

Public Administration Frequently Asked Questions

How will a public administration certificate benefit me?

The **Undergraduate Certificate in Public Administration** provides students with a solid background in government, the policy-making process, and public administration. If you haven't taken and passed the CUNY entrance exam, the certificate allows you to gain credit while you are preparing for the entrance exam (we also have free classes to help with exam prep). These credits will then go toward your degree in Urban Studies offered here at 43rd St. from Queens College.

The **Graduate Certificate in Public Administration, Level 1** will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. This certificate can then fold into a graduate degree program, whether it is in Urban Affairs at Queens College (a degree that the Murphy Institute offers here at 43rd St.) or an MPA offered at Baruch College, CUNY. The certificate is not only a pathway to the masters' degree, but a means of getting back to graduate level academic work a step at a time.

Overall, college education combines with your hard-won life experience to give you a deeper understanding of the social and political world we inhabit. As a result, you can make a more effective contribution toward the kind of social change that improves quality of life for our families, communities and co-workers.

At what levels is the certificate offered?

The certificate is offered on two levels: **Undergraduate Certificate** and **Graduate Certificate**

What do I need in order to earn a certificate in public administration?

- At the undergraduate level, to earn the Certificate, students must hold a high school diploma or GED and complete **four courses**, for a total of **sixteen credits**.
- At the graduate level, students must hold a bachelor's degree (it can be in any subject area) and complete **four out of five courses**, for a total of **twelve credits** to gain the certificate.

How often are the classes and how long do they meet for?

Classes are once a week for a 15 week semester, spring semester beginning at the end of January, and fall semester beginning at the end of August.

- On the undergraduate level, the classes meet from 6:15-9:35, once per week.
- On the graduate level, the classes meet from 6:15-8:45, once per week.

What do I need to do to apply?

You will need to fill out our one-page School of Professional Studies Public Administration Certificate application and send in your official transcript from your previous school (for undergrad, that can be a HS transcript, a GED or your college transcript; for graduate, you should send in your BA transcript; for post-graduate, you should send in your MA transcript). There is a one-time \$70 application fee made payable to the School of Professional Studies, CUNY.

Where does the certificate come from?

The certificate will be granted by the School of Professional Studies at the Graduate Center, CUNY, in collaboration with the Murphy Institute for Worker Education. You will receive this certificate on the June after you have finished your course work.

Where are classes held?

Classes meet at the Manhattan Site of the Murphy Institute on West 43rd St., 18th & 19th Floors, in Manhattan. A few of our classes meet at the Department of Citywide Administrative Services at the DCAS building at 2 Washington St., Lwr. Manhattan. This is due to the collaboration with DCAS and their co-sponsorship of the program.

What degrees does my certificate in public administration articulate with?

The *certificate in Public Administration at the* undergraduate level articulates with the BA Degree in Urban Studies from Queens College that we have at the Murphy Institute at 43rd St. These credits may transfer to many other CUNY programs, but you will have to have them evaluated by the school first. Graduate certificate students can transfer their credits to MA Degree in Urban Affairs from Queens College that we have at the Murphy Institute at 43rd St. These credits also articulate with the MPA degree at Baruch College, CUNY.

Who are the teachers in the Public Administration Program?

Our instructors at the Murphy Institute come to us with immense work and teaching experience. We especially seek faculty who are scholar-practitioners; budget analysts who work at City Hall; Assistant Commissioners at City Agencies; Political Science Doctorates who now work in the field.

Can I attend part-time?

All certificate students attend part-time. A typical first semester student will take one or two courses. We recommend a student returning to school after five or more years away from college to take one class their first semester. This will allow them to ease back into the educational environment and enjoy the experience of being back in school.

How can I pay for these classes?

Many unions have educational benefits, be it a voucher up front or a reimbursement system once you have finished and passed your classes. CUNY also has a program called CUNY Tuition Pay where you pay a small fee and receive a no-interest loan, paid off in installments during your semester. This information can be accessed by www.tuitionpay.com/cuny or by calling **1-866-267-CUNY**.