

# GRADUATE PROGRAMS

## PURPOSE STATEMENT

Graduate education in the School of Adult and Continuing Education (ACE) is grounded in the mission of Barry University. Students' educational experiences contribute to their development as career professionals who have or will have leadership roles in their professions, communities, and society. Moreover, these experiences promote and support the intellectual life and emphasize life-long learning and growth and development. In this context, students are charged with carrying out the University's mission through contributions to their professions, communities, and society at large, especially in the pursuit of knowledge and truth, the conduct of informed action, and through a commitment to social justice through collaborative service.

## DEGREE PROGRAMS

\***Master of Arts in Administration (MAA)**

\***Master of Public Administration (MPA)**

*\*Programs available online*

## DISTANCE LEARNING

Both the Master of Arts in Administration (MAA) and the Master of Public Administration (MPA) programs are available fully online. Students need to indicate 'online' on the graduate application.

Refer to the Distance Learning section of this bulletin (*See Table of Contents for page number*).

## TRANSFER COURSES

Transferability of credits from another institution to Barry is at the discretion of the dean (or his/her designee). The number of credits acceptable for transfer from another institution toward a Barry graduate degree is limited to six (6) credits. Previously earned credits, if accepted for transfer must be completed in less than the (5) year period immediately preceding initial enrollment at Barry.

- Only relevant courses will be transferred at the beginning
- Only courses for which a grade of A or B was earned will be considered
- Only credits will be transferred, not grades or grade point averages

- Credits used to earn a degree at another institution will not be accepted

The academic advisor will facilitate the process for the acceptance of graduate credit to be transferred into Barry University prior to the end of the student's first year in the Barry graduate program.

## AMERICAN COUNCIL ON EDUCATION

Credit for formal courses and educational programs sponsored by non-collegiate organizations and evaluated by the American Council on Education can be accepted in transfer with the permission of the dean (or his/her designee) if relevant to the graduate degree program. Refer to the Transfer Credit section.

Students can check the online *National Guide to College Credit* at [www.acenet.edu/nationalguide/](http://www.acenet.edu/nationalguide/) to see if courses or educational programs are listed.

Students must submit official transcripts from the American Council on Education by the end of their first semester, if enrolled in the MAA or MPA program.

The American Council on Education, College Credit Recommendation Service provides a lifelong registry and transcript service to participants who successfully complete a course, examination, or certification with an American Council on Education recommendation as listed in the National Guide. Official transcripts may be obtained by registering online at: [www.acenet.edu/transcripts/](http://www.acenet.edu/transcripts/).

Official transcripts should be sent to: Barry University, Division of Enrollment Management, 11300 NE 2nd Avenue, Miami Shores, FL 33161.

For additional information on transcript services from the American Council on Education, call 1-866-205-6267 or 1-202-939-9470. Email [CREDIT@ace.nche.edu](mailto:CREDIT@ace.nche.edu).

## GRADING SYSTEM

Graduate students are expected to maintain a (3.0) B average. Each school sets its own policy regarding a grade of F. Students should refer to the appropriate section of the catalog and/or contact his/her academic advisor.

Superior Achievement	A	4.0 honor points per credit
	A-	3.7 honor points per credit
	B+	3.4 honor points per credit
Average	B	3.0 honor points per credit
Below Average	C	2.0 honor points per credit
**Pass	D	1.0 honor points per credit
Failure	F	No credit
Credit	CR	Credit but no honor points
Audit	AU	No honor points per credit
Not Reported	NR	No Grade Reported is given when the professor fails to turn in his/her grades on the due date. Upon submission the NR is changed accordingly.
In Progress	IP	In Progress
No Credit	NC	No credit
Incomplete	I	An incomplete grade must be made up within the semester following its receipt. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. Incomplete grades assigned in the semester of graduation will result in postponement of graduation. Upon completion of the course, the student must re-apply for the next graduation.
Incomplete Grade		
redeemed with grade of A	IA	4.00 honor points per credit
redeemed with grade of A-	IA-	3.70 honor points per credit
redeemed with grade of B+	IB+	3.40 honor points per credit
redeemed with grade of B	IB	3.00 honor points per credit
redeemed with grade of C	IC	2.00 honor points per credit
redeemed with grade of D	ID	1.00 honor point per credit
redeemed with grade of F	IF	No honor points per credit
redeemed with grade of CR	ICR	Credit but no honor points awarded
redeemed with NC	INC	INC No credit
Withdraw	W	Granted to students who officially withdraw by the published deadlines. Does not calculate into GPA; does count as attempt for repeat purposes.

## GRADUATE STUDENT STATUS

A graduate student's status is determined by the number of credit hours attempted in a given semester/term as follows:

Full-time	9 credits or more
Part-time	4 to 8 credits

## PROBATION AND DISMISSAL

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above.

Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. While on probation, a student is limited to registering for one course per session or two per semester. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed.

If a student receives a third "C" or below, then s/he must repeat a course, in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits.

A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned.

A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

## GRADUATION REQUIREMENTS

Candidates for a Master's degree must:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two C's). No more than three courses may be repeated and a course may only be repeated once;
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for degree completion with the University Registrar on the appropriate form signed by the relevant (site) advisor in the School of Adult and Continuing Education. A \$150 fee applies.

## FINANCIAL AID FOR GRADUATE STUDENTS

[www.barry.edu/gradfa](http://www.barry.edu/gradfa)  
[ace-finaid@mail.barry.edu](mailto:ace-finaid@mail.barry.edu)  
305-899-3355 or  
1-800-695-2279

Refer to the Financial Aid section of this bulletin for information pertaining to eligibility requirements, satisfactory academic progress, applying for financial aid, types of financial aid, Veteran's and eligible dependents' educational assistance and VA Yellow Ribbon Program.

# **MASTER OF ARTS IN ADMINISTRATION (M.A.A.)**

## **ADMISSION REQUIREMENTS**

- A baccalaureate degree from a regionally accredited or internationally recognized college or university with a cumulative grade average of B or higher (an overall GPA of 3.00 or higher on a four-point scale). Official transcripts of all previous college or university studies must be submitted.
- Submission of a completed application form with a \$30.00 non-refundable fee. The fee is waived for Barry University alumni.
- Submission of a resume or vitae and professional references indicating work history.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- An essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program. Moreover, applicants should include information about how they work, think and interact with people, as well as on any other potentially relevant topics.
- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 81 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If

any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. **In this situation, full admissions to the program is neither implied nor guaranteed.**

## **PROVISIONAL ADMISSIONS**

Students with a GPA below 3.0 may be provisionally admitted if all of the other admissions criteria have been met. Applicants who have attained an undergraduate cumulative grade point average of BELOW a 3.5 GPA will be required to take the ADM 511W Graduate Writing and Research workshop (non-credit/no cost workshop). Students who have a 3.5 cumulative GPA or better who have been out of school for more than 4 years are also required to take the ADM 511W in the first term of enrollment.

Provisionally admitted students may register for two (2) courses (six credits) and must receive at least a 3.0 (B) grade in each of the courses to register for any additional course(s). If they are successful in attaining at least a 3.0 (B) in each course, they are fully admitted. If they are unsuccessful in attaining a 3.0 (B) in both courses, then the provisionally admitted student can no longer take courses in the MAA.

## **Admitted to Class (Class Enrollment for Students Not Yet Admitted)**

Students must be admitted to the M.A.A. program to enroll for courses. ACE no longer allows applicants to enroll for courses prior to being admitted to the program.

***NOTE:** Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work.*

## RE-ADMISSION REQUIREMENTS

Students who have been academically inactive for at least one calendar year and who wish to be readmitted must complete an application for readmission, available at [www.barry.edu/graddocuments](http://www.barry.edu/graddocuments). Students who do not satisfy provisional admissions requirements may apply for re-admission after one calendar year. Readmission is contingent upon approval by the Dean and is not guaranteed.

## ACTIVE/INACTIVE STATUS

A degree seeking student remains active unless not enrolled in consecutive sessions. If a student is not enrolled in two consecutive sessions (e.g. Fall/Spring; Spring/Fall) he/she will become inactive. When readmitted, he/she will be required to meet admissions and program requirements in place at the time of readmission.

## PROGRAM DESCRIPTION

The Master of Arts in Administration (MAA) degree program is designed for working professionals with increasing responsibility for leading and managing modern organizations. It is a thirty six (36) credit hour graduate degree program that addresses topics related to administration, leadership, applied research, values and ethics, strategy, human resources, diversity, finance, project management, and information technology. The administrative competencies acquired in this program can be applied in a broad range of private, public, or not-for-profit settings. The curriculum emphasizes the application of effective organizational practices along with the ethical responsibilities valued in today's workplaces.

## MAA Program Learning Outcomes

Integration of study, reflection and action are the underlying assumptions of the MAA program. Upon completion of the MAA degree program, students will be able to:

- Analyze the importance of collaborative service to both the local and global community through evaluation of social and **organizational problems and the application of creative solutions.**

- Evaluate ethical and social justice issues faced by the modern organization coupled with the administrative leadership and resources required to effectively deal with these challenges.
- Analyze the significance of an inclusive community in the workplace characterized by interdependence, dignity and equality, compassion and respect for self and others.
- Synthesize knowledge of administrative and leadership concepts, theories, models, and techniques within the broad social, economic, ethical, technical and political environments related to all types of organizations.
- Apply academic research methods to analyze, synthesize and effectively manage knowledge in the workplace.

## THE CURRICULUM

### REQUIRED COURSES:.....36 CREDITS

ADM 505	Human Resource Administration
ADM 515	Information Technology Concepts
ADM 517	Financial Concepts for Administration
ADM 521	Applied Organizational Concepts
ADM 525	Administrative Strategies
ADM 535	Research Methodologies
ADM 545	Values and Ethics in Administration
ADM 553	Administrative Leadership Theory & Practice
ADM 568	Changing Environment of Administration
ADM 652	Diversity in the Workplace
ADM 680	Project Management
ADM 699	Capstone: Applied Project

*NOTE: This is not a Master of Business Administration (MBA) degree program. Students interested in an MBA should consult the section of the Barry University Graduate Catalog on the Andreas School of Business.*

## ADDITIONAL COURSES

Applicants who have attained an undergraduate cumulative grade point average of BELOW a 3.5 GPA will be required to take the ADM 511W Graduate Writing and Research workshop (non-credit/no cost workshop). Students who have a 3.5 cumulative GPA or better who have been out of school for more

than 4 years are also required to take the ADM 511W in the first term of enrollment.

ADM 511W Graduate Writing & Research  
(Offered online only) (non-credit)

## COURSE SEQUENCING

Courses should be taken in sequence to the extent the schedule permits. Students requiring the ADM 511W as part of their provisions of admissions must take this workshop in the first term of enrollment. Students should take the ADM 535 and ADM 521 in their first six credits of enrollment, followed by other ADM 5xx level coursework. Following students should complete the 600 level courses. The capstone course ADM 699 should be completed in the student's last term prior to graduation. ADM 699 is offered in "B" terms only.

## MASTER OF PUBLIC ADMINISTRATION (MPA)

### ADMISSION REQUIREMENTS

- A baccalaureate degree from a regionally accredited or internationally recognized college or university. Official transcripts of all previous college or university studies must be submitted.
- A minimum GPA of a 2.50 is required for admissions. Candidates with less than a 2.50 cumulative GPA in their Bachelor's degree may be considered for admissions based on past work experience. Provisional acceptance on a case by case basis may be granted by the Academic Coordinator.
- Applicants who have attained an undergraduate cumulative grade point average of below a 3.5 GPA will be required to take PUB 511W Graduate Writing and Research (non credit/no cost workshop) in the first term and make a "CR" grade to continue in the program along with meeting other provisions of their admissions.
- Applicants who have a 3.50 cumulative GPA or better, who have been out of school for more than 4 years, will be required to take PUB 511W Graduate

Writing and Research in the first term and make a "CR" grade to continue in the program along with meeting other provisions of admissions.

- Submission of a completed application form with a \$30.00 non-refundable fee. The fee is waived for Barry University alumni.
- A current professional resume, to include work history/experience.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- A "statement of purpose" essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program.
- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 81 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. **In this situation, full admissions to the program is neither implied nor guaranteed.**

**NOTE:** Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work.

<b>How Do I Get in? (Admissions Criteria)</b>	
I have a BPA or similar Bachelor's degree	I have a Bachelor's Degree, but I <i>do not</i> have a BPA or similar degree
Begin the MPA program: <ul style="list-style-type: none"> <li>• PUB 503/Theories, Principles &amp; Practice</li> <li>• PUB 535/Research Methods - OR</li> <li>• PUB 545/Values &amp; Ethics</li> </ul>	Provisionally accepted, begin MPA program: <ul style="list-style-type: none"> <li>• PUB 501/Introduction to Public Admin</li> <li>• Other PUB 5xx course</li> </ul>
Applicants who have attained an undergraduate cumulative grade point average of BELOW a 3.5 GPA will be required to take the PUB 511W Graduate Writing and Research workshop (non-credit/no cost workshop). Students who have a 3.5 cumulative GPA or better who have been out of school for more than 4 years are also required to take the PUB 511W in the first term of enrollment. Anyone can take this class, but those who wish to take it should do so in their first term of enrollment. This is a non-credit, no cost workshop.	
Continue MPA program with PUB 5xx & 6xx courses	
The MPA program is a minimum 36 credits to complete (39 with PUB 501); up to 6 credits are transferable from other accredited programs. Refer to transfer credit section.	
Complete MPA program with PUB 699 Capstone Project.	

<b>Who takes PUB 501?</b>	
A BPA or similar Bachelor's Degree will not be required to take PUB 501	Similar degree to BPA, depends on curriculum, may be required to take PUB 501
<ul style="list-style-type: none"> <li>• Urban &amp; Regional Planning</li> <li>• Public Affairs</li> <li>• Political Science</li> <li>• Public Policy</li> <li>• Public Safety Administration</li> <li>• Criminal Justice</li> <li>• Emergency Management</li> <li>• Government &amp; International Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Social Work</li> <li>• Human Resources Management</li> <li>• Supervision, Management and Business Administration</li> <li>• Public Health</li> <li>• Health Services Administration</li> <li>• Military Science (ROTC)</li> <li>• Legal Studies</li> </ul>
All other bachelor's degrees presented (i.e. History, English, Liberal Arts, etc.) will require the PUB 501/Introduction to Public Administration course and provisional acceptance. Students must make a grade "B" or better in this class.	
Any questions or clarifications may be referred to your Academic Advisor.	

Students requiring either or both the "Graduate" (non-credit/no cost) workshop (PUB 511 W) or "Introduction" course (PUB 501) will be admitted provisionally, must take them in their first term, and successfully complete them to be fully admitted to the program. Additionally, students are permitted to register for a three (3) credit, 500 level Public Administration course (PUB 503, PUB 535, or PUB 545) in their first semester while seeking full admission to the program. A failure to pass the "Graduate" workshop

or obtain a "B" or better in the first six (6) graduate level credits will result in dismissal from the program.

Students provisionally admitted to the MPA program are permitted to register for a maximum of six (6) credits in their first semester along with PUB 511W as prescribed above. Students will not be permitted to take any other graduate courses, provisionally or otherwise (i.e., upon application), before full acceptance.

## **Admitted to Class (Class Enrollment for Students Not Yet Admitted)**

Students must be admitted to the M.A.A. program to enroll for courses. ACE no longer allows applicants to enroll for courses prior to being admitted to the program.

## **RE-ADMISSION REQUIREMENTS**

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## **ACTIVE/INACTIVE STATUS**

A degree seeking student remains active unless not enrolled in consecutive sessions. If a student is not enrolled in two consecutive sessions (e.g. Fall/Spring; Spring/Fall) he/she will become inactive. When readmitted, he/she will be required to meet admissions and program requirements in place at the time of readmission.

## **Program Description & Learning Outcomes**

The Frank J. Rooney School of Adult and Continuing Education (ACE) of Barry University offers a Master of Public Administration (MPA) degree program. As a builder of our tradition's cumulative wisdom, Woodrow Wilson was quoted as saying, "*My own ideals for the university are those of a genuine democracy and serious scholarship.*" Woodrow Wilson promoted social justice as the President of the United States, President of Princeton University, a leading advocate for the League of Nations and world peace, as well as one of the primary architects of modern American Public Administration.

Consistent with the mission of Barry University, the faculty in the MPA degree program is committed to the highest academic standards in graduate and professional education. The MPA degree program is designed as a degree program for career professionals with a focus on the administration of public, non-profit, and other organizations which serve a public purpose. The MPA is considered to be the terminal professional degree for practitioners in public service. Its philosophical background and explicit content are grounded in an assessment of how the modern public sector workplace has evolved and the factors responsible for this evolution. The curriculum is designed to address the critical administrative competencies in the public and nonprofit sectors through skills development and enhancement in the context of a theoretical foundation. Upon completion of the program, students will be able to:

- Apply graduate research methods and techniques and to evaluate the effectiveness of public programs and the outcomes of policy alternatives.
- Synthesize the concepts associated with ethical behavior and social responsibility that will engage students in a meaningful effort to affect social change and promote social justice.
- Evaluate leadership qualities and analyze the rule of law in administrative procedures, as well as diverse roles in effective administrative decision making.
- Evaluate the process for planning for change and the various means of production in the public sector, leading to ways to maximize efficiency and effectiveness.
- Synthesize, analyze, and apply theories and principles of public administration.

## THE CURRICULUM

### REQUIRED COURSES ..... (30 Credits)

- PUB 503 Theories, Principles and Practice of Public Administration  
PUB 535 Research Methodologies  
PUB 545 Values and Ethics in Public Administration  
PUB 605 Public Policy Analysis and Evaluation  
PUB 609 Seminar in Public Financial Administration  
PUB 611 Seminar in Public Human Resources Administration  
PUB 635 Leadership in Public Purpose Organizations  
PUB 647 Public Law and Administration  
PUB 670 Public Planning and Growth Management  
PUB 699 Capstone: Applied Project

*NOTE: PUB 503 & PUB 535 must be taken in the first term after full acceptance in program, to the extent the schedule permits; PUB 699 must be taken in the last term of the program.*

## ELECTIVE

### COURSES..... (6 Credits/Select any 2)

- PUB 622 Non-Profit Administration  
PUB 623 Productivity Improvement in the Public Sector  
PUB 650 Public/Private Enterprise  
PUB 660 Public Policy and Administrative Process

### MINIMUM 36 CREDITS TO COMPLETE DEGREE

### ADDITIONAL COURSES (Does not apply to 36 credit minimum)

- PUB 511W Graduate Writing & Research (non-credit) *(offered online only)*  
PUB 501 Introduction to Public Administration (3 credits) *(offered online only)*

## COURSE SEQUENCING

Courses should be taken in sequence to the extent the schedule permits. Those required to take PUB 511W and PUB 501 must take these courses in their first term followed by PUB 503 and PUB 535. Students should then complete the PUB 545 class followed by 600 level coursework. The capstone course PUB 699 should be completed in the student's last term prior to graduation.

