Options • Adult / Geriatric NP • Family NP • Leadership and Management • Public Health Nursing Leadership
▸Project Management	▸Wound, Ostomy, Continence Nursing

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University Information

Accredited by The Higher Learning Commission and a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440); and accredited by the Commission on College Nursing Education and the Council on Social Work Education.

- Introduction to the University
- Academic Calendar
- Graduate Policies and Procedures
- Administration & Staff Directory
- Faculty Directory
- Student Handbook
- Tuition and Fees

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Introduction to the University

- Vision, Mission and Goals
- Educational Tenets
- Minnesota Manifesto
- Learning Outcomes

Goals

Curriculum
Metropolitan State University will provide undergraduate programs and student services that:

- reflect a commitment to career and life success based on a strong liberal arts foundation;
- educate individuals to be informed and effective citizens;
- integrate theoretical and practical learning as well as technical competence;
- foster collaborations with programs offered by other colleges and universities in the metropolitan area; and
- represent the university's commitment to diversity.

The university will also provide master's level professional programs designed to meet local, national and global needs into the twenty-first century. The university is committed to supporting creative and innovative curricula that enhance the learning process.

Teaching
Metropolitan State University is dedicated to excellence in teaching and advising. The pedagogical base for Metropolitan State faculty includes commitment to:

- providing a variety of learning modes;offering an individualized, student-centered approach to teaching and learning;
- teaching and advising that foster student learning and development in preparation for careers and service to their communities;
  encouraging active lifelong inquiry and learning; and
  incorporating multicultural perspectives in teaching and advising; and bridging theory and practice.

Scholarship
Metropolitan State University is committed to a variety of forms of scholarship that:
enrich teaching and learning;
increase understanding of student life and development;
meet the highest standards of the academic community; and
contribute to the advancement of knowledge.

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Service
Metropolitan State University is committed to the enrichment of life in the communities it serves through:

- developing creative partnerships with public and private organizations;
- providing a variety of resources and services by engaging faculty, students and staff in community-based activities; and
- improving the effectiveness of the educational system by working closely with elementary and secondary schools in the metropolitan area.

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Educational Tenets

Education at Metropolitan State University embodies a unique educational philosophy based on the following five tenets:

Tenet I: The university grants individual students responsibility for and authority over their education within the context of the five tenets. The university charges its faculty and officers for responsibility and authority over teaching, for maintaining a pluralistic environment in which students are central, and for determining whether students have given evidence they have achieved their educational objectives.

Tenet II: The university expects its graduates will demonstrate the attributes of an educated person in the context of multiculturalism and these five areas of competence: communication; community and cultures; arts and sciences; vocation; and avocation. The university will review the development of students' degree plans in light of these competence areas and other requirements. The university urges students to develop degree programs that reflect a thorough analysis and expanded understanding of the question: What is an educated person? Students may address these five areas by meeting general education/liberal studies requirements.

Tenet III: The university recognizes a student?s educational progress toward a degree in terms of competence achieved and encourages the use of a variety of learning strategies.

Tenet IV: The university and its students will use community resources to achieve educational goals and, in turn, will serve as resources to diverse communities.

Tenet V: The university ensures that its students will be engaged in self-directed learning and thereby expects that its graduates will be lifelong learners.

Minnesota Manifesto

Metropolitan State University was a leader in organizing Minnesota public and private colleges to adopt the following manifesto.
Minnesota's colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity

and security, regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation or physical ability.
Representing all sectors of higher education in Minnesota, we publicly declare our intentions:

- to continue the development of multicultural learning communities that will not tolerate acts of harassment and intolerance;
- to establish, communicate and enforce standards of behavior for students, staff and faculty that uphold our academic values and our legal obligations; and
- to promote the acceptance and respect for individuals in an atmosphere of caring for others.

Learning Outcomes

Metropolitan State University faculty identify specific learning outcomes for their instruction. These outcomes provide the basis for assessing student academic achievement required by The Higher Learning Commission. In particular, the university emphasizes outcomes related to:

- higher order thinking,
- global understanding,
- scientific and quantitative literacy,
- readiness for work and career,
- responsible citizenship in a democracy,
- oral and written communication, and
- in-depth knowledge of a specific discipline or subject area, or interdisciplinary knowledge.

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Academic 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 declares a program of study, cannot be appealed. Students must meet the requirements for a degree as listed in the Metropolitan State University 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 university.

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.

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

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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.

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 receive 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 giving you the 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. For

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purposes of this policy, the summer term does not count as a semester.

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.

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 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 supercede 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:

1. the violation is committed while participating in a university-sanctioned or sponsored activity;

2. the violation constitutes a felony under state or federal law; or

3. 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:

- o   Courses: You must meet deadlines set by course instructors. You must

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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 assigned.

- o Independent Studies and Internships: You must complete independent studies within 140 days (20 weeks) of registration and internships within 180 days of registration.
- o 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

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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.

General Information

Tuition and Fees
Metropolitan State University is a member of the Minnesota State Colleges and Universities (MnSCU) system and complies with MnSCU's tuition policies and procedures. The following tuition information will enhance your ability to move through administrative activities quickly so that you can focus on your education.

Your account must be paid in full by the tuition payment deadline to prevent registration cancellation of your classes for non-payment. Deferments are granted automatically to students who:

> have submitted a financial aid application. Check your financial aid status at www.metrostate.edu/aid/status.html
> have an official 3rd party authorization which has been processed by the Financial Management. You can see this as a transfer of charges on your student account. Check your account at www.metrostate.edu/tuition/online.html
> have a Nelnet/FACTS payment plan covering their full balance in place. For more information about the Nelnet/FACTS tuition payment plan, visit www.metrostate.edu/tuition/facts.html

NOTE: Students should not rely on the registration cancellation process to remove them from any class they do not intend to attend. Students are liable for charges sustained from any classes not officially dropped.

See www.metrostate.edu/registration for more information.

Contact Us

Financial Management
St. Paul Campus, FH 329
700 East Seventh Street
Saint Paul, MN 55106

Tel: 651-793-1880
Fax: 651-793-1877
TTY: 651-772-1687
Email:
Financial.Management@metrostate.edu

Regular Hours:
Monday-Friday
8:30-5:00 p.m.

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General Tuition Information

Tuition Payment Deadlines

Semester	Term	Tuition Due Date
Summer 2008	First Term & Full Term	April 16, 2008
Summer 2008	Second Term	June 18, 2008
Fall 2008	Full Term	August 6, 2008
Spring 2009	Full Term	December 17, 2008
Summer 2009	First Term & Full Term	April 15, 2009 (Tentative)

Students are financially responsible for all courses for which they are registered. Tuition and fees must be paid in full or payment arrangements must be made by the payment deadline. The university will drop students from their courses for non-payment of tuition by the payment deadline.

Registered Prior to Payment Deadline

Students who receive a financial aid award letter prior to the payment deadline will not be dropped from their courses. Students who do not receive an award letter or whose financial aid does not fully cover tuition and fees must pay or make arrangements to pay the balance on their account.

To check your financial aid status or to review your awards, follow the steps below.

> Visit the Web Registration
> Enter student ID and PIN, then click login now
> Select the student tab at the top of the page

Select the financial aid option on the left.

Students receiving third-party authorizations for tuition and fees (e.g., from employers, city, county, state, and federal programs) are liable for tuition and fees not covered by the third-party payment. The student is responsible for verifying that authorization has been received by the Accounts Receivable Office (651-793-1883) prior to the tuition payment deadline. Students without current authorizations for the semester will be dropped from their courses unless they have either paid in full or made arrangements to pay by the tuition deadline.

Students who mail in their payments early enough that the payment is received in the cashier's office by the payment deadline. Students will be dropped from their courses for non-payment if payment is not received by payment deadline.

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Student with FACTS Payment Plans

Students who enroll in the FACTS payment plan by the tuition payment deadline will not be dropped from their classes. **Students with FACTS Tuition Payment plans who have been making payments on time without any Non-sufficient Fund (NSF) transactions for the current semester will be allowed to register for the next semester's courses.** For more information about the FACTS payment plan, students may call 651-793-1881.

Registered After Payment Deadline

After the payment deadline, the university will drop students from their courses for non-payment of tuition. Students who register after the tuition deadline are required to have their payment received by the cashier within 24 hours of registration. Students must pay online or in person.

Past Due Balances and Holds

All outstanding amounts due for prior terms must be paid before registration or official transcripts are permitted. No one will be allowed to register for classes or receive an official transcript until all past due amounts have been satisfied. Holds are released when final payment is received.

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Tuition Costs and Fees

Rates effective Summer Session 2008

Approval of these tuition rates is pending with MnSCU's Board. Based on the final Board action, your account will be adjusted accordingly.

Credits	Resident		Nonresident	
	Undergraduate	Graduate	Undergraduate	Graduate
tuition/credit	$ 172.00	$ 262.00	$ 344.00	$ 524.00
fees/credit	$ 10.43	$ 10.43	$ 10.43	$ 10.43
1 Cr.	$ 182.43	$ 272.43	$ 354.43	$ 534.43
2 Cr.	$ 364.86	$ 544.86	$ 708.86	$ 1,068.86
3 Cr.	$ 547.29	$ 817.29	$ 1,063.29	$ 1,603.29
4 Cr.	$ 729.72	$ 1,089.72	$ 1,417.72	$ 2,137.72
5 Cr.	$ 912.15	$ 1,362.15	$ 1,772.15	$ 2,672.15
6 Cr.	$ 1,094.58	$ 1,634.58	$ 2,126.58	$ 3,206.58
7 Cr.	$ 1,277.01	$ 1,907.01	$ 2,481.01	$ 3,741.01
8 Cr.	$ 1,459.44	$ 2,179.44	$ 2,835.44	$ 4,275.44
9 Cr.	$ 1,641.87	$ 2,451.87	$ 3,189.87	$ 4,809.87
10 Cr.	$ 1,824.30	$ 2,724.30	$ 3,544.30	$ 5,344.30
11 Cr.	$ 2,006.73	$ 2,996.73	$ 3,898.73	$ 5,878.73
12 Cr.	$ 2,189.16	$ 3,269.16	$ 4,253.16	$ 6,413.16
13 Cr.	$ 2,371.59	$ 3,541.59	$ 4,607.59	$ 6,947.59
14 Cr.	$ 2,554.02	$ 3,814.02	$ 4,962.02	$ 7,482.02
15 Cr.	$ 2,736.45	$ 4,086.45	$ 5,316.45	$ 8,016.45
16 Cr.	$ 2,918.88	$ 4,358.88	$ 5,670.88	$ 8,550.88
Online Internet Courses				
Per Cr.	$ 240.43	$ 355.43	$ 240.43	$ 355.43
Online MBA Courses				
Per Cr.		$ 408.43		$ 408.43
Standard Nursing Courses				
Per Cr.	$ 235.43	$ 350.43	$ 235.43	$ 350.43
Online Nursing Courses				
Per Cr.	$ 240.43	$ 355.43	$ 240.43	$ 355.43
WOC Nursing Specialty Courses (Student Activity Fee not applicable)				
$ 456.43 Per Credit				
Doctoral Courses				
$679.93 Per Credit				
Law Enforcement Skills Courses (offered in Summer)				
$ 350.43 Per Credit (subject to change)				

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All amounts are subject to change without notice.

Fees

Activity Fee (up to 16 credits) $4 per credit
Computer Fee (up to 16 credits) $6 per credit
MSUSA Fee $0.43 per credit

Other Fees

Application Fee $20
Graduation Fee $20
NSF Check Fee $20
Lost Parking Card $10
Orientation Fee $10
Transcript Fee $8
Rush Transcript Fee (next day) $13
On-line Transcript Fee $5
Senior Citizens (per credit)** $20
Additional Course and Lab Fees vary
Noncredit Workshops Fees vary
Payment Plan Fees*** Fees vary
Replacement ID Fees vary
Health Insurance Fees vary

* Audited courses are charged standard tuition and fee rates.
**Minnesota residents 62 years of age or older may register for courses on a space-available basis upon payment of this per credit fee in lieu of standard tuition and fee charges. Independent studies, theory seminars, internships and priors are not available at these special rates.
***Payment plans are available.

Fines

Library Fines vary
Parking Fines vary
Parking Fine Late Payment Fee $20.00 per ticket.

Minnesota State Colleges & Universities Board Policies

Chapter 5 - Administration 5.11 Tuition and Fees

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FY08 Academic Calendar

Summer Session 2007 - FY08

May	7	Summer session classes begin
May	26-28	Memorial Day holiday
June	23	First summer session classes end
July	4	Independence Day holiday
July	5	Second summer session classes begin
Aug.	18	Last day for any summer session class

Fall Semester 2007 - FY08

Aug.	20	Faculty begin fall duty days
Aug.	25	Fall semester classes begin
Sept.	1-3	Labor Day holiday
Nov.	21	No evening classes
Nov.	22-25	Thanksgiving holiday
Dec.	15	Fall semester classes end
Dec.	18	Commencement
Dec.	18	Last fall faculty duty day
Dec.	24-26	Holiday

Spring Semester 2008 - FY08

Jan.	1	Holiday
Jan.	2	Faculty begin spring duty days
Jan.	7	Spring semester classes begin
Jan.	21	Martin Luther King, Jr. holiday/no classes/offices closed
Feb.	5	Precinct Caucus/no evening classes
Feb.	18	President's Day/classes held/offices open
Mar.	2-8	Spring Break/Non duty days/no classes/offices open
Apr.	29	Spring semester classes end
May	1	Commencement
May	7	Last spring faculty duty day

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Master of Science in Computer Science

[Admissions Requirements] [Application Process]

The Master of Science in Computer Science is an innovative 34-credit program that provides advanced training 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
- teach you to read and assimilate highly technical material
- deepen your technical knowledge
- enable you to solve complex problems
- help you effectively respond to rapid technological changes
- develop well organized presentations and written materials
- enhance your career in computing

The M.S. in Computer Science program consists of 28 credits of coursework which includes 12 credits focused on distributed computing and security and an additional 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. An applied project or original thesis in computer science must also be completed.

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

Admissions Requirements

Admission is based on your undergraduate academic record, recommendation letters, work experience, and any other evidence that may suggest potential for success in the graduate program. The following criteria will be used to determine admission

- B.A./B.S. from an accredited institution with course work relevant to computer science
- cumulative undergraduate grade point average in math and computer science of at least 3.0 (on a 4.0 scale)
- two letters of recommendation

In addition, you must have good problem solving skills using high level programming languages and a good knowledge of fundamental computer science concepts, including data structures, algorithms, and systems architecture. In some cases, professional experience may take the place of relevant undergraduate course work.

For those who do not meet the admission requirements outlined above, an appeal can be made by:

- obtaining an interview with the director of the graduate program
- documenting your work experience by submitting a resume

- earning high scores on the GRE
- performing satisfactorily in graduate level Computer Science classes taken before admission

Prerequisites

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. A maximum of two courses or eight credits of such undergraduate work may be used toward the graduate degree with advisor approval. The following Metropolitan State University courses (or transfer equivalents) are recommended before admission to the program:

ICS 441 Foundations of Computing Theory
ICS 460 Computer Networks
ICS 462 Operating Systems

Major Requirements

To complete the program, you 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 theoretical problem (thesis option) or practical research project under the guidance of a full-time faculty member of the department. You must submit a written report of your work to your graduate committee and later make an oral presentation of the work. (4 credits)

Distributed Systems

ICS 611 Distributed Database Systems (4 credits)
ICS 625 Web Services and Service-Oriented Architectures (4 credits)
ICS 640 Distributed Algorithms (4 credits)
ICS 661 Wireless Technologies (4 credits)
ICS 662 Distributed and Network Operating Systems (4 credits)

Security

ICS 682 Cryptography and Computer Security (4 credits)
ICS 684 Cyberspace Security Engineering (4 credits)
ICS 686 Design of Information Assurance Systems (4 credits)

Electives

ICS 631 Computer Human Interface (4 credits)
ICS 650 Simulation, Modeling and Queuing Theory (4 credits)
ICS 664 Real-Time Operating Systems (4 credits)
ICS 670 Topics in Software Engineering (4 credits)
ICS 672 Pattern-Oriented Software Construction (4 credits)
ICS 690 Special Topics in Computer Science (4 credits)

Research Seminar and Project or Thesis

ICS 698 Research Seminar (2 credits)
ICS 697 Graduate Project (4 credits) **or**
ICS 699 Graduate Thesis (4 credits)

ICS 698 Research Seminar should be completed before the research project or thesis is undertaken. CS 698 Research Seminar is designed to help you 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 either ICS 697 Graduate Research Project or ICS 699 Graduate Thesis for 4 credits. In a typical project, you will do some conceptual development followed by an implementation. The thesis option requires you to do original research. A thesis option is more appropriate if you wish to pursue doctoral studies.

You may register for variable number of credits (1-4) per semester for ICS 697 or ICS 699, but the total credits earned from thesis or project must be no less than four.

Transfer Credits

A maximum of 8 undergraduate, transfer or graduate credits from other 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.

Assistantships

A limited number of graduate assistantships is available in the department.

Good Academic Standing

To remain in good academic standing, you 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 one academic year of admission
- ▶ finish the program within six calendar years of admission

If you earn a grade less than B- in more than two classes (undergraduate or graduate level), you will be dismissed from the program. If your GPA falls below 3.0, you may be given

multiple semesters to bring your GPA back to 3.0 or higher. Failure to remain in good academic standing will result in dismissal from the program.

If you are dismissed, you must reapply for admission if you wish to continue in the program. If readmitted, you may be asked to repeat some or all of the courses you have previously taken.

Advising

Upon admission, the graduate program director will guide you in selecting your initial courses. During your first semesters, you will start interacting closely with a resident faculty member of the department. The goal is to begin working on a graduate research project by the end of the first year of graduate study. From that time, you will be advised by your graduate thesis/project advisor.

You and your thesis/project advisor must form a committee of at least three faculty members with your thesis/project advisor serving as the chairperson. You must then propose to this committee a plan of study that includes the following:

- a listing of all your course work taken to date
- a listing of all planned course work to complete the course work requirements
- the thesis/project topic

After your plan of study has been proposed and accepted by your committee, you will complete the remainder of your course work and work on your thesis/project. Any deviation from the plan must be petitioned to the committee for approval. When your thesis/project and course work are completed, you must submit a written report of the thesis/project to your committee and give an oral defense of the work. Your written report must be submitted to your committee at least 30 days before your oral defense is scheduled. After your defense, a copy of the corrected written report must be given to the graduate program director for archival purposes.

Application Process

Submit the following documents:

- graduate application form
- a $20 nonrefundable application fee (graduates of Metropolitan State University are exempt from this fee)
- official transcripts (see also Special Instructions for International Students)
- two letters of recommendation sent directly by the references to the graduate director via email or post

Send all application materials to:

Computer Science Graduate Program Director
Department of Information and Computer Sciences
Metropolitan State University

700 East Seventh Street
St. Paul, MN 55106-5000

International students may be subject to special requirements and deadlines due to federal regulations; see additional information:

> International Student Requirements
> International Student Services

Applicants may also call Dr. Brahma Dathan, Director of the Computer Science Graduate Program, at 651-793-1475, or e-mail him with questions at mscs@metrostate.edu.

Application Deadlines

Applications for the MS in Computer Science program are evaluated on an ongoing basis as they are received.

[Admissions Requirements] [Brochure and Application for M.S. program]

The Master of Science in Technical Communication (MSTC) 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 a broad range of careers; 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 professionals 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 the professors combine academic excellence with their own real-world experience.

In keeping with Metropolitan State's commitment to working adults, the MSTC program offers flexible scheduling with evening and weekend classes, and program flexibility to suit individual professional goals. State-of-the-art instructional labs support the technical communication program and feature a full suite of professional hardware and software for creating traditional and digital information products.

Deadlines for Application:

All required application materials must be submitted by:

March 1 for summer and fall semester of the current year
October 1 for spring semester of the next year

About Technical Communication

Technical communication is a growing field that has become an increasingly important mediator between technologies and the people who use them. 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;
- instructional and curricular design; and
- cross-cultural communication.

Metropolitan State University's Master of Science in Technical Communication program prepares students to successfully meet the growing communication needs of industry, government and nonprofit organizations.

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Prerequisites

It is important that students in the program begin with a common set of skills and theoretical background. This can be achieved 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, the admissions committee may recommend that you complete one or more courses before beginning the master's program.

Requirements (32 credits)

Course work for the Master of Science in Technical Communication falls into two categories: core courses and electives.

Core Courses (20 credits)

Core courses develop background in the relevant theory and practical skills essential for creativity and effective decision-making. These four credit courses include:

WRIT 671 Technical Communication Theory and Research Seminar
WRIT 673 Technical Communication in International Contexts
WRIT 683 M.S. Capstone and Final Project
WRIT 685 Rhetorical Theory

And, one of the following technology-related classes:

WRIT 573G Writing and Designing for the Web **OR**
MDST 583G Online Education and Training

Electives (12 credits)

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, management information systems, natural sciences and ethics. Advisors recommend an internship as an elective if you have limited professional experience.

Admission Requirements

Our students enter the MSTC program from a wide range of undergraduate major fields in the humanities, sciences and technology. The program's goal is to help students build upon existing strengths and develop new areas of expertise. Advisors recommend an internship if you have limited professional experience.
Admission to the program is based on the following criteria:

- B.A./B.S. from an accredited institution with course work or professional experience relevant to technical communication.
- Cumulative undergraduate grade point average of at least 2.75 (on a 4.0 scale).

- Portfolio consisting of samples of work, including papers, reports, brochures, manuals, multimedia projects, Web pages created during professional employment or undergraduate study. *(Limit to 25 pages.)*
- Two letters of recommendation, on supplied form, from former or current employers or professors.
- Current resume.
- Letter of application explaining your interest in the field and the MSTC program at Metropolitan State University.
- Official transcripts showing completion of B.A./B.S. degree.
- Completed application form and nonrefundable application fee.

Transfer Courses

With your advisor's permission, you may apply to your degree up to eight graduate credits from other accredited graduate programs.

International Students

The MSTC program welcomes applications from international students. Additional application materials are required and a detailed checklist is provided in the program application packet. Please contact the International Admissions Office by email debbie.palm@metrostate.edu or by phone at 651-793-1222 with questions regarding international student processing.

Advising

Academic advisors for this program are resident faculty who teach in the technical communication program. Advisors can assist you in determining sequencing of your course work, choosing electives and fulfilling your prerequisites, if any.

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.

Students TC3 Organization

TC3 (Twin Cities, Technical Communication, Technical Community) is a student chapter of the Society for Technical Communication (STC), an international professional association. TC3 promotes the exchange of ideas between technical communication professions and Metropolitan State University technical communication students and alumni. They host networking events and software workshops to support student needs. The leadership team is comprised of both undergraduate and graduate students who work together to lay a strong foundation for the organization. For more information about TC3 and about the technical communication field, visit http://tc3.metrostate.edu/index.html.

Contact Us

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E-mail your inquiries to the MSTC program coordinator or to Professor Craig Hansen, Program Director, at techcomm@metrostate.edu.

Call the MSTC program graduate coordinator at 651.999.5958

Brochure and Application for M.S. Program

Brochure

- Download Program information for the Master of Science in Technical Communication (PDF)*

Application packet, checklist and guidelines *

- Application Packet (PDF)
- Graduate Application Checklist (PDF)
- International Student Application Guidelines (PDF)

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The Master of Liberal Studies Program Design

An admitted MLS 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 MLS 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 electives at the 500G or higher level, which can include independent studies or internships.

A student may register for "MLS 690 Master of Liberal Studies Capstone" upon completion of MLS 600 and at least 24 credits in the MLS program (at least 8 elective credits, and at least 8 credits in MLS 620's); and with an approved Capstone Project Proposal. The MLS 690 Capstone revolves around the facilitation and completion of students' self-directed capstone projects, broadly defined not only to include research papers, but projects, artwork, or performances that would, however, include a reflective written component.

Overview of MLS Program

Required Coursework (32 credits):

MLS 600 Introductory Seminar

MLS 620 Master of Liberal Studies Exploration (1)
MLS 620 Master of Liberal Studies Exploration (2)
MLS 620 Master of Liberal Studies Exploration (3)
Electives Graduate coursework (12 credits) at the 500G level or higher, in courses, independent studies, or internships as appropriate.

MLS 690 Master of Liberal Studies Capstone Course

Sequence: MLS 600 is a student's first MLS course, and MLS 690 is the last. Apart from that there is significant flexibility in the order or pace at which a student takes MLS courses.

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.

Master of Liberal Studies 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.

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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 consultant from a discipline related to the student's evolving capstone project. The faculty consultant 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.

Admissions Requirements

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

- Official copies of the student's undergraduate transcripts
- GPA from the degree-granting institution, normally a minimum GPA of 3.00*
- Two letters of recommendation from individuals familiar with the applicant's academic or professional record
- A recent resume or vita (The admissions committee will value occupational and/or community experience in addition to appropriate academic preparation.)
- An essay by the applicant about his/her academic interests and goals
- A writing sample (in addition to the above essay)

(*The admissions committee may grant conditional admission to students with a bachelor's degree and a GPA lower than 3.00. Conditionally admitted students could thereafter progress to full admission upon completion of 8 graduate-level credits with a GPA of at least 3.00.)

For questions, or application materials contact:

Professor Lawrence Moe, Ph.D.
Lawrence.Moe@metrostate.edu
Director, Liberal Arts Major Program
Metropolitan State University
700 East Seventh Street
St. Paul, MN 55106-5000
phone 651-793-1429
fax 651-793-1446

For additional program information click here
http://www.metrostate.edu/cas/libarts/master_liberal_studies.html

Master of Business Administration M.B.A.

[Admissions Requirements]

The objective of the M.B.A. program is to provide quality graduate educational opportunities that enable you to compete successfully and ethically as a manager and/or a leader in complex and changing organizations.

The M.B.A. program is available in three formats: in 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 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. There are four common courses with the M.M.I.S. and M.P.N.A. programs. The remaining courses are unique to the M.B.A.

Phase II for the M.B.A. consists of electives which you may choose to best meet your own career needs and interests. Electives may focus on one of several disciplines or include courses from different areas. M.B.A. electives normally concentrate on business or for-profit organizations. The general M.B.A. consists of 40 credits, or you may choose to add a concentration. An M.B.A. with a concentration consists of 44 credits. Concentrations are currently available in finance, management information systems, marketing and project management.

Phase III of the M.B.A. program is the synthesis and capstone phase. The course, MGMT 699 Management Strategy and Policy, calls for you to integrate what you have learned in previous courses and life experiences to form a coherent picture of management and organizations. You must have completed all Phase I courses in order to register for the capstone course.

Outcomes of the M.B.A. include the ability to:

- apply business theory at the level of a competent general manager;
- communicate effectively and appropriately;
- demonstrate skilled critical thinking;
- find and use information to solve problems and make decisions;
- use technology effectively;
- make managerial decisions in an efficient, effective and ethical manner; and
- take responsibility for continuing professional development.

Online M.B.A.

The College of Management also offers a 40-credit, accredited online MBA program. This unique program operates as a customized cohort model, bringing together people with professional backgrounds and aspiring career goals.

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The online MBA program allows students to develop their leadership potential in an 18-month time-frame while benefiting from the flexible and convenient online format. The cohort format provides you the opportunity to progress through the program with the same group, allowing you to develop meaningful relationships with fellow classmates and lay the foundation for what is essentially a learning community.

Three required residencies provide an opportunity for you to interact with other students and faculty members in order to build stronger relationships. There are no additional tuition costs for the residencies, but you will be expected to pay your own transportation, lodging and meal costs over the three-day session. In-person residencies are held in Minneapolis.

M.B.A. Admissions

The following are required to be considered for admission to the MBA program:

- undergraduate degree from an accredited institution
- two years of full-time professional work experience
- combined undergraduate grade point average (GPA) and GMAT score greater than 1025   [GPA (200) + GMAT = 1025+]
- submission of letters of reference, goals essay, and official transcript(s)

You must have an undergraduate degree from an accredited institution, two years of full-time professional work experience and a combined undergraduate grade point average (GPA) and GMAT score above 1025 - (score is calculated as (GPA x 200) + GMAT) to be fully admitted to the program. While all three of these requirements are necessary for admission to the MBA program, they are not sufficient, in and of themselves, to guarantee admission.

In addition to the three requirements for admission listed above, applicants must submit two letters of reference, a goals essay, and official undergraduate transcripts. Unacceptable letters of recommendation and goals essays will be returned for resubmission.

Transcripts are evaluated for prerequisite courses in accounting, economics and statistics. You must have completed all prerequisites at an accredited university with a letter grade of "C" or above. If these courses have not been completed and the rest of your application warrants admission, you may be given conditional admission to complete these prerequisites. In this case, full admission will be granted upon satisfactory completion of all prerequisite courses. No graduate coursework can be completed until you are fully admitted.

GMAT scores are also reviewed for possible developmental work. If the analytical writing or quantitative score is below the 30th percentile, you may have to take the diagnostic assessment test. If the assessment score is unacceptable you may be given conditional admission pending completion of a developmental course(s). Conditional admission requirements must be completed prior to taking graduate courses.

M.B.A. Course and Writing Requirements

General M.B.A. (40 credits)

Prerequisites

Prerequisite courses for admission to the M.B.A. program are Microeconomics, Macroeconomics, Financial Accounting and Statistics. Applicants who completed prerequisite courses more than five years prior to admission may need to retake the courses or pass a waiver exam to prove competence. A letter grade of "C" or above must be received in prerequisite courses. If you have not completed some or all of these prerequisites, you may do so by taking one or more of the following:

ECON 611 Foundations of Economic Analysis (2 credits) **OR**
ECON 201 Macroeconomics and ECON 202 Microeconomics
DSCI 651 Managerial Statistics (4 credits) **OR** STAT 201 Statistics
ACCT 210 Financial Accounting (4 credits)

Phase I (28 credits) All M.B.A. students complete the following:

MGMT 600 Practical Research Methods for Managers (2 credits) **(NOTE: This is the required first course, to be taken the first semester of graduate work.)**
ACCT 620 Management Accounting (4 credits)
ECON 696 Managerial Economics and Strategy (2 credits)
FIN 601 Financial Management (4 credits)
MKTG 600 Marketing Management (4 credits)
MGMT 620 Organizational Behavior (4 credits)
MIS 600 Management Information Systems (4 credits)
DSCI 681 Operations Management for Services and Manufacturing (4 credits)

Phase II Electives (8 credits)

Eight elective credits from College of Management graduate course offerings. Students electing to pursue a concentration will select electives that fulfill the concentration requirements.

Phase III Capstone course (4 credits)

All M.B.A. students complete Mgmt 699 Management: Strategy and Policy.

Students choosing the master's paper option must also take MKTG 695 Master's Paper Development in lieu of a four-credit elective course.

Writing Requirement

All M.B.A. students must complete either a writing portfolio OR a master's paper. See Writing Portfolio or Master's Paper for more information.

M.B.A. with Concentration

A 44-credit M.B.A. 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 (MIS), Marketing, and Finance. A

concentration can be declared at the time of application to the M.B.A. program or after full admission. If you declare after admission, a written statement requesting a concentration must be submitted to the College of Management Graduate Program Office. You can declare up to two concentrations.

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.

Some of the major skills areas covered include:

- Project planning, implementation and control using Microsoft Project;
- 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; and
- Project management organizational options.

Project Management Concentration Courses (12 credits)

DSCI 620 Project Management (4 credits)
DSCI 630 Project Risk Management (4 credits)
DSCI 691 Models for Problem Solving (4 credits) or MIS 671 Problem Formulation, Data Presentation and Research Methods (4 credits)

Management Information Systems (M.I.S.) 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 you 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 you 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.

M.I.S. Concentration Courses (12 credits)

MIS 600 Management Information Systems is required in the core M.B.A. program and is a prerequisite for the MIS Concentration courses. Courses in the MIS Concentration include:

MIS 671 Problem Formulation, Data Presentation and Research
Methods (4 credits)
MIS 683 Process Analysis (2 credits)
DSCI 620 Project Management (4 credits)
MIS Electives (2 credits): MIS 673 Knowledge Engineering is recommended

Marketing Concentration

Marketing is viewed as integral to a firm's overall business activity. Marketing is dynamic as organizations continuously improve the products and services they offer, research the constantly changing needs of their customers, and monitor the ongoing threat of their competitors. Marketing also is strategic, and planning is critical for the acquisition and retention of customers and the vitality of stockholders, employees, suppliers, and channel intermediaries.

Specific knowledge and skills to be developed include:

- ▶ Skill development in conducting environmental scanning, analyzing competition, and developing alternative strategies and organizational activities to maximize company resources and the marketing and business plans
- ▶ Advanced applications of the use of current research in order to make business decisions
- ▶ Analysis of consumer behavior to satisfy both the needs of customers and the firm's marketing objectives
- ▶ Current study and analysis of supply chain issues, including a concentration on maximizing the use of the supply and value chains

Analysis of logistical issues and processes involving the management of supply chains and information systems.

Marketing Concentration Courses (12 credits)

The marketing concentration consists of 12 credits beyond MKTG 600 Marketing Management:

MKTG 642 Design and Management of Advertising Programs (4 credits
MKTG 690 Strategic Marketing Planning (4 credits)

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MKTG 652 Supply Chain Management (2 credits)
MIS 653 Supply Chain Management Information Systems (2 credits)

M.B.A. with Concentration in Finance

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 you 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
> Cost of Capital

The finance concentration in the M.B.A. degree consists of three, 4-credit courses beyond FIN 601 Financial Management. Choose three of the following four courses:

FIN 550G International Finance
FIN 511G Investments and Portfolio Analysis
ACCT 515G Financial Statement Analysis

Writing Portfolio or Master's Paper Requirement

Because effective communication is fundamental to good management, you are expected to demonstrate writing skills by completing a writing portfolio as part of your course work. Alternately, you may choose a master's paper option due at the end of your program. Students choosing the master's paper option will take MKTG 695 Master's Paper Development in lieu of a four-credit elective course.

The writing portfolio consists of three individually-prepared papers from paper-designated courses in which you have earned the letter grade of B or better. Acceptable papers include, but are not limited to: business plans, case analysis with citations, original cases with exhibits, and term or position papers. An individual paper, written outside of class (which adheres to paper portfolio criteria), may also be used as a portfolio paper with prior approval by your faculty advisor. The writing portfolio handbook more fully describes the writing portfolio process and is available from the College of Management Graduate Program Office or the College of Management Web site. In general, your writing portfolio is due to your academic advisor six weeks prior to the end of the semester in which you plan to graduate.

The master's paper option enables you to synthesize and apply the knowledge and skills from the entire graduate program and your own life experiences to a project or research question of your choice. Refinement of the idea and the detailed master's paper proposal are developed in the course MKTG 695 Master's Paper Development. If the paper is not completed within one year of completing coursework, an additional independent study may be required. The M.B.A.

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Master's Paper Handbook, available from the College of Management Graduate Program Office or the College of Management Web site more fully describes the master's paper process. You must have completed all Phase I courses and have an approved initial proposal before enrolling in Master's Paper Development.

The master's paper must be presented successfully to a graduate faculty committee. Both the written paper and the oral presentation must be approved by the committee as a graduation requirement. A master's paper oral presentation is scheduled only after your paper advisor has approved the paper. In general, your final draft paper is due to your academic advisor eight weeks prior to the end of the semester in which you wish to graduate.

Graduate Degree Programs

The College of Management offers three graduate degrees: the Master of Business Administration (M.B.A.), the Master of Public and Nonprofit Administration (M.P.N.A.), and the Master of Management Information Systems (M.M.I.S.). The M.B.A. is designed to prepare you for a professional career in business or for-profit organizations. The M.P.N.A. prepares you for a career in government and not-for-profit organizations. The M.M.I.S. prepares you for leadership of your organization's information systems and technology-related areas. In addition, graduate certificate programs are offered in project management and MIS.

The College of Management graduate programs are offered in three formats: regular classroom-based courses, Web-enhanced courses that meet every other week in the classroom with online work in between classes, and fully online courses.

Together, the graduate programs in the College of Management have more than 1,400 alumni, most of who continue to live and work in the Twin Cities metropolitan area.

Desired Program Outcomes

Graduate programs in the College of Management are designed to enhance the management skills and knowledge of experienced adults. Mastery of management skills is a process that engages you throughout your work life. For this reason, the desired outcomes of the three graduate programs focus on an ongoing process of learning and mastery. At the heart of the college's graduate programs is the expectation that accomplished managers:

- know themselves, especially their values, well enough to develop an appropriate management style, philosophy and set of ethical guidelines;
- have developed a universe of management concepts, paradigms and "maps," and are dedicated to exploring and creating ever-better ways to manage;
- know when to take initiative and responsibility and when to empower others, and anticipate the consequences of their actions;
- work effectively and sensitively with people of other races, gender, ethnic and age groups;
- communicate effectively in writing, speaking and listening in a variety of settings;
- know content, process and applications in key organizational areas including marketing, finance, accounting and management information systems;
- understand the role of operations, including the supply chain, production of goods, and provision of services in an organization and the global economy;

- understand organizational behavior and human resource development including, how to motivate people, design work, evaluate the performance of others and provide an environment for personal growth;
- can obtain, understand, analyze and evaluate quantitative and qualitative information, manage modern information-handling technologies, and synthesize information from a variety of sources for decision making;
- can think strategically when identifying issues, problems and opportunities, evaluating alternatives, and implementing appropriate actions;
- can identify an organization's philosophy and goals, and derive objectives from them;
- can analyze internal resources and the external economic, political, legal and cultural environment in order to make strategic choices;
- can develop and implement a plan of action integrating activities of the various parts of an organization;
- provide visionary direction for an organization and contribute to the process of innovation and creative development; and
- envision, understand and facilitate change and anticipate the possible impacts on the organization.

Student Information

Admission Requirements for College of Management Graduate Programs

Materials submitted to the College of Management Graduate Program Office become the property of Metropolitan State University and are not returned. 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 to the M.B.A., M.M.I.S or M.P.N.A. programs, you must submit:

- Application - complete the Metropolitan State University Graduate Programs Application, including a $20 nonrefundable application fee (waived for baccalaureate graduates of Metropolitan State);
- Official Transcripts - showing a baccalaureate degree or equivalent earned from an accredited institution with grade-point average or narrative description describing courses completed from all schools attended after high school and transcripts from any graduate or professional programs;
- **Test Scores**
    *M.B.A. applicants should submit official Graduate Management Admission Test (GMAT) scores -examinee copies are not acceptable.
    *M.M.I.S., M.P.N.A. and certificate program applicants should submit recent assessment scores;
- Note: If you already possess an earned Ph.D., D.D.S., M.D. or J.D. degree from an accredited U.S. institution or are participants in a College of Management special program, the requirement for the GMAT or assessments may be waived.
- Current resume - two years of work experience is required for M.B.A. and recommended for M.P.N.A; one year is required for the M.M.I.S.

- Goals Essay - a word-processed paper (double-spaced and approximately two pages) explaining "Why the Master's Degree Would Help Me Achieve My Professional Goals," with specific reference to the M.B.A., M.M.I.S., M.P.N.A. or certificate program; significant achievements; planned career and community or personal activities, including what you can contribute to the program;
- Two References - (using the required reference form) from employers or others who can attest to the importance of the master's degree in enhancing your professional development and commenting on your ability to pursue and successfully complete a graduate program. Faxed or electronic references are not accepted. (**Not required for certificate programs**)

In addition to the above admission documents required of all COM graduate students, international students should note the requirements described under Admission Information earlier in this catalog (can we provide a link) and are required to submit the following documents:

- Official TOEFL score if you received your undergraduate degree outside the United States. Permanent residents, political refugees, resident aliens and international students on a nonstudent visa who received an undergraduate degree outside the U.S. must also submit official TOEFL scores. Official TOEFL scores must be sent directly to the College of Management Graduate Program Office at Metropolitan State University. Examinee copies are not accepted.
- Official copy of an international course-by-course transcript evaluation if your undergraduate degree was received outside the United States. The international course-by-course transcript evaluation conducted by an independent agency, such as Educational Credential Evaluators (ECE) or World Evaluation Services (WES), must be sent directly to the Graduate Program Office.
- Financial support documents, verifying funds for two years of study.
- Photocopy of the information page in your passport

Additional documents required for F-1 international students currently in the United States on an I-20 from another college or university who wish to transfer to Metropolitan State include the following items:

- Official transcripts from all U.S. colleges attended
- Transfer verification form
- Photocopy of current I-20, visa and entry stamp, I-94

Note: International students may apply for degree programs only. Applications from international students for the MIS or Project Management certificate programs will not be accepted. These students will be referred to existing degree programs.

Application Deadlines

- Fall Semester, August 1
- Spring Semester, December 1
- Summer Term, April 1

Application deadlines will not be waived. Applications for admission are not considered until all requirements are met and fees received. International student applications are not processed until specified program prerequisite courses are successfully completed and official course-by-course transcript evaluations, TOEFL, GMAT or assessment scores are submitted. If you are unable to complete the assessments prior to admission, a GMAT or GRE score can be substituted. Admission is not granted, nor is an I-20 issued, without fulfilling all of the requirements for international student admission. NOTE: I-20s are not issued for certificate programs.

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 for which you applied. 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 College of Management graduate programs.

Reapplication for Denied Applicants

If your application for admission to a College of Management graduate program is denied, you may reapply for admission to that same program 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 one College of Management graduate program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by a $20 application fee, a new goals paper, 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 ensure 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.

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.

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Satisfactory Academic Progress

▶ You must maintain satisfactory academic progress to remain in a College of Management graduate or certificate program.

▶ Only courses for which you 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 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 program.

▶ If you have been dismissed from a College of Management graduate or certificate program for unsatisfactory academic progress, you may reapply after one calendar year has passed. Readmission decisions are made by the College of Management Graduate Admissions Committee and are not automatic.

▶ Only courses in which you receive a letter grade are applied toward your degree. The option of a competence/no competence with a narrative transcript is not available to College of Management graduate students. Internships are graded using pass/fail criteria.

Appeal of Unsatisfactory Academic Progress Removals from the Program

If you are removed from a graduate or certificate program for unsatisfactory academic progress, you may appeal the removal to the College of Management 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.

Reactivating into the M.B.A., M.M.I.S. or M.P.N.A. Programs

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 degree program. To reactivate, submit an updated resume and a letter to the College of Management Graduate Admissions Committee expressing a desire to reactivate into the M.B.A., M.M.I.S. or M.P.N.A. degree program. The admissions committee reviews your request and responds in writing, specifying degree completion requirements and deadline for completion. You 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.

Extensions

You have five years from your first semester of graduate study to complete your degree requirements. You may request an extension of the five-year limit by writing to the COM Graduate Programs Office. Such requests must be received prior to the expiration of the five-year 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.

Metropolitan
State University

Registration by Undergraduate Students

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

Transfer Credits

Once fully admitted, you may transfer up to 16 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 upon the approval of the graduate programs director in consultation with discipline coordinators. You must have a cumulative GPA of 3.0 or above in your College of Management graduate classes in order to transfer coursework.

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, and the outstanding student receives special recognition during commencement.

Accreditation

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

Affiliation
The College of Management is a member of the Association to Advance Collegiate Schools of Business (AACSB) and ascribes to its curriculum standards.

College of Management

Office Location: 1300 Harmon Place, Minneapolis
Phone: 612-659-7250
Mailing address: 1501 Hennepin Avenue, Minneapolis, MN 55403

Faculty:

David Bahn, Allen Bellas, David Bouchard, Kathleen Chalekian, Grover Cleveland, Steven Creason, Dennis Daly, Jennifer Dosch, Janet Henquinet, Ken Hess, Roger Israel, Nancy Nentl, Hameed Nezhad, David O'Hara, Narasimha Paravastu, Roger Prestwich, Jayant Saraph, Francis Schweigert, Michael Sher, Adrianne Slaymaker, Joel Wilson, Michael Wilson, Minh Vo, Carol Bormann Young, Kenneth Zapp.

MIS Graduate Certificate Programs

[Admissions Requirements]

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).

There are two certificates offered. The generalist certificate is designed to give a thorough overview in current basic areas of MIS. The systems analysis and design certificate is tailored more to the needs of the information systems professional interested in upgrading skills within the field. Each certificate consists of five courses, which may be used as a first step in working towards a Master of Business Administration (M.B.A.) or Master of Management Information Systems (M.M.I.S.).

To be considered for admission to the MIS Graduate Certificate Program, you must submit the following materials:

- official undergraduate transcript verifying a bachelor's degree;
- a current resume and at least one year of full-time professional work experience;
- essay: "Why I wish to earn the MIS Graduate Certificate," two pages in length;
- diagnostic assessment scores, and
- application and $20 nonrefundable application fee. Because this is not a degree-granting program, applications from international students studying on an F-1 student visa will not be accepted.

If the MIS coordinator determines that you have full prior competence in a certificate course, you will be given credit for the competency and allowed to take sufficient alternate credits, again with coordinator approval, to meet the total credit requirement of the certificate.

MIS Generalist Graduate Certificate

If you are a general business graduate with workplace experience in information systems or an MIS technical professional, the MIS generalist 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 distributed computing environments, including Internet, intranets, extranets, VPNs and many others. You also learn project management skills that are crucial in the MIS environment and in great demand in the marketplace, and how to integrate many new MIS and management models. 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.

Requirements (20 credits)

Metropolitan
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MIS 600 Management Information Systems (4 credits) **OR**
DSCI 620 Project Management (4 credits)
MIS 662 Management of Distributed Computing (4 credits)
MIS 663 Strategic Management of Technology and Innovation (4 credits)
MIS 671 Problem Formulation and Data Presentation (4 credits)

MIS Systems Analysis and Design Graduate Certificate

This certificate has similar goals and outcomes to the MIS generalist certificate, but is tailored more towards MIS technical and technical management audiences. Emphasis is placed on components 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 systems, client/server systems and distributed systems, including Internet and Web technologies.

Requirements (20 credits)

MIS 600 Management Information Systems (4 credits)
MIS 662 Management of Distributed Computing (4 credits)
MIS 665 Systems Design and Decision Support (4 credits)
MIS 667 Telecommunications and Internet Management (4 credits)
DSCI 620 Project Management (4 credits)

Graduate Degree Programs

The College of Management offers three graduate degrees: the Master of Business Administration (M.B.A.), the Master of Public and Nonprofit Administration (M.P.N.A.), and the Master of Management Information Systems (M.M.I.S.). The M.B.A. is designed to prepare you for a professional career in business or for-profit organizations. The M.P.N.A. prepares you for a career in government and not-for-profit organizations. The M.M.I.S. prepares you for leadership of your organization's information systems and technology-related areas. In addition, graduate certificate programs are offered in project management and MIS.

The College of Management graduate programs are offered in three formats: regular classroom-based courses, Web-enhanced courses that meet every other week in the classroom with online work in between classes, and fully online courses.

Together, the graduate programs in the College of Management have more than 1,400 alumni, most of who continue to live and work in the Twin Cities metropolitan area.

Desired Program Outcomes

Graduate programs in the College of Management are designed to enhance the management skills and knowledge of experienced adults. Mastery of management skills is a process that engages you throughout your work life. For this reason, the desired outcomes of the three graduate programs focus on an ongoing process of learning and mastery. At the heart of the college's graduate programs is the expectation that accomplished managers:

- know themselves, especially their values, well enough to develop an appropriate management style, philosophy and set of ethical guidelines;
- have developed a universe of management concepts, paradigms and "maps," and are dedicated to exploring and creating ever-better ways to manage;
- know when to take initiative and responsibility and when to empower others, and anticipate the consequences of their actions;
- work effectively and sensitively with people of other races, gender, ethnic and age groups;
- communicate effectively in writing, speaking and listening in a variety of settings;
- know content, process and applications in key organizational areas including marketing, finance, accounting and management information systems;
- understand the role of operations, including the supply chain, production of goods, and provision of services in an organization and the global economy;
- understand organizational behavior and human resource development including, how to motivate people, design work, evaluate the performance of others and provide an environment for personal growth;
- can obtain, understand, analyze and evaluate quantitative and qualitative information, manage modern information-handling technologies, and synthesize information from a variety of sources for decision making;
- can think strategically when identifying issues, problems and opportunities, evaluating alternatives, and implementing appropriate actions;
- can identify an organization's philosophy and goals, and derive objectives from them;
- can analyze internal resources and the external economic, political, legal and cultural environment in order to make strategic choices;
- can develop and implement a plan of action integrating activities of the various parts of an organization;
- provide visionary direction for an organization and contribute to the process of innovation and creative development; and
- envision, understand and facilitate change and anticipate the possible impacts on the organization.

Student Information

Admission Requirements for College of Management Graduate Programs

Materials submitted to the College of Management Graduate Program Office become the property of Metropolitan State University and are not returned. 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 to the M.B.A., M.M.I.S or M.P.N.A. programs, you must submit:

- Application - complete the Metropolitan State University Graduate Programs Application, including a $20 nonrefundable application fee (waived for baccalaureate graduates of Metropolitan State);
- Official Transcripts - showing a baccalaureate degree or equivalent earned from an accredited institution with grade-point average or narrative description describing

    courses completed from all schools attended after high school and transcripts from any graduate or professional programs;

▸ **Test Scores**

    *M.B.A. applicants should submit official Graduate Management Admission Test (GMAT) scores -examinee copies are not acceptable.

    *M.M.I.S., M.P.N.A. and certificate program applicants should submit recent assessment scores;

▸ Note: If you already possess an earned Ph.D., D.D.S., M.D. or J.D. degree from an accredited U.S. institution or are participants in a College of Management special program, the requirement for the GMAT or assessments may be waived.

- Current resume - two years of work experience is required for M.B.A. and recommended for M.P.N.A; one year is required for the M.M.I.S.

▸ Goals Essay - a word-processed paper (double-spaced and approximately two pages) explaining "Why the Master's Degree Would Help Me Achieve My Professional Goals," with specific reference to the M.B.A., M.M.I.S., M.P.N.A. or certificate program; significant achievements; planned career and community or personal activities, including what you can contribute to the program;

▸ Two References - (using the required reference form) from employers or others who can attest to the importance of the master's degree in enhancing your professional development and commenting on your ability to pursue and successfully complete a graduate program. Faxed or electronic references are not accepted. (**Not required for certificate programs**)

In addition to the above admission documents required of all COM graduate students, international students should note the requirements described under Admission Information earlier in this catalog (can we provide a link) and are required to submit the following documents:

▸ Official TOEFL score if you received your undergraduate degree outside the United States. Permanent residents, political refugees, resident aliens and international students on a nonstudent visa who received an undergraduate degree outside the U.S. must also submit official TOEFL scores.   Official TOEFL scores must be sent directly to the College of Management Graduate Program Office at Metropolitan State University. Examinee copies are not accepted.

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▸ Financial support documents, verifying funds for two years of study.

▸ Photocopy of the information page in your passport

Additional documents required for F-1 international students currently in the United States on an I-20 from another college or university who wish to transfer to Metropolitan State include the following items:

▸ Official transcripts from all U.S. colleges attended

▸ Transfer verification form

▶ Photocopy of current I-20, visa and entry stamp, I-94

Note: International students may apply for degree programs only. Applications from international students for the MIS or Project Management certificate programs will not be accepted. These students will be referred to existing degree programs.

Application Deadlines

▶ Fall Semester, August 1
▶ Spring Semester, December 1
▶ Summer Term, April 1

Application deadlines will not be waived. Applications for admission are not considered until all requirements are met and fees received.   International student applications are not processed until specified program prerequisite courses are successfully completed and official course-by-course transcript evaluations, TOEFL, GMAT or assessment scores are submitted. If you are unable to complete the assessments prior to admission, a GMAT or GRE score can be substituted. Admission is not granted, nor is an I-20 issued, without fulfilling all of the requirements for international student admission. NOTE: I-20s are not issued for certificate programs.

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 for which you applied. 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 College of Management graduate programs.

Reapplication for Denied Applicants

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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. 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.

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.

Satisfactory Academic Progress

- You must maintain satisfactory academic progress to remain in a College of Management graduate or certificate program.
- Only courses for which you 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 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 program.
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If you are removed from a graduate or certificate program for unsatisfactory academic progress, you may appeal the removal to the College of Management 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.

Reactivating into the M.B.A., M.M.I.S. or M.P.N.A. Programs

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Admissions Committee expressing a desire to reactivate into the M.B.A., M.M.I.S. or M.P.N.A. degree program. The admissions committee reviews your request and responds in writing, specifying degree completion requirements and deadline for completion. You 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.

Extensions

You have five years from your first semester of graduate study to complete your degree requirements. You may request an extension of the five-year limit by writing to the COM Graduate Programs Office. Such requests must be received prior to the expiration of the five-year 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.

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

Transfer Credits

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Affiliation
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College of Management

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Master of Management Information Systems M.M.I.S.

[Admissions Requirements]

The Master of Management Information Systems represents an important new concept of graduate education in the field of management information systems (MIS). Merging management and technological education, it is designed to help both technical information technology (IT) professionals and professionals from other fields gain expertise in the management of information systems. It also encourages you to use the technology that you study as an integral tool in your graduate education itself. The M.M.I.S. 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 application emphasis through internships and a final integrative project give you a strong base for the future.

The program is designed to serve two distinct groups:

▶ Information management professionals who need a strong mix of management theory and practice along with technological competence. This group needs more technical education than an M.B.A. student, but less than a student who will be working in a technical capacity.
▶ 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 moving to greater challenges.

The M.M.I.S. serves these two ends by offering you a choice of two 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 model and its management while being prepared to oversee or interact with technical staff in meeting the information management needs.

Systems Management Concentration

The systems management concentration takes the more technical route that other business leaders have requested. Upon completion of this program, 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.

The M.M.I.S. is compatible with the MSIS 2000 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.

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The M.M.I.S. prepares you in the areas of:

- IT strategy and Internet strategy;
- electronic commerce;
- enterprise resource planning (ERP);
- globalization;
- human factors;
- knowledge management;
- customer relationship management (CRM);
- managing the IS function;
- project management;
- systems analysis and design;
- technology management; and
- telecommunications.

M.M.I.S. Goal and Objectives

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

Program Objectives

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

The Curriculum

The M.M.I.S. curriculum is divided into a preparation phase and three program phases.

The Preparation Phase assesses your readiness to begin graduate work in management information systems. Prerequisite courses include College Algebra, Financial Accounting, Statistics and a programming language, and should be taken as part of this phase. You may not take regular program classes until these prerequisite courses have been 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.

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 life 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 of your work on this project, which is performed with a cohort.

Admission Requirements

In addition to the general requirements for admission to the College of Management, you must also have one year of full-time relevant management or MIS-related work experience.

Note: Because this program does not require a GMAT, GRE or equivalent test, a special assessment process has been developed for evaluating your application. This process may generate requirements for admission that include preparatory work in a required discipline that may not count toward graduation. This preparatory work assures that high quality instruction is maintained throughout the program. Students studying on an F-1 student visa may submit GMAT scores in lieu of assessment. Assessments must be completed before an admission decision is made.

Required Orientation Experiences

You will also be required to take part in an orientation session designed to introduce you to the university, to the M.M.I.S. program, to the laptop PC and required software applications and to the use of the Web for class support.

Course Requirements (44 credits)

Information Management Concentration

Prerequisites

The following prerequisite courses must be completed before you can take any graduate-level courses or be admitted to the M.M.I.S. program:

ACCT 210 Financial Accounting (4 credits) or equivalent
MATH 115 College Algebra (4 credits) or equivalent
STAT 201 Statistics (4 credits) or equivalent
Four credits of a programming language or equivalent

Phase I (28 credits)

MIS 600 Management Information Systems (4 credits)
MIS 671 Problem Formulation and Data Presentation (4 credits)
MIS 673 Knowledge Engineering and Management (2 credits)
MIS 685 Data Warehousing and Data Mining (2 credits)
MIS 683 Process Analysis and Design (2 credits)
MGMT 620 Oranizational Behavior (4 credits)
DSCI 620 Project Management (4 credits)

MKTG 600 Marketing Management (4 credits)
MKTG 653 Supply Chain Automation (2 credits)

Phase II (12 credits)

You will choose elective credits to meet your own IT career needs.

Phase III (4 credits)

MIS 699 Integrative Capstone Project (4 credits)

Two cohorts per term are formed to do systems projects, one of which is Web-based. Twin Cities organizations are solicited for systems development or other related projects. Resident faculty oversee teams. Group products and individual reports are created. Clients' perceptions are determined.

System Development Concentration

Prerequisites

The following prerequisite courses must be completed before you can complete any graduate classes or be admitted to the M.M.I.S. program:

ACCT 210 Financial Accounting (4 credits) or equivalent
MATH 115 College Algebra (4 credits) or equivalent
MATH 215 Discrete Mathematics (4 credits) or equivalent recommended
STAT 201 Statistics (4 credits) or equivalent 4 credits of a programming language or equivalent

Phase I (30 credits)

MIS 600 Management Information Systems (4 credits)
MIS 657 Database and Client/Server Systems (2 credits)
MIS 660 Advanced Software System Design (2 credits)
MIS 662 Management of Distributed Computing, Databases and Client/Server Systems (4 credits)
MIS 665 Systems Analysis, Design and Decision Support (4 credits)
MIS 671 Problem Formulation and Data Presentation (4 credits)
MIS 683 Process Analysis and Design (2 credits)
DSCI 620 Project Management (4 credits)
MKTG 600 Marketing Management (4 credits)

Phase II (10 credits)

You will choose elective credits to meet your own IT career needs.

Phase III (4 credits)

MIS 699 Integrative Capstone Project (4 credits)

Two cohorts per term are formed to do systems projects, one of which is Web-based. Twin Cities organizations are solicited for systems development or other related projects. Resident faculty oversee teams. Group products and individual reports are created. Clients' perceptions are determined.

MIS Graduate Certificate Programs

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).

There are two certificates offered. The generalist certificate is designed to give a thorough overview in current basic areas of MIS. The systems analysis and design certificate is tailored more to the needs of the information systems professional interested in upgrading skills within the field. Each certificate consists of five courses, which may be used as a first step in working towards a Master of Business Administration (M.B.A.) or Master of Management Information Systems (M.M.I.S.).

To be considered for admission to the MIS Graduate Certificate Program, you must submit the following materials:

- official undergraduate transcript verifying a bachelor?s degree;
- a current resume and at least one year of full-time professional work experience;
- essay: "Why I wish to earn the MIS Graduate Certificate," two pages in length; diagnostic assessment scores, and
- application and $20 nonrefundable application fee.

Because this is not a degree-granting program, applications from international students studying on an F-1 student visa will not be accepted.

If the MIS coordinator determines that you have full prior competence in a certificate course, you will be given credit for the competency and allowed to take sufficient alternate credits, again with coordinator approval, to meet the total credit requirement of the certificate.

MIS Generalist Graduate Certificate

If you are a general business graduate with workplace experience in information systems or an MIS technical professional, the MIS generalist 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 distributed computing environments, including Internet, intranets, extranets, VPNs and many others. You also learn project management skills that are crucial in the MIS environment and in great demand in the marketplace, and how to integrate many new MIS and management models. 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.

Requirements (20 credits)

MIS 600 Management Information Systems (4 credits) **OR**
DSCI 620 Project Management (4 credits)
MIS 662 Management of Distributed Computing (4 credits)
MIS 663 Strategic Management of Technology and Innovation (4 credits)
MIS 671 Problem Formulation and Data Presentation (4 credits)

MIS Systems Analysis and Design Graduate Certificate

This certificate has similar goals and outcomes to the MIS generalist certificate, but is tailored more towards MIS technical and technical management audiences. Emphasis is placed on components 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 systems, client/server systems and distributed systems, including Internet and Web technologies.

Requirements (20 credits)

MIS 600 Management Information Systems (4 credits)
MIS 662 Management of Distributed Computing (4 credits)
MIS 665 Systems Design and Decision Support (4 credits)
MIS 667 Telecommunications and Internet Management (4 credits)
DSCI 620 Project Management (4 credits)

Graduate Degree Programs

The College of Management offers three graduate degrees: the Master of Business Administration (M.B.A.), the Master of Public and Nonprofit Administration (M.P.N.A.), and the Master of Management Information Systems (M.M.I.S.). The M.B.A. is designed to prepare you for a professional career in business or for-profit organizations. The M.P.N.A. prepares you for a career in government and not-for-profit organizations. The M.M.I.S. prepares you for leadership of your organization's information systems and technology-related areas. In addition, graduate certificate programs are offered in project management and MIS.

The College of Management graduate programs are offered in three formats: regular classroom-based courses, Web-enhanced courses that meet every other week in the classroom with online work in between classes, and fully online courses.

Together, the graduate programs in the College of Management have more than 1,400 alumni, most of who continue to live and work in the Twin Cities metropolitan area.

Desired Program Outcomes

Graduate programs in the College of Management are designed to enhance the management skills and knowledge of experienced adults. Mastery of management skills is a process that engages you throughout your work life. For this reason, the desired outcomes of the three

graduate programs focus on an ongoing process of learning and mastery. At the heart of the college's graduate programs is the expectation that accomplished managers:

- know themselves, especially their values, well enough to develop an appropriate management style, philosophy and set of ethical guidelines;
- have developed a universe of management concepts, paradigms and "maps," and are dedicated to exploring and creating ever-better ways to manage;
- know when to take initiative and responsibility and when to empower others, and anticipate the consequences of their actions;
- work effectively and sensitively with people of other races, gender, ethnic and age groups;
- communicate effectively in writing, speaking and listening in a variety of settings;
- know content, process and applications in key organizational areas including marketing, finance, accounting and management information systems;
- understand the role of operations, including the supply chain, production of goods, and provision of services in an organization and the global economy;
- understand organizational behavior and human resource development including, how to motivate people, design work, evaluate the performance of others and provide an environment for personal growth;
- can obtain, understand, analyze and evaluate quantitative and qualitative information, manage modern information-handling technologies, and synthesize information from a variety of sources for decision making;
- can think strategically when identifying issues, problems and opportunities, evaluating alternatives, and implementing appropriate actions;
- can identify an organization's philosophy and goals, and derive objectives from them;
- can analyze internal resources and the external economic, political, legal and cultural environment in order to make strategic choices;
- can develop and implement a plan of action integrating activities of the various parts of an organization;
- provide visionary direction for an organization and contribute to the process of innovation and creative development; and
- envision, understand and facilitate change and anticipate the possible impacts on the organization.

Student Information

Admission Requirements for College of Management Graduate Programs

Materials submitted to the College of Management Graduate Program Office become the property of Metropolitan State University and are not returned. 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 to the M.B.A., M.M.I.S or M.P.N.A. programs, you must submit:

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▶ Application - complete the Metropolitan State University Graduate Programs Application, including a $20 nonrefundable application fee (waived for baccalaureate graduates of Metropolitan State);

▶ Official Transcripts - showing a baccalaureate degree or equivalent earned from an accredited institution with grade-point average or narrative description describing courses completed from all schools attended after high school and transcripts from any graduate or professional programs;

▶ **Test Scores**

 *M.B.A. applicants should submit official Graduate Management Admission Test (GMAT) scores -examinee copies are not acceptable.

 *M.M.I.S., M.P.N.A. and certificate program applicants should submit recent assessment scores;

▶ Note: If you already possess an earned Ph.D., D.D.S., M.D. or J.D. degree from an accredited U.S. institution or are participants in a College of Management special program, the requirement for the GMAT or assessments may be waived.

▶ Current resume - two years of work experience is required for M.B.A. and recommended for M.P.N.A; one year is required for the M.M.I.S.

▶ Goals Essay - a word-processed paper (double-spaced and approximately two pages) explaining "Why the Master's Degree Would Help Me Achieve My Professional Goals," with specific reference to the M.B.A., M.M.I.S., M.P.N.A. or certificate program; significant achievements; planned career and community or personal activities, including what you can contribute to the program;

▶ Two References - (using the required reference form) from employers or others who can attest to the importance of the master's degree in enhancing your professional development and commenting on your ability to pursue and successfully complete a graduate program. Faxed or electronic references are not accepted. (**Not required for certificate programs**)

In addition to the above admission documents required of all COM graduate students, international students should note the requirements described under Admission Information earlier in this catalog (can we provide a link) and are required to submit the following documents:

▶ Official TOEFL score if you received your undergraduate degree outside the United States. Permanent residents, political refugees, resident aliens and international students on a nonstudent visa who received an undergraduate degree outside the U.S. must also submit official TOEFL scores. Official TOEFL scores must be sent directly to the College of Management Graduate Program Office at Metropolitan State University. Examinee copies are not accepted.

▶ Official copy of an international course-by-course transcript evaluation if your undergraduate degree was received outside the United States. The international course-by-course transcript evaluation conducted by an independent agency, such as Educational Credential Evaluators (ECE) or World Evaluation Services (WES), must be sent directly to the Graduate Program Office.

▶ Financial support documents, verifying funds for two years of study.

▶ Photocopy of the information page in your passport

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Additional documents required for F-1 international students currently in the United States on an I-20 from another college or university who wish to transfer to Metropolitan State include the following items:

- ▶ Official transcripts from all U.S. colleges attended
- ▶ Transfer verification form
- ▶ Photocopy of current I-20, visa and entry stamp, I-94

Note: International students may apply for degree programs only. Applications from international students for the MIS or Project Management certificate programs will not be accepted. These students will be referred to existing degree programs.

Application Deadlines

- ▶ Fall Semester, August 1
- ▶ Spring Semester, December 1
- ▶ Summer Term, April 1

Application deadlines will not be waived. Applications for admission are not considered until all requirements are met and fees received. International student applications are not processed until specified program prerequisite courses are successfully completed and official course-by-course transcript evaluations, TOEFL, GMAT or assessment scores are submitted. If you are unable to complete the assessments prior to admission, a GMAT or GRE score can be substituted. Admission is not granted, nor is an I-20 issued, without fulfilling all of the requirements for international student admission. NOTE: I-20s are not issued for certificate programs.

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 for which you applied. 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 College of Management graduate programs.

Reapplication for Denied Applicants

If your application for admission to a College of Management graduate program is denied, you may reapply for admission to that same program 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 one College of Management graduate program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by a $20 application fee, a new goals paper, 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 ensure 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.

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.

Satisfactory Academic Progress

- ▶ You must maintain satisfactory academic progress to remain in a College of Management graduate or certificate program.
- ▶ Only courses for which you 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 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 program.
- ▶ If you have been dismissed from a College of Management graduate or certificate program for unsatisfactory academic progress, you may reapply after one calendar year has passed. Readmission decisions are made by the College of Management Graduate Admissions Committee and are not automatic.
- ▶ Only courses in which you receive a letter grade are applied toward your degree. The option of a competence/no competence with a narrative transcript is not available to College of Management graduate students. Internships are graded using pass/fail criteria.

Appeal of Unsatisfactory Academic Progress Removals from the Program

If you are removed from a graduate or certificate program for unsatisfactory academic progress, you may appeal the removal to the College of Management 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.

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Reactivating into the M.B.A., M.M.I.S. or M.P.N.A. Programs

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 degree program. To reactivate, submit an updated resume and a letter to the College of Management Graduate Admissions Committee expressing a desire to reactivate into the M.B.A., M.M.I.S. or M.P.N.A. degree program. The admissions committee reviews your request and responds in writing, specifying degree completion requirements and deadline for completion. You 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.

Extensions

You have five years from your first semester of graduate study to complete your degree requirements. You may request an extension of the five-year limit by writing to the COM Graduate Programs Office. Such requests must be received prior to the expiration of the five-year 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.

Registration by Undergraduate Students

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

Transfer Credits

Once fully admitted, you may transfer up to 16 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 upon the approval of the graduate programs director in consultation with discipline coordinators. You must have a cumulative GPA of 3.0 or above in your College of Management graduate classes in order to transfer coursework.

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, and the outstanding student receives special recognition during commencement.

Accreditation

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

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Affiliation
The College of Management is a member of the Association to Advance Collegiate Schools of Business (AACSB) and ascribes to its curriculum standards.

College of Management

Office Location: 1300 Harmon Place, Minneapolis
Phone: 612-659-7250
Mailing address: 1501 Hennepin Avenue, Minneapolis, MN 55403

Faculty:

David Bahn, Allen Bellas, David Bouchard, Kathleen Chalekian, Grover Cleveland, Steven Creason, Dennis Daly, Jennifer Dosch, Janet Henquinet, Ken Hess, Roger Israel, Nancy Nentl, Hameed Nezhad, David O'Hara, Narasimha Paravastu, Roger Prestwich, Jayant Saraph, Francis Schweigert, Michael Sher, Adrianne Slaymaker, Joel Wilson, Michael Wilson, Minh Vo, Carol Bormann Young, Kenneth Zapp.

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Master of Science Nursing (M.S.N.)

The Master of Science in Nursing (M.S.N.) prepares registered nurses for advanced nursing practice. R.N.s that hold a baccalaureate in nursing can choose from the Leadership and Management (LMN) track, the Public Health Nursing Leadership (PHNL) track, the Adult/Geriatric Nurse Practitioner (ANP/GNP) track, and the Family Nurse Practitioner (FNP) track. All M.S.N. tracks are available in a predominantly online format that incorporates on-campus immersion and synthesis seminars or a web-enhanced format that includes more classroom time. The LMN and PHNL tracks can be completed in two years; the ANP/GNP and FNP tracks can be completed in three years.

At the time of application, prospective students indicate either the predominantly online format or the web-enhanced format for the track of their choice. The coursework in the M.S.N program is designed to foster faculty engagement with students from our region. The predominantly online format requires mandatory participation in on-campus seminars and immersion experiences throughout the program.

Academically proficient Registered Nurses with an associate degree, diploma preparation or a baccalaureate in another field should explore the requirements for the R.N.-M.S.N. program which leads to conferral of both the B.S.N. and M.S.N. degrees.

The M.S.N. is available to Women's Health Care Nurse Practitioners (WHCNPs) who were certified through Planned Parenthood of Minnesota/South Dakota. Course work for the Master's Only Option for WHCNPs does not include practica requirements.

A Post-Master's certificate option is offered on a space available basis for RNs who hold a Master's degree in nursing would like to expand their practice to include ANP/GNP, PHNL, or FNP certification, or LMN preparation. The program of study is individually designed with a faculty advisor based on curricular and certification requirements.

The Wound, Ostomy, Continence (WOC) Program is online course work that prepares the post-baccalaureate RN to take the WOC certification exam. M.S.N. students who choose the ANP/GNP or FNP track may apply a small portion of the WOC credit to their NP practicum experience. Students are directed to www.webwocnurse.com for complete information about the WOC program.

Students are responsible for knowing and adhering to current nursing program student policies in place at the time of admission.

Purpose and Objectives

The M.S.N. program is designed to:

- provide nursing education that is accessible and flexible;
- prepare nurses to respond to the increasingly complex health care needs of individuals, families and communities;
- contribute to the advancement of nursing practice and the discipline of nursing; and

- collaborate with educational and service partners to foster expanded practice and research opportunities.

Upon completion of the program, you are able to:

- evaluate theories and concepts from nursing and other disciplines for application in advanced nursing practice;
- demonstrate critical thinking in advanced nursing practice;
- demonstrate competence in advanced nursing practice roles;
- apply the principles of ethical decision making and cultural competence in advanced nursing practice;
- demonstrate leadership in improving the delivery of health care;
- collaborate with an interdisciplinary team;
- use a process of scholarly inquiry in advanced nursing practice.

College of Nursing and Health Sciences Mission

The mission of the College of Nursing and Health Sciences is to prepare registered nurses to advance professional nursing and enhance the health of underserved and diverse populations. The College of Nursing and Health Sciences is committed to academic excellence, collaborative community involvement and promotion of faculty scholarly activities.

M.S.N. Options

To earn the M.S.N. degree, students must successfully complete the core and supporting course requirements, the specific track requirements, and the culminating experience. Curricular requirements for each track are linked below.

Adult/Geriatric Nurse Practitioner (ANP/GNP)
Family Nurse Practitioner (FNP)
Leadership and Management (LMN)
Public Health Nursing Leadership (PHNL)
Master's Only for Women's Health Care Nurse Practitioner
Post-Master's Certificate Options
Registered Nurse to M.S.N. Program (R.N.-M.S.N.)
Wound, Ostomy, Continence Certification (WOC)

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.) Program at Metropolitan State University.

- B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and Procedures.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.

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▶ 3.00 GPA used for admission assessment is the cumulative GPA calculated from all course work and evaluation of all transcripts (undergraduate and graduate). Diploma RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an individual basis.

▶ Submission of a completed Metropolitan State University Graduate Programs Application form, including goal statement and professional history/activities.

▶ References from three people: specifically, one from a former faculty member, one from a supervisor/employer, and one from a professional peer or colleague of the applicant's choice.

▶ GRE Writing Assessment score within the past five years to determine if the applicant needs development of writing skills. The verbal and quantitative scores of the GRE are not considered in the assessment/admission process.

▶ Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.

▶ RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully completed. Exception: Current enrollment in Nurs 458 Leadership and Management in Nursing **OR** Nurs 456/456P Community Health Nursing.

▶ Interview with member(s) of the Graduate M.S.N. Admissions Committee may be required for qualified applicants according to established admissions committee procedures.

▶ Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-only students are governed by articulation agreements and policies/procedures in effect.

Pre-Practicum Requirements

Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

▶ Acceptance of Compliance with Agency Requirements
▶ Communicable Disease Immunity
▶ Verification of 1000 hours of RN work experience
▶ Current CPR certification
▶ Minnesota Department of Human Services Background Study Form
▶ M.S.N. Authorization for Release of Student Background Study Information
▶ Nursing Student Release Form
▶ Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
▶ Nurse Practitioner student liability coverage (NP tracks)
▶ RN liability coverage (LMN and PHNL track)
▶ Evidence of current health insurance
▶ HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

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Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student makes a written request to the College of Nursing and Health Sciences Student/Faculty Affairs Committee. The request should include the rationale for the request, a detailed plan regarding completion of degree requirements, and a target completion date.

Credit Transfer

With the approval of the College of Nursing and Health Sciences, students may apply certain credits earned in other accredited graduate programs toward their Metropolitan State degree. Students may request that up to eight (8) graduate semester credits apply toward the M.S.N. degree completion. This total includes graduate credits taken at Metropolitan State University as a special student or RN-M.S.N. student prior to admission to the M.S.N. program. Cross-listed courses taken for graduate credit while enrolled in the Metropolitan State RN-B.S.N. program are not included in the eight credit total.

Evaluation of Credentials of Graduates of Foreign Nursing Schools

In accordance with University Policy 2000, graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by the Credentials Evaluation Service offered by the Commission on Graduates of Foreign Nursing Schools (CGFNS.) The full Education Course by Course report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

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Financial Aid

A limited number of scholarships for M.S.N. 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 Web site.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

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Master of Science in Nursing M.S.N.

[Admissions Requirements]

Adult/Geriatric Nurse Practitioner Track (ANP/GNP)

To earn the M.S.N. degree, the ANP/GNP student must complete 45 semester credits distributed in the folowing areas. The specific courses that meet these requirements are listed below.

Please note that NUS 604 Advanced Nursing Research and NURS 615 Advanced Health Assessment have course pre-requisites that may be completed either prior to or after admission to the program.

Core Course Requirements (13 credits)

NURS 601 Nursing Science (3 credits)
NURS 602 Ethical Dimensions for Nursing Practice (2 credits)
NURS 603 Foundations of Integrative Care (2 credits)
NURS 604* Advanced Nursing Research (3 credits)
NRS 605 Health Policy and Leadership (3 credits)
*NURS 604 pre-requisite: STAT 301, STAT 500, PSYCH 307, or equivalent upper division inferential or graduate-level statistics course (covering content through one-way ANOVA) completed within the previous five years.

Nursing and Supporting Course Requirements (11 credits)

NURS 607 Family Health Nursing (3 credits)
NURS 608 Epidemiology (2 credits)
NURS 609 Pharmacology for Advanced Practice Nursing (3 credits)
NURS 610 Pathophysiology for Advanced Practice Nursing (3 credits)

ANP/GNP Theory Requirements (13 credits)

**NURS 615 Advanced Health Assessment: Adult and Older Adult (1 credit)
NURS 615L Advanced Health Assessment Lab: Adult and Older Adult (1 credit)
NURS 622 Primary Care Nursing I: Foundations of ANP/GNP Practice (4 credits)
NURS 641 Primary Care Nursing II: Adult and Older Adult Health (4 credits)
NURS 643 Advanced Practice Nursing: Management of Complex Illness (3 credits)
** NURS 615 pre-requisite: Undergraduate level health assessment proficiency. This can be demonstrated via successful completion of an undergraduate health assessment course (e.g. NURS 325 Health Assessment or equivalent) or by videotape. Contact the College of Nursing and Health Sciences Graduate Student Advisor/Recruiter at 651-793-1378 for additional information.

ANP Practica Requirements (6 credits; 600 clock hours)

NURS 622P Foundations for ANP/GNP Practice Clinical Practicum (2 credits)
NURS 641P Adult and Older Adult Clinical Practicum (2 credits)
NURS 643P Complex Illness Clinical Practicum (2 credits)

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Culminating Experience (2 credits)

NURS 693 Scholarly Paper Seminar (2 credits)
End-of-Program Presentation (0 credits)

Total ANP/GNP Track Credits: 45 credits

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.) Program at Metropolitan State University.

- B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and Procedures.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.
- 3.00 GPA used for admission assessment is the cumulative GPA calculated from all course work and evaluation of all transcripts (undergraduate and graduate). Diploma RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an individual basis.
- Submission of a completed Metropolitan State University Graduate Programs Application form, including goal statement and professional history/activities.
- References from three people: specifically, one from a former faculty member, one from a supervisor/employer, and one from a professional peer or colleague of the applicant's choice.
- GRE Writing Assessment score within the past five years to determine if the applicant needs development of writing skills. The verbal and quantitative scores of the GRE are not considered in the assessment/admission process.
- Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.
- RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully completed. Exception: Current enrollment in Nurs 458 Leadership and Management in Nursing **OR** Nurs 456/456P Community Health Nursing.
- Interview with member(s) of the Graduate M.S.N. Admissions Committee may be required for qualified applicants according to established admissions committee procedures.
- Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-only students are governed by articulation agreements and policies/procedures in effect.

Pre-Practicum Requirements

Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity

- Verification of 1000 hours of RN work experience
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- M.S.N. Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Nurse Practitioner student liability coverage (NP tracks)
- RN liability coverage (LMN and PHNL track)
- Evidence of current health insurance
- HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student makes a written request to the College of Nursing and Health Sciences Student/Faculty Affairs Committee. The request should include the rationale for the request, a detailed plan regarding completion of degree requirements, and a target completion date.

Credit Transfer

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With the approval of the College of Nursing and Health Sciences, students may apply certain credits earned in other accredited graduate programs toward their Metropolitan State degree. Students may request that up to eight (8) graduate semester credits apply toward the M.S.N. degree completion. This total includes graduate credits taken at Metropolitan State University as a special student or RN-M.S.N. student prior to admission to the M.S.N. program. Cross-listed courses taken for graduate credit while enrolled in the Metropolitan State RN-B.S.N. program are not included in the eight credit total.

Evaluation of Credentials of Graduates of Foreign Nursing Schools

In accordance with University Policy 2000, graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by the Credentials Evaluation Service offered by the Commission on Graduates of Foreign Nursing Schools (CGFNS.) The full Education Course by Course report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

Financial Aid

A limited number of scholarships for M.S.N. 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 Web site.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

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Master of Science in Nursing M.S.N.

[Admissions Requirements]

Family Nurse Practitioner Track (FNP)

To earn the M.S.N. degree, the FNP student must complete 48 semester credits distributed in the following areas. The specific courses that meet these requirements as listed below.

Please note that NURS 604 Advanced Nursing Research and NURS 615 Advanced Health Assessment have course pre-requisites that may be completed either prior to or after admission to the program.

Core Course Requirements (13 credits)

NURS 601 Nursing Science (3 credits)
NURS 602 Ethical Dimensions for Nursing Practice (2 credits)
NURS 603 Foundations of Integrative Care (2 credits)
NURS 604* Advanced Nursing Research (3 credits)
NURS 605 Health Policy and Leadership (3 credits)

* NURS 604 pre-requisite: STAT 301, STAT 500, PSYCH 307, or equivalent upper division inferential or graduate-level statistics course (covering content through one-way ANOVA) completed within the previous five years.

Nursing and Supporting Course Requirements (11 credits)

NURS 607 Family Health Nursing (3 credits)
NURS 608 Epidemiology (2 credits)
NURS 609 Pharmacology for Advanced Practice Nursing (3 credits)
NURS 610 Pathophysiology for Advanced Practice Nursing (3 credits)

FNP Theory Requirements (16 credits)

**NURS 615 Advanced Health Assessment: Adult and Older Adult (1 credit)
NURS 615L Advanced Health Assessment Lab: Adult and Older Adult (1 credit)
NURS 616 Advanced Health Assessment: Infants, Children and Adolescents (1 credit)
NURS 616L Advanced Health Assessment Lab: Infants, Children and Adolescents (1 credit)
NURS 621 Primary Care Nursing I: Foundations of FNP Practice (4 credits)
NURS 641 Primary Care Nursing II: Adult and Older Adult Health (4 credits)
NURS 642 Primary Care Nursing III: Children and Family Health (4 credits)

** Nurs 615 pre-requisite: Undergraduate level health assessment proficiency. This can be demonstrated via successful completion of an undergraduate health assessment course (e.g. Nurs 325 Health Assessment or equivalent) or by videotape. Contact the School of Nursing Graduate Student Advisor/Recruiter at 651-793-1378 for additional information.

FNP Practica Requirements (6 credits; 600 clock hours)

NURS 640P Women's Health Clinical Practicum (2 credits)
NURS 641P Adult and Older Adult Clinical Practicum (2 credits)
NURS 642P Children and Family Health ClinicalPracticum (2 credits)

Culminating Experience (2 credits)

NURS 693 Scholarly Paper Seminar (2 credits)
End-of-Program Presentation (0 credits)

Total FNP Track Credits: 48 credits

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.)
Program at Metropolitan State University.

- B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-
  M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and
  Procedures.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for
  licensure in Minnesota.
- 3.00 GPA used for admission assessment is the cumulative GPA calculated from all
  course work and evaluation of all transcripts (undergraduate and graduate). Diploma
  RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an
  individual basis.
- Submission of a completed Metropolitan State University Graduate Programs
  Application form, including goal statement and professional history/activities.
- References from three people: specifically, one from a former faculty member, one
  from a supervisor/employer, and one from a professional peer or colleague of the
  applicant's choice.
- GRE Writing Assessment score within the past five years to determine if the applicant
  needs development of writing skills. The verbal and quantitative scores of the GRE are
  not considered in the assessment/admission process.
- Upon admission, student signature acknowledges awareness of computer proficiency
  expectations established by the College of Nursing and Health Sciences.
- RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully
  completed. Exception: Current enrollment in Nurs 458 Leadership and Management
  in Nursing **OR** Nurs 456/456P Community Health Nursing.
- Interview with member(s) of the Graduate M.S.N. Admissions Committee may be
  required for qualified applicants according to established admissions committee
  procedures.
- Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-
  only students are governed by articulation agreements and policies/procedures in
  effect.

Pre-Practicum Requirements

Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Verification of 1000 hours of RN work experience
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- M.S.N. Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Nurse Practitioner student liability coverage (NP tracks)
- RN liability coverage (LMN and PHNL track)
- Evidence of current health insurance
- HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student

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makes a written request to the College of Nursing and Health Sciences Student/Faculty Affairs Committee. The request should include the rationale for the request, a detailed plan regarding completion of degree requirements, and a target completion date.

Credit Transfer

With the approval of the College of Nursing and Health Sciences, students may apply certain credits earned in other accredited graduate programs toward their Metropolitan State degree. Students may request that up to eight (8) graduate semester credits apply toward the M.S.N. degree completion. This total includes graduate credits taken at Metropolitan State University as a special student or RN-M.S.N. student prior to admission to the M.S.N. program. Cross-listed courses taken for graduate credit while enrolled in the Metropolitan State RN-B.S.N. program are not included in the eight credit total.

Evaluation of Credentials of Graduates of Foreign Nursing Schools

In accordance with University Policy 2000, graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by the Credentials Evaluation Service offered by the Commission on Graduates of Foreign Nursing Schools (CGFNS.) The full Education Course by Course report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

Financial Aid

A limited number of scholarships for M.S.N. 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 Web site.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

Master of Science in Nursing M.S.N.

[Admissions Requirements]

Master's Only Option for Women's Health Care Nurse Practitioner (Master's Only WHCNP)

The College of Nursing and Health Sciences has a cooperative agreement with Planned Parenthood of Minnesota/South Dakota, which offers a master's degree-completion opportunity to Women's Health Care Nurse Practitioners (WHCNP) who are certified through PPM/SD since 1993 (without selecting a new role option).

To earn the M.S.N. degree, the Master's Only WHCNP student must complete 26 semester credits distributed in the areas below. No clinical practica hours are required. The specific courses that meet these requirements are listed below.

Please note that NURS 604 Advanced Nursing Research has a course pre-requisite that may be completed either prior to or after admission to the program.

Core Course Requirements (13 credits)

NURS 601 Nursing Science (3 credits)
NURS 602 Ethical Dimensions for Nursing Practice (2 credits)
NURS 603 Foundations of Integrative Care (2 credits)
NURS 604* Advanced Nursing Research (3 credits)
NURS 605 Health Policy and Leadership (3 credits)
*NURS 604 pre-requisite: STAT 301, STAT 500, PSYCH 307, or equivalent upper division inferential or graduate-level statistics course (covering content through one-way ANOVA) completed within the previous five years.

Nursing and Supporting Course Requirements (11 credits)

NURS 607 Family Health Nursing (3 credits)
NURS 608 Epidemiology (2 credits)
NURS 609 Pharmacology for Advanced Practice Nursing (3 credits)
NURS 610 Pathophysiology for Advanced Practice Nursing (3 credits)

Culminating Experience (2 credits)

NURS 693 Scholarly Paper Seminar (2 credits)
End-of-Program Presentation (0 credits)

Total Master's Only WHCNP Track Credits: 26 credits

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.) Program at Metropolitan State University.

- B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and Procedures.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.
- 3.00 GPA used for admission assessment is the cumulative GPA calculated from all course work and evaluation of all transcripts (undergraduate and graduate). Diploma RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an individual basis.
- Submission of a completed Metropolitan State University Graduate Programs Application form, including goal statement and professional history/activities.
- References from three people: specifically, one from a former faculty member, one from a supervisor/employer, and one from a professional peer or colleague of the applicant's choice.
- GRE Writing Assessment score within the past five years to determine if the applicant needs development of writing skills. The verbal and quantitative scores of the GRE are not considered in the assessment/admission process.
- Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.
- RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully completed. Exception: Current enrollment in Nurs 458 Leadership and Management in Nursing **OR** Nurs 456/456P Community Health Nursing.
- Interview with member(s) of the Graduate M.S.N. Admissions Committee may be required for qualified applicants according to established admissions committee procedures.
- Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-only students are governed by articulation agreements and policies/procedures in effect.

Pre-Practicum Requirements

Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Verification of 1000 hours of RN work experience
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- M.S.N. Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Nurse Practitioner student liability coverage (NP tracks)
- RN liability coverage (LMN and PHNL track)
- Evidence of current health insurance
- HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student makes a written request to the College of Nursing and Health Sciences Student/Faculty Affairs Committee. The request should include the rationale for the request, a detailed plan regarding completion of degree requirements, and a target completion date.

Credit Transfer

With the approval of the College of Nursing and Health Sciences, students may apply certain credits earned in other accredited graduate programs toward their Metropolitan State degree. Students may request that up to eight (8) graduate semester credits apply toward the M.S.N. degree completion. This total includes graduate credits taken at Metropolitan State University as a special student or RN-M.S.N. student prior to admission to the M.S.N. program. Cross-listed courses taken for graduate credit while enrolled in the Metropolitan State RN-B.S.N. program are not included in the eight credit total.

Evaluation of Credentials of Graduates of Foreign Nursing Schools

In accordance with University Policy 2000, graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by the Credentials Evaluation

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Service offered by the Commission on Graduates of Foreign Nursing Schools (CGFNS.) The full Education Course by Course report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

Financial Aid

A limited number of scholarships for M.S.N. 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 Web site.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

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Master of Science in Nursing M.S.N.

[Admissions Requirements]

Leadership and Management Track (LMN)

To earn the M.S.N. degree, the LMN student must complete 40-41 semester credits distributed in the following areas. The specific courses that meet these requirements are listed below.

Please note that NURS 604 Advanced Nursing Research has a course pre-requisite that may be completed either prior to or after admission to the program.

Core Course Requirements (13 credits)

NURS 601 Nursing Science (3 credits)
NURS 602 Ethical Dimensions for Nursing Practice (2 credits)
NURS 603 Foundations of Integrative Care (2 credits)
NURS 604* Advanced Nursing Research (3 credits)
NURS 605 Health Policy and Leadership (3 credits)
* NURS 604 pre-requisite: STAT 301, STAT 500, PSYCH 307, or equivalent upper division inferential or graduate-level statistics course (covering content through one-way ANOVA) completed within the previous five years.

Management Core Requirements (23-24 credits)

NURS 608 Epidemiology (2 credits)
NURS 646 Nursing Informatics (2 credits)
NURS 647 Leadership in Health Care Systems (4 credits)
MGMT 620 Organizational Behavior (4 credits)
MGMT 660 Managing a Diverse Workforce (4 credits)
NPM 671 Financial Decision Making in Non-Profit Organizations (4 credits)
Elective (3-4 credits)

Suggested Electives:

PSYC 618 Program Evaluation (4 credits) (NURS 604 must be completed in advance)
PSYC 620 Grants in Community Based Practice (3 credits)
NPM 672 Nonprofits and Social Change (4 credits)
DCSI 691 Models for Problem Solving (4 credits)
MTKG 690 Strategic Marketing Planning (4 credits)

LMN Practicum Requirements (2 credits; 200 clock hours)

NURS 670P Practicum in Leadership and Management (2 credits)

Culminating Experience (2 credits)

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NURS 693 Scholarly Paper Seminar (2 credits)
End-of-Program Presentation (0 credits)

Total LMN Track Credits: 40-41 credits

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.) Program at Metropolitan State University.

- B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and Procedures.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.
- 3.00 GPA used for admission assessment is the cumulative GPA calculated from all course work and evaluation of all transcripts (undergraduate and graduate). Diploma RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an individual basis.
- Submission of a completed Metropolitan State University Graduate Programs Application form, including goal statement and professional history/activities.
- References from three people: specifically, one from a former faculty member, one from a supervisor/employer, and one from a professional peer or colleague of the applicant's choice.
- GRE Writing Assessment score within the past five years to determine if the applicant needs development of writing skills. The verbal and quantitative scores of the GRE are not considered in the assessment/admission process.
- Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.
- RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully completed. Exception: Current enrollment in Nurs 458 Leadership and Management in Nursing **OR** Nurs 456/456P Community Health Nursing.
- Interview with member(s) of the Graduate M.S.N. Admissions Committee may be required for qualified applicants according to established admissions committee procedures.
- Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-only students are governed by articulation agreements and policies/procedures in effect.

Pre-Practicum Requirements

Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Verification of 1000 hours of RN work experience
- Current CPR certification

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- Minnesota Department of Human Services Background Study Form
- M.S.N. Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Nurse Practitioner student liability coverage (NP tracks)
- RN liability coverage (LMN and PHNL track)
- Evidence of current health insurance
- HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student makes a written request to the College of Nursing and Health Sciences Student/Faculty Affairs Committee. The request should include the rationale for the request, a detailed plan regarding completion of degree requirements, and a target completion date.

Credit Transfer

With the approval of the College of Nursing and Health Sciences, students may apply certain credits earned in other accredited graduate programs toward their Metropolitan State degree. Students may request that up to eight (8) graduate semester credits apply toward the M.S.N. degree completion. This total includes graduate credits taken at Metropolitan State University as a special student or RN-M.S.N. student prior to admission to the M.S.N. program. Cross-listed courses taken for graduate credit while enrolled in the Metropolitan State RN-B.S.N. program are not included in the eight credit total.

Evaluation of Credentials of Graduates of Foreign Nursing Schools

In accordance with University Policy 2000, graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by the Credentials Evaluation Service offered by the Commission on Graduates of Foreign Nursing Schools (CGFNS.) The full Education Course by Course report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

Financial Aid

A limited number of scholarships for M.S.N. 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 Web site.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

Master of Science in Nursing M.S.N.

[Admissions Requirements]

Registered Nurse to Master of Science Nursing (RN-M.S.N.)

The R.N.-M.S.N. program is designed for academically proficient registered nurses who have earned an associate degree, a diploma in nursing, or a baccalaureate in another field and are interested in preparing themselves for advanced nursing practice at the master's level. This program combines essential elements of the baccalaureate completion course work and the master's course work to provide a seamless and accelerated path to the M.S.N. degree. Upon successful completion of the program, the student earns both the Bachelor of Science in Nursing and the Master of Science in Nursing.

RN-M.S.N. Program Application Process

Admission to the RN-M.S.N. program is a two-step application process. The initial application is to the Pre-M.S.N. (undergraduate) portion of the program. The second application is to the M.S.N. (graduate) program.

Admission to the Pre-M.S.N. (undergraduate) portion of the program is based solely upon the qualifications of the applicant and is not competitive in nature; admission to the M.S.N. (graduate) program is a highly competitive process. Therefore, successful completion of the Pre-M.S.N. (undergraduate) portion of the RN-M.S.N. program does not guarantee admission to the M.S.N. (graduate) program. RN-M.S.N. students who are not admitted to the M.S.N. (graduate) program and have maintained a 2.50 GPA have the option of applying to the RN-B.S.N. program.

Students are responsible for knowing and adhering to current College of Nursing and Health Sciences program policies in place at the time of admission.

Step 1: Complete the RN-M.S.N. initial application.

Following full admission to the university, the applicant must meet the requirements for admission to the RN-M.S.N. program at Metropolitan State University.

- A 3.00 GPA (4.00 scale) in the AD nursing program and a cumulative GPA of 3.00 in all coursework is required.

Requirements for graduates of nursing programs not covered by existing articulation agreements are as follows:

- associate degree in nursing or diploma in nursing;
- cumulative 3.00 GPA (4.00 scale) in AD nursing program and cumulative 3.00 in other course work.

Required Courses:

- ▶ Human Anatomy ad Physiology: 4 semester credits
- ▶ Natural Sciences: 11 semester credits from a combination of Chemistry, Nutrition, Microbiology, Mathematics, and other Natural Sciences coursework
- ▶ Psychology: 3 semester credits (Life-span recommended)
- ▶ Social Science: 3 semester credits (In addition to Psychology)
- ▶ English Composition: 3 semester credits
- ▶ For diploma graduates, up to 30 semester credits may be granted through credit transfer or portfolio review

Conditional Admission to the RN-M.S.N. Program

Applicants with a cumulative GPA of 3.00 (4.00 scale) in all nursing courses leading to the ADN or diploma and a cumulative GPA of less than 3.00 in all supporting courses may petition for admission. These applicants will be evaluated on a case-by-case basis. Conditions for admission will also be determined on a case-by-case basis. Applicants with less than 3.00 cumulative GPA in all nursing courses leading to the ADN or diploma are not able to petition for conditional admission.

Matriculation into RN-M.S.N.

Students must complete all nursing program prerequisite courses and university baccalaureate degree requirements prior to matriculation into the RN-M.S.N. nursing courses.

Prior to enrollment in NURS 305 Theoretical Foundations of Nursing I, students who are graduates of diploma programs and non-Minnesota non-NLN accredited associate degree programs are required to validate their lower-division nursing through completion of the NLN Comprehensive Nursing Achievement Test (CNAT). Upon successful completion of the CNAT, the student will be awarded up to 30 semester credits in lower-division nursing.

A current, unencumbered nursing license and Minnesota registration are required prior to taking NURS 305. College of Nursing and Health Sciences personnel will use the online process through the Minnesota Board of Nursing to verify student compliance. Students are responsible for maintaining current registration according to RN-M.S.N. Policy 4.2.

NURS 305 Theoretical Foundations of Nursing I is a prerequisite for the RN-M.S.N.. program. Since this program is for academically-proficient nurses, the RN-M.S.N. student in this course must receive a grade of at least a B. Students who do not receive a B grade are not eligible to continue in the RN-M.S.N. program.

Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.

Pre-M.S.N. (Undergraduate) Program of Study Requirements

Pre-requisites*

STAT 201 Statistics I (or equivalent)
NURS 305 Theoretical Foundations of Nursing I
Humanities (upper or lower division course)

Ethical Inquiry OR Medical Ethics (or equivalent)
*Students with a previous baccalaureate need STAT 201 and NURS 305

Undergraduate Nursing Courses:

NURS 335 Nursing Research (3 credits)
NURS 456/456P Community Health Nursing and Practicum (4/2 credits)
NURS 458 Leadership and Management in Nursing (6 credits)

Transfer of Undergraduate Nursing Coursework into the RN-M.S.N. Program

Undergraduate nursing coursework may be accepted in transfer by petition in accordance with
RN-M.S.N. Policy Section I, part 7.0.

Additional University Requirements for the Baccalaureate Degree

Students must meet all university degree requirements, including general education, liberal
studies, and goal areas. Requirements may be met through articulation agreements, transfer
credit, or credits completed at Metropolitan state University. Evaluation of transfer credits as
they apply to degree and program requirements is completed upon admission to Metropolitan
State University.

Progression

RN-M.S.N. students in the Pre-M.S.N. (undergraduate) portion of the program must maintain
a term and cumulative GPA of 3.00. Completion of undergraduate coursework does not
guarantee admission to the graduate (M.S.N.) program. Students who are not admitted to the
graduate program and have maintained a 2.50 GPA have the option of applying to the RN-
M.S.N. program.

Testing for RN-M.S.N.

Students take a critical thinking test at the beginning and end of their RN-M.S.N. program.

Registration for Graduate Courses Prior to Admission to the M.S.N. Program

Admitted RN-M.S.N. students who are in the Pre-M.S.N. (undergraduate) portion of the RN-
M.S.N. program may register for graduate nursing courses with the consent of the instructor
on a space-available basis in accordance with M.S.N. policy 1.6 Special Students and 4.0
Credit Transfer.

 **Step 2: Complete the M.S.N. application (January 15 deadline) while taking
undergraduate nursing courses.**

M.S.N. Admission Requirements

> ► RN-M.S.N. students must meet the requirements for full admission to the Master of
> Science in Nursing (M.S.N.) program at Metropolitan State University once they have

Metropolitan State University

completed the pre-graduate course work as identified previously. Completion of Pre-M.S.N. coursework does not guarantee admission to the graduate (M.S.N.) program.

▶ Students must successfully complete all requirements toward the B.S.N. by the M.S.N. application deadline. Exception: Current enrollment in NURS 458 Leadership and Management in Nursing OR NURS 456/456P Community Health Nursing.

Back to Master of Science in Nursing

Granting of Degrees

The Bachelor of Science in Nursing and the Master of Science in Nursing are conferred upon completion of all undergraduate and graduate requirements.

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.) Program at Metropolitan State University.

▶ B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and Procedures.

▶ Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.

▶ 3.00 GPA used for admission assessment is the cumulative GPA calculated from all course work and evaluation of all transcripts (undergraduate and graduate). Diploma RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an individual basis.

▶ Submission of a completed Metropolitan State University Graduate Programs Application form, including goal statement and professional history/activities.

▶ References from three people: specifically, one from a former faculty member, one from a supervisor/employer, and one from a professional peer or colleague of the applicant's choice.

▶ GRE Writing Assessment score within the past five years to determine if the applicant needs development of writing skills. The verbal and quantitative scores of the GRE are not considered in the assessment/admission process.

▶ Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.

▶ RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully completed. Exception: Current enrollment in Nurs 458 Leadership and Management in Nursing **OR** Nurs 456/456P Community Health Nursing.

▶ Interview with member(s) of the Graduate M.S.N. Admissions Committee may be required for qualified applicants according to established admissions committee procedures.

▶ Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-only students are governed by articulation agreements and policies/procedures in effect.

Pre-Practicum Requirements

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Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Verification of 1000 hours of RN work experience
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- M.S.N. Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Nurse Practitioner student liability coverage (NP tracks)
- RN liability coverage (LMN and PHNL track)
- Evidence of current health insurance
- HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student

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Master of Science in Nursing M.S.N.

[Admissions Requirements]

Post Master's Certificate

A Post-Master's certificate option is offered on a space available basis for the RN who holds a Master's degree in nursing and would like to add or expand nurse practitioner certification or enhance leadership skills. The program of study is individually designed with a faculty advisor based on curricular and certification requirements. Consistent with MnSCU policy, a minimum of ten graduate credits are required for the certificate program.

The post-master's certificate option is available for the master's prepared nurse who seeks further preparation in the following areas:

Adult/Geriatric Nurse Practitioner
Family Nurse Practitioner
Leadership and Management
Public Health Nursing Leadership

The following are requirements for admission to the Post-Master's Certificate Program at Metropolitan State University.

Official transcript showing a Master's degree in nursing (M.S.N. in anesthesia is not acceptable).
3.0 GPA in the Master's degree in nursing.
Current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.
Copy of current nurse practitioner certification, if applicable.
Submission of a completed Metropolitan State University graduate program application form, including a goal statement, professional history/activities, and application fee.
Letters of reference (2) from supervisor/employer and professional peer/colleague.

Program Admission Requirements

The following are requirements for full admission to the Master of Science in Nursing (M.S.N.) Program at Metropolitan State University.

- B.S.N. applicants: Official transcripts indicating B.S./B.A. degree in Nursing. RN-M.S.N. applicants refer to the RN-M.S.N. Undergraduate Student Policies and Procedures.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in Minnesota.

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- 3.00 GPA used for admission assessment is the cumulative GPA calculated from all course work and evaluation of all transcripts (undergraduate and graduate). Diploma RN applicants seeking admission to the RN-M.S.N. program will be evaluated on an individual basis.
- Submission of a completed Metropolitan State University Graduate Programs Application form, including goal statement and professional history/activities.
- References from three people: specifically, one from a former faculty member, one from a supervisor/employer, and one from a professional peer or colleague of the applicant's choice.
- GRE Writing Assessment score within the past five years to determine if the applicant needs development of writing skills. The verbal and quantitative scores of the GRE are not considered in the assessment/admission process.
- Upon admission, student signature acknowledges awareness of computer proficiency expectations established by the College of Nursing and Health Sciences.
- RN-M.S.N. applicants mush have all requirements toward the B.S.N. successfully completed. Exception: Current enrollment in Nurs 458 Leadership and Management in Nursing **OR** Nurs 456/456P Community Health Nursing.
- Interview with member(s) of the Graduate M.S.N. Admissions Committee may be required for qualified applicants according to established admissions committee procedures.
- Women's Health Planned Parenthood Certificate and Wound, Ostomy and Continence-only students are governed by articulation agreements and policies/procedures in effect.

Pre-Practicum Requirements

Prior to beginning the practicum experience, the following information must be submitted to the College of Nursing and Health Sciences:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Verification of 1000 hours of RN work experience
- Current CPR certification
- Minnesota Department of Human Services Background Study Form
- M.S.N. Authorization for Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of an unencumbered license with current registration to practice in Minnesota and the state(s) in which practicum will be conducted
- Nurse Practitioner student liability coverage (NP tracks)
- RN liability coverage (LMN and PHNL track)
- Evidence of current health insurance
- HIPAA training information

All requirements must be valid for the duration of practicum experiences.

Denial of Admission

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied both admission to the M.S.N. program and permission to take graduate courses. Applicants may also be denied if the College of Nursing and Health Sciences concludes that they do not meet the professional standards commonly required for students earning a graduate degree in nursing and/or have stated professional goals that are incompatible with program offerings.

Special Students

Registered nurses who are not admitted to the M.S.N. program may register for nursing courses with the consent of the instructor (and the M.S.N. Online coordinator if the course is part of the M.S.N. Online Program) if there is space available in the class. Refer to the College of Nursing and Health Sciences procedure governing special students. Consent of the instructor is based on the judgment that the student has the academic and/or experiential background to successfully complete the course.

Enrollment Status

Full-time versus part-time status varies by program and semester. At Metropolitan State University, full time is considered eight (8) or more graduate credits; part-time status is less than eight (8) graduate credits per semester.

Progression

All requirements for the M.S.N. degree must be completed within six years of the first semester of enrollment in the M.S.N. program. Student requests for a one-time extension of up to one year may be considered if, prior to expiration of the initial six years, the student makes a written request to the College of Nursing and Health Sciences Student/Faculty Affairs Committee. The request should include the rationale for the request, a detailed plan regarding completion of degree requirements, and a target completion date.

Credit Transfer

With the approval of the College of Nursing and Health Sciences, students may apply certain credits earned in other accredited graduate programs toward their Metropolitan State degree. Students may request that up to eight (8) graduate semester credits apply toward the M.S.N. degree completion. This total includes graduate credits taken at Metropolitan State University as a special student or RN-M.S.N. student prior to admission to the M.S.N. program. Cross-listed courses taken for graduate credit while enrolled in the Metropolitan State RN-B.S.N. program are not included in the eight credit total.

Evaluation of Credentials of Graduates of Foreign Nursing Schools

In accordance with University Policy 2000, graduates of foreign nursing schools who apply to the nursing program are required to have transcripts evaluated by the Credentials Evaluation Service offered by the Commission on Graduates of Foreign Nursing Schools (CGFNS.) The full Education Course by Course report will serve as the basis for the transcript evaluation needed for admission to the university and the nursing program.

Metropolitan State University

Financial Aid

A limited number of scholarships for M.S.N. 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 Web site.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

For more information about the Master of Science in Nursing or Post Master's Certificate Options, visit Metropolitan State's College of Nursing and Health Sciences Web site at www.metrostate.edu/cnhs or call Metropolitan State University, College of Nursing and Health Sciences at 651-793-1375.

Accreditation: Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. The M.S.N program is accredited by the Commission on Collegiate Nursing Education.

Metropolitan State University

Doctor of Nursing Practice (D.N.P.)

The Doctor of Nursing Practice program is proudly offered as a collaborative program through a consortium of four universities:

- Minnesota State University, Mankato
- Minnesota State University, Moorhead
- Winona State University
- Metropolitan State University

This new degree program is for nurses with a master's degree in nursing who wish to gain the advanced clinical, organizational, economic, and leadership competencies necessary in an increasingly complex healthcare environment.

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

- Providing leadership on the front lines of their profession
- Evaluating clinical outcomes more effectively through the use of evidence-based practice tools
- Identifying and managing the health care needs of special populations
- Using technology and information systems to transform health care systems

Applications

Candidates for the DNP program must hold a master's degree in nursing. They may be in advanced nursing positions, such as, nurse executive, nurse informatician, nurse educator, clinical nurse specialist, nurse midwife, nurse anesthetist or nurse practitioner.

Tuition

Tuition is $650 per credit with approximately seven credits scheduled per semester.

Admissions

Applicants will be admitted to one of the four consortium universities to be their "home institution." Students from all four universities will progress together as a cohort. Application materials are due March 15, 2008, and can be obtained using the hyperlinks located above.

Curriculum

The D.N.P. program curriculum is structured around the American Association of Colleges and of Nursing (AACN) Essentials of Doctoral Education.

Course content builds upon the master's degree and consists of a minimum of 36 credits. Five semesters of doctoral level didactic and clinical coursework culminates in completion of an evidence-based clinical capstone project.

Throughout the course sequence, students will work with clinical experts and graduate faculty with expertise in applied research. A variety of teaching and learning approaches, primarily distance learning, will be used.

Create your future today. Apply now to be in the DNP program at Metropolitan State University!

Contact

Contact Lynda Zimmerman, Graduate Academic Advisor/Recruiter, at lynda.zimmerman@metrostate.edu or 651-793-1378 for more details.

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Information found on this link: http://www.webwocnurse.com/

Wound, Ostomy, Continence Nursing

**Integrated courses prepare you for practice
and certification.**

The curriculum of the webWOC Nursing Education Program has been pedagogically designed in collaboration with the School of Nursing at Metropolitan State University based on years of experience teaching Wound, Ostomy and Continence learners like you. The coursework is both challenging and thorough, so you can knowledgeably care for your patients and properly prepare for national wound, ostomy and continence certification exams.

Courses listed below are offered in packages: Full, Dual, or Partial Scopes. For example, the Full Scope learner package includes all of the courses listed below. The Partial Scope packages are customized to meet a more specific learner need. For example, you may want to become a board certified wound care specialist. The course package for this education is: Nursing 520: Foundations of WOC Nursing and Nursing 521: Skin and Wound Management. We also advise learners interested in wound care to take the Bowel and Bladder Continence course, Nursing 523.

See below for a complete listing of courses offered.

Courses Offered

**Nurs 520: Foundations of WOC Nursing (1.0 credit)
Required for all learners.**

This course will address the various critical underpinnings to implementation of the role of the WOC nurse and specialty nurse. Learners 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, learners will explore common career enhancement activities such as marketing, budget keeping, 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.

Nurs 521: Skin and Wound Management (3 credits)

This 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, learners 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. Fifty (50) hours of Practicum are required in this course.

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Nurs 522: Ostomies and Continent Diversions (3 credits)

This course will address the immediate and long term care of clients across the lifespan experiencing acute and chronic health concerns that often result in an ostomy or continent diversion. Specifically learners 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, learners will gain knowledge of the etiology, differential diagnoses, clinical findings, and management protocols of the common conditions affecting the ostomy or continent diversion patients. Emphasis will also be placed on the psychosocial and educational needs of these patient groups from a preoperative, postoperative and long-term follow-up perspective. Fifty (50) hours of Practicum are required in this course.

Nurs 523: Bowel and Bladder Continence (3 credits)

This course will address the immediate and long term care of client across the life span experiencing acute and chronic health concerns that often result in urinary or fecal incontinence. Specifically learners 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 placed 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. Fifty (50) hours of Practicum are required in this course.

Are you ready to apply to the webWOC Nursing Program?

Be sure you are eligible for acceptance and meet the student prerequisites below, prior to submitting your application to the webWOC Nursing Program.

1. One year of RN clinical nursing experience following RN licensure.

2. At least one year of current clinical nursing experience within the past 5 years. Evidence of a nurse refresher course within past 5 years is acceptable.

3. A minimum cumulative GPA of 3.0 if you are seeking Graduate level credits, or a minimum cumulative GPA of 2.5 if you are seeking Continuing Education credits.

4. Baccalaureate degree or Master's degree with a major in nursing, or an RN with a baccalaureate degree with documentation of Baccalaureate level of nursing competence in the following 4 areas:

   Nursing Health Assessment
   Community Health Nursing
   Nursing Leadership and Management
   • Research and Statistics

**Metropolitan
State University**

Master of Arts in Psychology M.A.

[Admissions Requirements]

[Admissions Requirements]

The Master of Arts in Psychology degree provides access to quality graduate education in psychology to those 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 between 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 models of implementing change. This is not a clinical or counseling psychology program.) The program's specialization in community psychology trains people to work with communities and organizations to help them develop, implement and evaluate innovative solutions to social problems. Prevention (rather than treatment) is a primary focus in this program along with empowerment, health promotion, community organizing and community development. Emphasis is placed on interventions that are designed around the needs and strengths of the community, and rooted in the wisdom and work of community members.

Desired 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:

- an advanced understanding of the science and practice of psychology;
- an understanding of the intersection of race, class and gender issues and psychological theory;
- the 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;
- the ability to assess the impact of interventions;
- the ability to be critical consumers of the existing social science and psychological literature;
- the ability to pursue an in-depth study of the topic and community of most interest to the student; and
- the ability to independently conduct relevant applied research.

Admissions Requirements

To be considered for admission to the M.A. Psychology program, you must:

- hold a baccalaureate degree (or equivalent) from an accredited college or university;
- with a GPA of 3.0 or higher; and a

▶ psychology major or major in a related field; and
▶ have completed prerequisite courses (general psychology, social or community psychology, statistics, and research methods) with a C or better.
▶ International students should note the additional university requirements described under Admission Information earlier in this catalog.

To apply for admission you must submit:

▶ a complete M.A. in Psychology application form (see link at http://www.metrostate.edu/cps/psych/grad/docs.html) including a nonrefundable $20 application fee (waived for baccalaureate graduates of Metropolitan State University);
▶ official transcripts showing a baccalaureate degree or equivalent with grade-point average or narrative description of courses completed from all schools attended after high school and transcripts from any graduate or professional programs;
▶ letter of interest (see instructions on application form);
▶ a current resume of work and volunteer experiences;
▶ three letters of reference with form (see link at http://www.metrostate.edu/cps/psych/grad/docs.html) as provided in the application, from previous university course instructors and work/volunteer supervisors.

Program Requirements

A minimum of 36 semester hours is required for the Master of Arts in Psychology degree. This includes:

▶ a set of four core courses (16 credits) to establish a solid foundation in community theory, interventions and research methodology;
▶ two practice-oriented courses (8 credits) focused on developing skills in program evaluation and community-based intervention;
▶ elective courses, independent study and practicum/internship experiences (8 credits minimum) that offer an opportunity for students to focus their work on their particular area of interest (such as development of community leadership, prevention of dating violence, empowerment, substance abuse prevention, gay and lesbian issues, families in a specific ethnic community, children in daycare centers, elderly, women's health and so forth); and
▶ a Master's Thesis (4 credits) that allows the student to carry out an original piece of research in an area of their choosing, thus honing their applied research skills and providing a capstone for their graduate training experience.

Additional information regarding program curriculum can be found on the Web at www.metrostate.edu/cps/psych/grad.

Core Courses (16 credits)

PSYC 601 Principles of Community Psychology I (4 credits)
PSYC 602 Principles of Community Psychology II (4 credits)
PSYC 610 Quantitative Research Design for Community-based Research (4 credits)
PSYC 615 Qualitative Methods and Analysis for Community-based Research (4 credits)

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Additional information regarding master's thesis and practicum/internship requirements, and academic progress and achievement policies specific to the program are in the M.A. in Psychology Program Handbook (available from the Psychology Department or from the Web at www.metrostate.edu/cps/psych/grad/pdf/handbook.pdf).

Graduate Psychology Program: The M.A. in Psychology program is housed in the Psychology Department , Midway Campus, Suites 100B and 101 (651-999-5820).   For more information about the M.A. in Psychology program, visit the Web at www.metrostate.edu/cps/psych/grad or call the Psychology Department to obtain an application packet.

Graduate Program Faculty: Resident Faculty: Kelly Hazel, Heidi Malloy, Susan Rydell, Glen Spielmans, Gary Starr, Mark Stasson; Community Faculty: Sam Grant, Barb Schillo.

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

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State University

Project Management Certificate

[Admissions Requirements]

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.

In response to this need, 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
- RFP formulation
- Earned Value Analysis
- Computer-aided problem solving and decision making methodologies
-
  respond 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

Certificate Admission Requirements

- Bachelor's degree from an accredited institution.
- Demonstrated knowledge of principles of management, basic accounting and finance, basic statistics, and basic knowledge of Microsoft Office.
- A one-page essay describing reasons for pursuing a Project Management Certificate.
- A current resume
- Diagnostic assessment test scores
- A completed application form and $20 nonrefundable application fee.
- 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.

The Curriculum

- DSCI 620 Project Management
- DSCI 630 Project Risk Management
- DSCI 691 Models for Problem Solving **OR**
- MIS 671 Problem Formulation, Data Presentation and Research Method

All courses are four credits each

To receive PMI certification and/or training contact PMI at www.PMI.org

Graduate Degree Programs

The College of Management offers three graduate degrees: the Master of Business Administration (M.B.A.), the Master of Public and Nonprofit Administration (M.P.N.A.), and the Master of Management Information Systems (M.M.I.S.). The M.B.A. is designed to prepare you for a professional career in business or for-profit organizations. The M.P.N.A. prepares you for a career in government and not-for-profit organizations. The M.M.I.S. prepares you for leadership of your organization's information systems and technology-related areas. In addition, graduate certificate programs are offered in project management and MIS.

The College of Management graduate programs are offered in three formats: regular classroom-based courses, Web-enhanced courses that meet every other week in the classroom with online work in between classes, and fully online courses.

Together, the graduate programs in the College of Management have more than 1,400 alumni, most of who continue to live and work in the Twin Cities metropolitan area.

Desired Program Outcomes

Graduate programs in the College of Management are designed to enhance the management skills and knowledge of experienced adults. Mastery of management skills is a process that engages you throughout your work life. For this reason, the desired outcomes of the three graduate programs focus on an ongoing process of learning and mastery. At the heart of the college's graduate programs is the expectation that accomplished managers:

- know themselves, especially their values, well enough to develop an appropriate management style, philosophy and set of ethical guidelines;
- have developed a universe of management concepts, paradigms and "maps," and are dedicated to exploring and creating ever-better ways to manage;
- know when to take initiative and responsibility and when to empower others, and anticipate the consequences of their actions;
- work effectively and sensitively with people of other races, gender, ethnic and age groups;
- communicate effectively in writing, speaking and listening in a variety of settings;
- know content, process and applications in key organizational areas including marketing, finance, accounting and management information systems;
- understand the role of operations, including the supply chain, production of goods, and provision of services in an organization and the global economy;
- understand organizational behavior and human resource development including, how to motivate people, design work, evaluate the performance of others and provide an environment for personal growth;
- can obtain, understand, analyze and evaluate quantitative and qualitative information, manage modern information-handling technologies, and synthesize information from a variety of sources for decision making;

- can think strategically when identifying issues, problems and opportunities, evaluating alternatives, and implementing appropriate actions;
- can identify an organization's philosophy and goals, and derive objectives from them;
- can analyze internal resources and the external economic, political, legal and cultural environment in order to make strategic choices;
- can develop and implement a plan of action integrating activities of the various parts of an organization;
- provide visionary direction for an organization and contribute to the process of innovation and creative development; and
- envision, understand and facilitate change and anticipate the possible impacts on the organization.

Student Information

Admission Requirements for College of Management Graduate Programs

Materials submitted to the College of Management Graduate Program Office become the property of Metropolitan State University and are not returned. 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 to the M.B.A., M.M.I.S or M.P.N.A. programs, you must submit:

- Application - complete the Metropolitan State University Graduate Programs Application, including a $20 nonrefundable application fee (waived for baccalaureate graduates of Metropolitan State);
- Official Transcripts - showing a baccalaureate degree or equivalent earned from an accredited institution with grade-point average or narrative description describing courses completed from all schools attended after high school and transcripts from any graduate or professional programs;
- **Test Scores**
    *M.B.A. applicants should submit official Graduate Management Admission Test (GMAT) scores -examinee copies are not acceptable.
    *M.M.I.S., M.P.N.A. and certificate program applicants should submit recent assessment scores;
- Note: If you already possess an earned Ph.D., D.D.S., M.D. or J.D. degree from an accredited U.S. institution or are participants in a College of Management special program, the requirement for the GMAT or assessments may be waived.
- Current resume - two years of work experience is required for M.B.A. and recommended for M.P.N.A; one year is required for the M.M.I.S.
- Goals Essay - a word-processed paper (double-spaced and approximately two pages) explaining "Why the Master's Degree Would Help Me Achieve My Professional Goals," with specific reference to the M.B.A., M.M.I.S., M.P.N.A. or certificate program; significant achievements; planned career and community or personal activities, including what you can contribute to the program;
- Two References - (using the required reference form) from employers or others who can attest to the importance of the master's degree in enhancing your professional

development and commenting on your ability to pursue and successfully complete a graduate program. Faxed or electronic references are not accepted. (**Not required for certificate programs**)

In addition to the above admission documents required of all COM graduate students, international students should note the requirements described under Admission Information earlier in this catalog (can we provide a link) and are required to submit the following documents:

- Official TOEFL score if you received your undergraduate degree outside the United States. Permanent residents, political refugees, resident aliens and international students on a nonstudent visa who received an undergraduate degree outside the U.S. must also submit official TOEFL scores. Official TOEFL scores must be sent directly to the College of Management Graduate Program Office at Metropolitan State University. Examinee copies are not accepted.
- Official copy of an international course-by-course transcript evaluation if your undergraduate degree was received outside the United States. The international course-by-course transcript evaluation conducted by an independent agency, such as Educational Credential Evaluators (ECE) or World Evaluation Services (WES), must be sent directly to the Graduate Program Office.
- Financial support documents, verifying funds for two years of study.
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Additional documents required for F-1 international students currently in the United States on an I-20 from another college or university who wish to transfer to Metropolitan State include the following items:

- Official transcripts from all U.S. colleges attended
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Note: International students may apply for degree programs only. Applications from international students for the MIS or Project Management certificate programs will not be accepted. These students will be referred to existing degree programs.

Application Deadlines

- Fall Semester, August 1
- Spring Semester, December 1
- Summer Term, April 1

Application deadlines will not be waived. Applications for admission are not considered until all requirements are met and fees received.   International student applications are not processed until specified program prerequisite courses are successfully completed and official course-by-course transcript evaluations, TOEFL, GMAT or assessment scores are submitted. If you are unable to complete the assessments prior to admission, a GMAT or GRE score can be substituted. Admission is not granted, nor is an I-20 issued, without fulfilling all of the

requirements for international student admission. NOTE: I-20s are not issued for certificate programs.

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 for which you applied. 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 College of Management graduate programs.

Reapplication for Denied Applicants

If your application for admission to a College of Management graduate program is denied, you may reapply for admission to that same program 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 one College of Management graduate program is denied, you may apply for another College of Management graduate program. A new application form must be accompanied by a $20 application fee, a new goals paper, 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 ensure 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.

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.

Satisfactory Academic Progress

▸ You must maintain satisfactory academic progress to remain in a College of Management graduate or certificate program.

- Only courses for which you 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 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 program.
- If you have been dismissed from a College of Management graduate or certificate program for unsatisfactory academic progress, you may reapply after one calendar year has passed. Readmission decisions are made by the College of Management Graduate Admissions Committee and are not automatic.
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Reactivating into the M.B.A., M.M.I.S. or M.P.N.A. Programs

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 degree program. To reactivate, submit an updated resume and a letter to the College of Management Graduate Admissions Committee expressing a desire to reactivate into the M.B.A., M.M.I.S. or M.P.N.A. degree program. The admissions committee reviews your request and responds in writing, specifying degree completion requirements and deadline for completion. You 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.

Extensions

You have five years from your first semester of graduate study to complete your degree requirements. You may request an extension of the five-year limit by writing to the COM Graduate Programs Office. Such requests must be received prior to the expiration of the five-year 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.

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

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Once fully admitted, you may transfer up to 16 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 upon the approval of the graduate programs director in consultation with discipline coordinators. You must have a cumulative GPA of 3.0 or above in your College of Management graduate classes in order to transfer coursework.

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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, and the outstanding student receives special recognition during commencement.

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Faculty:

David Bahn, Allen Bellas, David Bouchard, Kathleen Chalekian, Grover Cleveland, Steven Creason, Dennis Daly, Jennifer Dosch, Janet Henquinet, Ken Hess, Roger Israel, Nancy Nentl, Hameed Nezhad, David O'Hara, Narasimha Paravastu, Roger Prestwich, Jayant Saraph, Francis Schweigert, Michael Sher, Adrianne Slaymaker, Joel Wilson, Michael Wilson, Minh Vo, Carol Bormann Young, Kenneth Zapp.

Metropolitan State University

Master of Public and Nonprofit Administration M.P.N.A.

[Admissions Requirements]

The objective of the Master of Public and Nonprofit Administration (M.P.N.A.) is to equip leaders and managers at all levels of government and nonprofit agencies with the skills and understanding necessary to build and improve our communities. Today, these organizations are challenged by a combination of growing societal demands and lack of resources. The M.P.N.A. program recognizes that government and nonprofit agencies need leaders who are committed to the public good and skilled in managing human and financial resources.

The M.P.N.A. program is available in three formats: in regular classroom-based courses, in Web-enhanced courses where students meet every other week in the classroom and do online work in between classes, and in a totally online format. You can choose whichever format you prefer or a mix of these formats, depending on your individual preferences or circumstances.

There are four sets of courses required to complete the M.P.N.A. degree.

- The **five core courses** in the M.P.N.A. program provide a solid grounding in the essential theories, processes and skills needed by managers in today's rapidly-changing environment. These courses total 18 credits and are required for all students in the program.
- You are also required to take **three track** courses, for a total of 12 credits. You may choose between the following pairs of courses: PADM 600 or NPM 600, PADM 650 or NPM 672, and PADM 672 or NPM 671.
- The remaining **6 credits are electives**, for which you may select graduate level courses from any program in the College of Management. Several 2-credit electives are offered regularly in the M.P.N.A. program, and you are certainly free to include track courses as electives if not selected for the track.
- Finally, you are required to complete the **M.P.N.A. capstone** course, which integrates learning in previous courses and life experience to form a coherent picture of leadership and management in the public and nonprofit sectors at the community level.

As an M.P.N.A. graduate, you will be better able to:

- understand and respond to diverse community needs;
- analyze and develop effective policies and programs;
- manage and measure successful organizational performance;
- cope with the ethical demands of leadership; and
- work more collaboratively across organization and sector boundaries.

M.P.N.A. Course Requirements (40 credits)

Prerequisites

The required first course in the program is MGMT 600 Practical Research Methods. You should complete the foundation course (either PADM 600 or NPM 600) before taking the other three courses in the track that you have selected (either Public Administration or Nonprofit Management). The appropriate foundation course should be completed in the first or second semester of your program. Note: Because this program does not require a GMAT, GRE or equivalent test, a special assessment process has been developed for evaluating your application. This process may generate requirements for admission that include preparatory work in a required discipline that may not count toward graduation. This preparatory work assures that high-quality instruction is maintained throughout the program. Students studying on an F-1 student visa and distance learners in the online M.P.N.A. program may submit GMAT scores in lieu of assessment. Assessments must be completed before an admission decision is made and before any graduate classes can be taken.

All M.P.N.A. students must complete the following:

Core Courses (18 credits)

MGMT 600 Practical Research Methods for Managers (2 credits) (This is the required first course, to be taken the first semester of graduate work.)
MGMT 620 Organizational Behavior (4 credits)
ECON 635 Economics of Social Issues (4 credits)
MKTG 600 Marketing Management
PADM 689 Strategic Management of Information in Public and Nonprofit Organizations (4 credits)

Tracks (12 credits) Choose one of the following:

It is possible to take courses in both tracks, but students should consult with their advisor before doing so.

Public Administration Track

PADM 600 Public Administration Foundations (4 credits)
PADM 650 Policy Analysis and Planning (4 credits)
PADM 672 Public Finance (4 credits)

Nonprofit Track

NPM 600 Nonprofit Management Foundations (4 credits)
NPM 671 Financial Decision Making in Nonprofit Organizations (4 credits)
NPM 672 Nonprofits and Social Change (4 credits)

Electives (6 credits)

From any M.P.N.A. or College of Management graduate level course.

Capstone (4 credits)

PADM 695 Seminar in Community-oriented Management

Metropolitan
State University

Graduate Degree Programs

The College of Management offers three graduate degrees: the Master of Business Administration (M.B.A.), the Master of Public and Nonprofit Administration (M.P.N.A.), and the Master of Management Information Systems (M.M.I.S.). The M.B.A. is designed to prepare you for a professional career in business or for-profit organizations. The M.P.N.A. prepares you for a career in government and not-for-profit organizations. The M.M.I.S. prepares you for leadership of your organization's information systems and technology-related areas. In addition, graduate certificate programs are offered in project management and MIS.

The College of Management graduate programs are offered in three formats: regular classroom-based courses, Web-enhanced courses that meet every other week in the classroom with online work in between classes, and fully online courses.

Together, the graduate programs in the College of Management have more than 1,400 alumni, most of who continue to live and work in the Twin Cities metropolitan area.

Desired Program Outcomes

Graduate programs in the College of Management are designed to enhance the management skills and knowledge of experienced adults. Mastery of management skills is a process that engages you throughout your work life. For this reason, the desired outcomes of the three graduate programs focus on an ongoing process of learning and mastery. At the heart of the college's graduate programs is the expectation that accomplished managers:

- know themselves, especially their values, well enough to develop an appropriate management style, philosophy and set of ethical guidelines;
- have developed a universe of management concepts, paradigms and "maps," and are dedicated to exploring and creating ever-better ways to manage;
- know when to take initiative and responsibility and when to empower others, and anticipate the consequences of their actions;
- work effectively and sensitively with people of other races, gender, ethnic and age groups;
- communicate effectively in writing, speaking and listening in a variety of settings;
- know content, process and applications in key organizational areas including marketing, finance, accounting and management information systems;
- understand the role of operations, including the supply chain, production of goods, and provision of services in an organization and the global economy;
- understand organizational behavior and human resource development including, how to motivate people, design work, evaluate the performance of others and provide an environment for personal growth;
- can obtain, understand, analyze and evaluate quantitative and qualitative information, manage modern information-handling technologies, and synthesize information from a variety of sources for decision making;
- can think strategically when identifying issues, problems and opportunities, evaluating alternatives, and implementing appropriate actions;
- can identify an organization's philosophy and goals, and derive objectives from them;

- can analyze internal resources and the external economic, political, legal and cultural environment in order to make strategic choices;
- can develop and implement a plan of action integrating activities of the various parts of an organization;
- provide visionary direction for an organization and contribute to the process of innovation and creative development; and
- envision, understand and facilitate change and anticipate the possible impacts on the organization.

Student Information

Admission Requirements for College of Management Graduate Programs

Materials submitted to the College of Management Graduate Program Office become the property of Metropolitan State University and are not returned. 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 to the M.B.A., M.M.I.S or M.P.N.A. programs, you must submit:

- Application - complete the Metropolitan State University Graduate Programs Application, including a $20 nonrefundable application fee (waived for baccalaureate graduates of Metropolitan State);
- Official Transcripts - showing a baccalaureate degree or equivalent earned from an accredited institution with grade-point average or narrative description describing courses completed from all schools attended after high school and transcripts from any graduate or professional programs;
- **Test Scores**
    *M.B.A. applicants should submit official Graduate Management Admission Test (GMAT) scores -examinee copies are not acceptable.
    *M.M.I.S., M.P.N.A. and certificate program applicants should submit recent assessment scores;
- Note: If you already possess an earned Ph.D., D.D.S., M.D. or J.D. degree from an accredited U.S. institution or are participants in a College of Management special program, the requirement for the GMAT or assessments may be waived.
- Current resume - two years of work experience is required for M.B.A. and recommended for M.P.N.A; one year is required for the M.M.I.S.
- Goals Essay - a word-processed paper (double-spaced and approximately two pages) explaining "Why the Master's Degree Would Help Me Achieve My Professional Goals," with specific reference to the M.B.A., M.M.I.S., M.P.N.A. or certificate program; significant achievements; planned career and community or personal activities, including what you can contribute to the program;
- Two References - (using the required reference form) from employers or others who can attest to the importance of the master's degree in enhancing your professional development and commenting on your ability to pursue and successfully complete a graduate program. Faxed or electronic references are not accepted. (**Not required for certificate programs**)

In addition to the above admission documents required of all COM graduate students, international students should note the requirements described under Admission Information earlier in this catalog (can we provide a link) and are required to submit the following documents:

- Official TOEFL score if you received your undergraduate degree outside the United States. Permanent residents, political refugees, resident aliens and international students on a nonstudent visa who received an undergraduate degree outside the U.S. must also submit official TOEFL scores. Official TOEFL scores must be sent directly to the College of Management Graduate Program Office at Metropolitan State University. Examinee copies are not accepted.
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Note: International students may apply for degree programs only. Applications from international students for the MIS or Project Management certificate programs will not be accepted. These students will be referred to existing degree programs.

Application Deadlines

- Fall Semester, August 1
- Spring Semester, December 1
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Application deadlines will not be waived. Applications for admission are not considered until all requirements are met and fees received. International student applications are not processed until specified program prerequisite courses are successfully completed and official course-by-course transcript evaluations, TOEFL, GMAT or assessment scores are submitted. If you are unable to complete the assessments prior to admission, a GMAT or GRE score can be substituted. Admission is not granted, nor is an I-20 issued, without fulfilling all of the requirements for international student admission. NOTE: I-20s are not issued for certificate programs.

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- ▶ Only courses for which you 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 for graduation.
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