

Florida Gulf Coast University
Master of Public Administration (MPA) Program Application Guidelines and Forms

Applicants must submit a general FGCU graduate application online at <https://apply.fgcu.edu>, as well as submit all of the additional application materials listed below. Please contact Graduate Admissions at (239) 745-GRAD or graduate@fgcu.edu for additional information about the application process. Satisfaction of minimum University and program requirements does not guarantee admission to a graduate program.

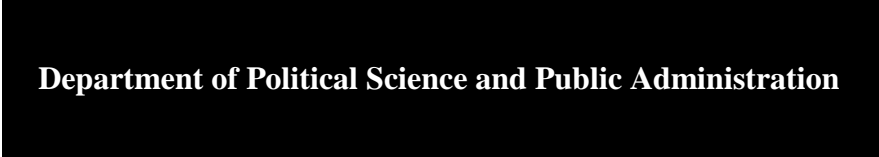
1. Official transcripts from all universities and/or colleges attended as an undergraduate, one of which must show completion of a baccalaureate degree from a regionally accredited college or university, or from an equivalent non-U.S. institution. If you have completed any graduate coursework after your baccalaureate degree, you also must provide an official transcript from the institution(s) where you completed this graduate coursework.
2. Documented achievement of **one** of the following. Applicants who have achieved either **a**, **b**, **c**, or **d** below are exempted from having to take the Graduate Record Exam or the Miller Analogies Test.
 - a) An earned graduate degree from a regionally accredited college or university, or
 - b) A cumulative GPA of 3.25 or higher for the last 60 hours attempted at the upper-division undergraduate level; or
 - c) A cumulative GPA of 3.00 or higher for the last 60 hours attempted at the upper-division undergraduate level, along with three years or more continuous full-time professional or supervisory work experience providing services to the public and/or non-profit sectors; or
 - d) A cumulative GPA of 3.00 or higher for the last 60 hours attempted at the upper-division undergraduate level, along with prior completion of FGCU's Local Government Management Graduate Certificate Program or Community Resilience Graduate Certificate program; or
 - e) Completion of the Graduate Record Exam (GRE) within the last five years, documented through an official test score report, with the following combined GRE + GPA outcome: (Average of percentile rankings on GRE verbal reasoning section and quantitative reasoning section) + (GPA for the last 60 semester hours attempted at the upper-division undergraduate level X 18) must equal or exceed 100; or
 - f) Completion of the Miller Analogies Test (MAT) within the last five years, documented through an official test score report, with the following combined MAT + GPA outcome: (MAT percentile rank for intended major) + (GPA for the last 60 semester hours attempted at the upper division undergraduate level X 18) must equal or exceed 100.
3. For international students from countries where English is not the primary language, completion of the Test of English as a Foreign Language (TOEFL), with a minimum TOEFL score of 550 (paper-based), 213 (computer-based), or 79 (internet-based), documented through an official test score report.
4. A personal statement of 2-3 double-spaced pages that discusses how you came to be interested in public administration, your career goals in public administration, and your previous academic, professional, and/or volunteer experiences relevant to the pursuit of an MPA degree at FGCU.
5. A completed MPA Supplemental Application Form and two completed MPA Reference Rating Forms and/or letters of recommendation from persons qualified to judge your academic and professional potential. The individuals providing these should include assessments of your academic strengths, professional competence, and/or potential for success in a graduate Public Administration program.
6. For priority application review, FGCU's Office of Graduate Admissions must receive all required application materials by June 1 for Fall Semester admission or by October 1 for Spring Semester admission. The final deadlines for admission consideration (by which time all required application materials are due) are July 15 for Fall Semester admission or November 15 for Spring Semester admission.

FGCU's MPA courses are exclusively online. Students who have less than one year of full-time professional or supervisory work experience providing services to the public and/or non-profit sectors at the time of admission must complete a 3-credit MPA internship (PAD 6940), and in addition must attend two on-campus professional networking workshops over the course of their MPA program. The MPA Admissions Committee will determine whether an applicant's full-time work experience is sufficient to waive the requirements of the MPA internship and attendance at the on-campus professional networking workshops, and will provide notice of its decision in the admission letter. A student may petition the MPA program to allow substitution of off-campus public administration-related workshops, proceedings, meetings, symposia, or other events for one or both of the on-campus professional networking workshops.

Florida Gulf Coast University

Return to:

Florida Gulf Coast University
Office of Graduate Studies
10501 FGCU Boulevard South
Fort Myers, FL 33965-6565



MPA SUPPLEMENTAL APPLICATION FORM

<u>APPLICATION SEMESTER</u>	
<input type="checkbox"/> Fall	20__
<input type="checkbox"/> Spring	20__

This MPA Supplemental Application Form supplements but does not replace the formal application for admission to graduate study at FGCU. It must be completed by students applying to the Master of Public Administration (MPA) degree program.

Instructions. Please complete each item of the application (PLEASE **print or type**). Applicants should also submit any other attachments or supplemental information with the application: *Personal Statement; Completed MPA Reference Rating Forms; Resume (optional); and any other information* that the applicant would like to be considered in admission decisions. This packet of information should accompany the application or must be returned to the above address.

BIOGRAPHICAL INFORMATION

_____	_____	_____		
Last Name	First Name	M.I.		
_____	_____	_____	_____	_____
Mailing Address	City	State	Zip Code	
_____	_____	_____	_____	_____
Permanent Address (if different from Mailing Address)	City	State	Zip Code	
(_____)_____	(_____)_____	_____	_____	_____
Home Phone	Work Phone	e-mail address		

MPA CONCENTRATION (SELECT ONE)

- Public Leadership and Management
- Community Resilience

- Full-time Enrollment
- Part-time Enrollment (____ hours per semester)
no.

EMPLOYMENT RECORD

List employer's name, position and brief description of duties in the job that you are *presently employed*

Position	Employer Name	Description of Duties	Supervisor	Dates of Employment	
				From Mo./Yr.	To Mo./Yr.

List employer's name, position and brief description of duties in the job that you were *previously employed*.

Position	Employer Name	Brief Description of Duties	Supervisor	Dates of Employment	
				From Mo./Yr.	To Mo./Yr.

(Attach a separate sheet and/or your current resume if necessary.)

CERTIFICATION

I certify that all of the information provided on this application is true and correct to the best of my knowledge. I also pledge on my honor that the Letter of Application/Statement of Career Goals was written solely by me in accordance with this certification statement. I acknowledge that any misrepresentation of information will nullify my application for admission, and if enrolled, will result in disciplinary action and may include dismissal from the College of Arts and Science, Department of Political Science and Public Administration, or the University.

Signature

Date

The FGCU College of Arts and Sciences' Master of Public Administration (MPA) program encourages applications from all qualified students regardless of color, race, religion, national origin, gender, disability, or marital status.

FLORIDA GULF COAST UNIVERSITY
College of Arts and Sciences
Department of Political Science and Public Administration

Return to:
 Florida Gulf Coast University
 Office of Graduate Studies
 10501 FGCU Boulevard South
 Ft. Myers, FL 33965-6565

MPA REFERENCE RATING FOR GRADUATE STUDY

 APPLICANT NAME (Print or Type) PROGRAM OF STUDY

To the applicant:

Under the Family Education Rights to Privacy Act of 1974 as amended, applicants have the right to access this evaluation/recommendation form unless they choose to waive this right freely and voluntarily.

I have read the information above and I hereby

- waive any and all access rights to this evaluation and agree that the statement shall remain confidential.
 do not waive my right to access this evaluation form and agree that I have the right to read this evaluation form.

 Applicant Signature Date

Instructions. The individual named above has submitted an application for admission to the Master of Public Administration Program and has identified you as a possible reference. We would appreciate your assistance in our selection process by completing and returning this evaluation form to the above address.

Relationship to the Applicant

- Academic Advisor Employer/Supervisor
 Professor Other _____

How long have you known the applicant? _____

Please rate the applicant on qualities that you feel you can judge and provide brief comments supporting your ratings.

(Attach a separate sheet if necessary and/or submit an attached letter of reference)

(4 - Outstanding; 3 - Above Satisfactory; 2 - Satisfactory; 1 - Below Satisfactory; 0 - Not Observed)						
	4	3	2	1	0	NARRATIVE
ANALYTICAL/CONCEPTUAL SKILLS						
COMMUNICATION SKILLS						
A. ORAL						
B. WRITTEN						
ABILITY TO WORK WITH OTHERS						
A. PEERS/COWORKERS						
B. FACULTY/SUPERVISOR						
INITIATIVE/SELF-DIRECTED						

(4 - Outstanding; 3 - Above Satisfactory; 2 - Satisfactory; 1 - Below Satisfactory; 0 - Not Observed)						
	4	3	2	1	0	NARRATIVE
ABILITY TO MAINTAIN COMPOSURE UNDER STRESS						
RESPONSIBILITY						
LEADERSHIP SKILLS						
ORGANIZATION SKILLS						
PERSONAL INTEGRITY						
FLEXIBILITY						
POTENTIAL FOR ACADEMIC SUCCESS						
POTENTIAL FOR PROFESSIONAL SUCCESS						

RECOMMENDATION

- I HIGHLY RECOMMEND THIS APPLICANT FOR ADMISSION WITHOUT ANY RESERVATIONS.
- I RECOMMEND THIS APPLICANT FOR ADMISSION.
- I RECOMMEND THIS APPLICANT FOR ADMISSION WITH SOME RESERVATIONS.
- I DO NOT RECOMMEND THIS APPLICANT FOR ADMISSION.

Signature

Date

Name (Print or Type)

Title

Address

Address

City

State

Zip Code

(_____) _____
Telephone Number

E-mail Address

(4 - Outstanding; 3 - Above Satisfactory; 2 - Satisfactory; 1 - Below Satisfactory; 0 - Not Observed)						
	4	3	2	1	0	NARRATIVE
ABILITY TO MAINTAIN COMPOSURE UNDER STRESS						
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- I DO NOT RECOMMEND THIS APPLICANT FOR ADMISSION.

Signature

Date

Name (Print or Type)

Title

Address

Address

City

State

Zip Code

(_____) _____
Telephone Number

Email address

