

XIV. Metropolitan School of Professional Studies

Administration

Vincent Kiernan, Ph.D.	Dean
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Joseph McDonald, M.S.M.	Associate Director of Admissions
Nicole Pietrucha, M.A.	Manager of Academic Records
Anthony Boehm, M.A.	Program Coordinator
Charis Choe-Joaquin, B.A.	Assistant to the Dean

Adjunct Faculty

Adele Abrams, J.D.	Robert Kline, M.A., M.S.
Emmett Aldrich, M.S.	James Kruggel, Ph.D.
Dennis Austin, M.S.	Michael Krumpak, M.S.
David Banks, Ph.D., M.S.S.W., M.P.H., RN	Michael Kushner, M.B.A., PMP
Daniel Barrie, Ph.D.	Roy Littlefield, Ph.D.
Gilberto Brito, M.P.P.	Frederick Mills, M.P.A., CCP
Tonya Doby Broughton, M.A.	William Morton, M.B.A.
Rodney Cartwright, M.S.	James O'Brien, M.S.
Herbert Casey, M.S.	Deborah Parris, M.S.
Adel Daham, M.A.	Mary Roary, Ph.D.
Timothy Dirks, M.B.A.	Larry Robertson, M.A.
Lloyd Eby, Ph.D.	M. Jean Russell, Ph.D.
Mark Fitzgerald, M.F.A.	Joseph Smolskis, M.B.A.
Eric Fontaine, J.D.	Karen Stacy, M.A.
Ann Gallagher, M.S.	Richard Stacy, M.S.
Saiid Ganjalizadeh, Ph.D.	Howard Steed, Ph.D.
Ali Ghassemzadeh, M.S.	Maximilian Teleki, M.A.
Jacqueline Hamp, Ed.D.	Timothy Tobin, Ed.D.
Thomas Healy, J.D., M.I.M.	David Vargas, M.S.
Joyce Henderson, Ed.D., M.B.A.	Laura Viehmyer, M.S.
Lawrence Kaiser, Ph.L.	Donald Winstead, M.A.
Ellen Kandell, J.D.	Cheryl Wood, Ph.D.
D. Kimo Kippen, M.S.	Jimmy Word, M.D., M.H.A.

History and Mission

CUA's Metropolitan School of Professional Studies (MSPS) was established as University College in 1979 by the Board of Trustees to extend the educational resources and programs of the university to adult students wanting to pursue academic and professional credentials. MSPS has a long history of serving adults with programs that integrate a values-based, liberal arts foundation with majors that are applications-oriented and focused on professional career tracks. The school offers master's degrees, bachelor's degrees, associate's degrees, certificates, and noncredit preparation for professional certification in high-demand career tracks.

MSPS regards its service to nontraditional students as a special part of The Catholic University of America's overall educational mission. The master's degree programs offered by MSPS are designed primarily for working professionals.

Courses are offered on weekday evenings and online. They provide a strong academic foundation while emphasizing practical, "real world" applications of skills and knowledge.

MSPS offers the following graduate degrees:

- Master of Health Administration (M.H.A.)

- Master of Science in Emergency Service Administration (M.S.-E.S.A.)
- Master of Science in Social Service Administration (M.S.-S.S.A.)

The M.A.H.R.M. has been discontinued and is only available for students who were admitted prior to August 15, 2015. Students previously admitted to the M.A.H.R.M program should go to <http://announcements.cua.edu/> and view the Announcements for the year in which they were initially admitted.

The M.S.M. has been discontinued and is only available for students who were admitted prior to August 15, 2015. Students previously admitted to the M.S.M. program should go to <http://announcements.cua.edu/> and view the Announcements for the year in which they were initially admitted.

Students admitted to the M.S.M. degree after May 1, 2016 should view the degree requirements and policies found under the announcements for the Tim and Steph Busch School of Business and Economics.

Admission

In order to be considered for admission into one of the graduate degree programs offered by MSPS, applicants must submit the following:

- Completed CUA Graduate Application for Admission (<https://applyonline.cua.edu/login.cfm>);
- The non-refundable application fee;
- Official transcripts (with institutional seal) from all colleges attended, including one from a regionally-accredited U.S. college or university showing completion of a four-year baccalaureate degree, or the international equivalent;
- Three letters of recommendation. Ideally, at least one academic recommendation (from a current or former faculty member) and one professional recommendation (from a former or current supervisor) should be included;
- Statement of purpose, approximately 500 words in length, stating the reason for undertaking graduate studies, qualifications, personal and professional goals, and how participation in the program will help attain these goals;
- Résumé, detailing one's professional experiences (work, awards, memberships); and
- A pre-admission interview (if required).

Additional credentials required of international applicants:

- Evidence of English language proficiency, as documented by either:
 - an official TOEFL score report, with a minimum score of 237 on the "older" TOEFL, or 92 - 93 on the reformatted TOEFL.
 - an official IELTS score report, with a minimum score of 6.5.
- Confirmation of financial support. Visit <http://admissions.cua.edu/international/process.html> for more information.

Admission decisions are based on grade point average, undergraduate degree, years and relevance of work experience, recommendations, writing ability, usefulness of program in meeting personal and professional objectives, and other relevant criteria.

Financial Information and Costs Financial Aid

The Catholic University of America offers reduced tuition for students in the Metropolitan School of Professional Studies who are taking courses provided by MSPS. The university also maintains a federal financial aid program for students with a demonstrated need. For information on federal financial aid, please contact the Office of Financial Aid at (202) 319-5307 or visit <http://financialaid.cua.edu>.

Student Accounts

Students are considered officially enrolled and responsible for any associated financial obligations once they are registered through Cardinal Station (<https://cardinalstation.cua.edu>). Billing statements are issued online through the CardinalPAY e-commerce system; no paper bills are issued. For more information on CardinalPAY, please visit <http://enrollmentservices.cua.edu/Student-Financial-Information/CardinalPAY.cfm>.

Satisfactory payment includes paying the total charges, being current with payments on the tuition payment plan, and/or completing all financial aid forms and waiting for accepted financial aid to be credited. Incomplete financial aid awards are considered to be late payments. Additional charges will be assessed to the student's account for checks returned by the bank for insufficient funds or stop payments. All charges due to the university must be paid in full by the payment due date published each semester. For more

information on payment due dates, please visit <http://enrollmentservices.cua.edu/Student-Financial-Information/BillingandDueDates.cfm>. Students who do not honor the financial arrangements agreed upon will not be permitted to register the following semester unless payment is made or new arrangements are negotiated.

Costs

A general accounting of university tuition, fees, and other expenses may be found at the Office of Enrollment Services' web site: <http://enrollmentservices.cua.edu/Student-Financial-Information/Costs.cfm>.

Degree Programs

Graduate degree programs offered through MSPS place special emphasis on advanced learning that links theory and professional practice. The programs require successful completion of 36 semester credit hours; a minimum of 30 credits must be taken at The Catholic University of America. Students are allowed a maximum of 7 years from their initial enrollment to meet all degree requirements.

Transfer of Credit

With approval from the dean of MSPS, matriculated students may take courses at other regionally-accredited institutions of higher learning on a limited basis.

Students may transfer in no more than a total of 6 credits, which includes all transfer credits pre- and post-matriculation. Transferability of credit is determined at the discretion of the program based on course equivalence, date of completion (typically, no more than 5 years prior to entry into program), and grade (minimum B/3.0). Students entering MSPS graduate programs as Metropolitan Bachelor's to Master's Scholars may apply a total of 9 credits earned from 1) 500-level courses taken as an undergraduate student and/or 2) pre-approved, graduate-level transfer courses taken at other regionally-accredited institutions, with a maximum of 6 credits of the latter.

Students planning to take courses at another regionally-accredited institution (during any academic semester or summer session) must obtain approval from the dean of MSPS before the end of the semester prior to the semester in which they plan to take the transfer course(s). Approval is granted on a case-by-case basis depending on the student's need for the course(s), degree requirements, etc. Without prior approval, transfer of credit is not guaranteed. Students hoping to take courses at another institution should also contact the Office of Financial Aid at (202) 319-5307 to determine how funding may be impacted.

Probation and Dismissal Policies

Any student who falls below a 3.0 cumulative grade point average (GPA) is on academic probation for the following regular semester (i.e., a student whose cumulative GPA is below 3.0 at the end of the spring semester is on probation through the end of the following fall semester, even if the student takes summer courses to raise his/her cumulative GPA. A student whose cumulative GPA is below 3.0 at the end of the fall semester is on probation through the end of the following spring semester.). A student on academic probation may be required by the academic dean to take a reduced course load during the time of probation.

See below (i.e., Requirements for Graduation) for additional policies relevant to probation and dismissal.

Requirements for Graduation

All students are responsible for knowing academic and university policies. Policies specific to MSPS's graduate programs include the following:

1. to graduate, students must earn an overall grade point average of at least a B (3.0 on a 4.0 scale) on course work applied toward a master's degree, which may include no more than one course completed with a grade of C. Students are permitted to retake, no more than one time each, up to two courses for which they earned less than a B. The grade from the second enrollment in the course will replace the original grade for the purpose of determining academic standing. Any student who earns less than a B- in more than three courses, or whose grade point average falls below a B for two consecutive semesters, is subject to dismissal from the program.
2. students must complete the program's capstone course (MBU 673 or MBU 674) with a grade of B or better.

There are numerous academic policies that apply to students enrolled in MSPS. These policies may be found in various Catholic University and MSPS documents, including these *Announcements* and the university's web-based policies page (<http://policies.cua.edu>). Students are responsible for familiarizing themselves with these policies and will find the information very helpful in understanding academic regulations, responsibilities, and expectations. Students are also encouraged to contact their MSPS academic adviser at (202) 319-5256 for additional information.

Student Support Advising

Once admitted to MSPS, each student is assigned an academic adviser. All students are encouraged to contact their adviser at least once a semester for pre- registration advising for the next semester's classes. However, students may see their adviser at any time during the academic year regarding their academic program and status. Students are responsible for knowing and understanding the requirements of their specific degree programs and for keeping track of their progress in working toward their degrees.

Student Services

MSPS strives to deliver an unparalleled level of service to adult students. In addition to the opportunities for involvement and support provided by the university, MSPS delivers a wide range of services to include personal, professional, and academic development seminars; a new student orientation, which is also accessible in an online format; student organizations; an online student services center; a weekly e-newsletter disseminated to the entire MSPS student community; and a host of other student development programs. Students wishing to learn more about student services are welcome to visit the online Student Development Resource Center: <http://metro.cua.edu/studentsservices>.

Degree Program Curricula

Master of Health Care Administration

The Master of Health Administration (MHA) is a professional degree designed to prepare students for leadership and managerial roles in hospitals and other healthcare systems, consulting firms, or healthcare related businesses. Students are given a strong foundation in analytical problem solving, budgeting and finance, ethics, legal and policy analyses.

The MHA program will consist of 40 credits split between a foundational curriculum of 25 credits and a specialized curriculum of 15 credits. The curriculum is designed to be completed within 4 term full time or 7 terms part time, with the capstone course being the sole class taken in any students' final semester.

Foundational Courses

- Catholic Servant Leadership (1 credit)
- Effective Communication in Leadership
- Human Resource Management and Strategy
- Principles of Budgeting and Finance
- Public Policy Analysis and Implementation
- Principles of Ethical Leadership
- Public-Private Partnerships
- Research Methods and Quantitative Analysis
- Master's Capstone

Specialized Courses

- American Health Care System
- Information Technology for Health Care Administration
- Legal Aspects of Health Care Administration
- Organizational Theory for Health Care Administration
- Public Health Administration

Master of Science in Emergency Service Administration

The Master of Science in Emergency Service Administration (MS-ESA) is a professional degree designed to prepare students for leadership and managerial roles in emergency service organizations. Students are given a strong foundation in analytical problem solving, budgeting and finance, ethics, legal and policy analyses related to emergency services in both the private and public sectors.

The MS-ESA program will consist of 40 credits split between a foundational curriculum of 25 credits and a specialized curriculum of 15 credits. The curriculum is designed to be completed within 4 term full time or 7 terms part time, with the capstone course being the sole class taken in any students' final semester.

Courses marked with an asterisk (*) are part of the Master of Science in Management core curriculum currently being offered by MSPS. In addition, all of the foundational courses are currently offered at MSPS with the exceptions of the Catholic Servant

Leadership course, which is under development, and the Research Methods and Quantitative Analysis courses which is offered in NCSSS.

All courses are assumed to be 3 credits unless otherwise stated.

Foundational Courses:

- Catholic Servant Leadership (1 credit)
- Effective Communication in Leadership
- Human Resource Management and Strategy
- Principles of Budgeting and Finance
- Public Policy Analysis and Implementation
- Principles of Ethical Leadership
- Public-Private Partnerships
- Research Methods and Quantitative Analysis
- Master's Capstone

Specialized Courses:

- Principles and Practices of Emergency Management and Intervention
- Information Technology for Emergency Services
- Organizations and Systems in Emergency Response
- Disaster Response and Recovery for Communities and Organizations
- Hazard Risk and Vulnerability Assessment

Master of Science in Social Service Administration

The Master of Science in Social Service Administration (MS-SSA) is a professional degree designed to prepare students for leadership and managerial roles in social service organizations. Students are given a strong foundation in analytical problem solving, budgeting and finance, ethics, legal and policy analyses. The MS-SSA is similar to a MSW but differs in that whereas an MSW prepares students to be social work practitioners, the MS-SSA prepares student to manage a social work practice.

The MS-SSA program will consist of 40 credits split between a foundational curriculum of 25 credits and a specialized curriculum of 15 credits. The curriculum is designed to be completed within 4 term full time or 7 terms part time, with the capstone course being the sole class taken in any students' final semester.

Foundational Courses

- Catholic Servant Leadership (1 credit)
- Effective Communication in Leadership
- Human Resource Management and Strategy
- Principles of Budgeting and Finance
- Public Policy Analysis and Implementation
- Principles of Ethical Leadership
- Public-Private Partnerships
- Research Methods and Quantitative Analysis
- Master's Capstone

Specialized Courses

- Diversity in a Multicultural Society
- Legal Aspects of Social Services
- Organizational Theory for Human Services
- Public Policy and Social Services
- Public Relations and Fundraising

Courses Offered

A full listing of graduate courses offered by the department is found below. Consult [Cardinal Station](#) for additional information about courses and to determine course offerings by semester.

MBU	501	Communicating Effectively as a Manager
MBU	501A	Communicating Effectively as a Manager
MBU	505	Project Management
MBU	505A	Project Management
MBU	507	Project Scheduling and Cost Control
MBU	508	Risk Management
MBU	510	Organizational Theory and Behavior
MBU	510A	Organizational Theory and Behavior
MBU	512	Conflict Resolution
MBU	512A	Conflict Resolution
MBU	514	Leadership Foundations
MBU	514A	Leadership Foundations
MBU	516	Managing People and Performance
MBU	516A	Managing People and Performance
MBU	523	Legal Environment in Human Resource Management
MBU	523A	Legal Environment in Human Resource Management
MBU	533	Human Resource Management and Strategy
MBU	533A	Human Resource Management and Strategy
MBU	540	Integrated Communications: Marketing & Public Relations
MBU	543	Labor-Management Relations
MBU	543A	Labor-Management Relations
MBU	550	Sport Management
MBU	564	Compensation and Benefits
MBU	564A	Compensation and Benefits
MBU	566	Human Resource Training and Development
MBU	566A	Human Resource Training and Development
MBU	570	Federal Contract Management and Administration
MBU	570A	Federal Contract Management and Administration
MBU	573	Legal Aspects of Government Contracting
MBU	573A	Legal Aspects of Government Contracting
MBU	576	Contract Pricing, Negotiations, and Source Selection
MBU	576A	Contract Pricing, Negotiations, and Source Selection
MBU	577	Program Management in the Federal Government
MBU	578	Performance of Government Contracts
MBU	578A	Performance of Government Contracts
MBU	594	Independent Study
MBU	594A	Independent Study
MBU	595	Internship - Graduate/Professional
MBU	599TR	Transfer of Credit

MBU	619	Strategic Planning and Implementation
MBU	619A	Strategic Planning and Implementation
MBU	627	Human Resource Information Systems and Communications
MBU	627A	Human Resource Information Systems and Communications
MBU	629	Strategic Planning for Human Resource Managers
MBU	630	Management of Human Resources in the Federal Government
MBU	630A	Management of Human Resources in the Federal Government
MBU	632	Compensation and Benefits in the Federal Sector
MBU	632A	Compensation and Benefits in the Federal Sector
MBU	633	Legal Environment of Human Resources in the Federal Sector
MBU	633A	Legal Environment of Human Resources in the Federal Sector
MBU	635	Performance Management in the Federal Sector
MBU	635A	Performance Management in the Federal Sector
MBU	637	Strategies and Practices in Federal Staffing
MBU	637A	Strategies and Practices in Federal Staffing
MBU	638	Strategic Human Capital Management in the Federal Sector
MBU	638A	Strategic Human Capital Management in the Federal Sector
MBU	640	Public Relations: Managing External Relations
MBU	641	Integrated Organizational Communication
MBU	647	Advanced Managerial Communication
MBU	647A	Advanced Managerial Communication
MBU	652	Managerial Decision Making: Finance & Budgeting
MBU	652A	Managerial Decision Making: Finance & Budgeting
MBU	653	Human Resource Budgeting and Metrics
MBU	653A	Human Resource Budgeting and Metrics
MBU	661	Ethical Leadership
MBU	663	Leadership and Organizations
MBU	664	Developing Leadership Competencies
MBU	664A	Developing Leadership Competencies
MBU	667	Leading Organizational Change
MBU	667A	Leading Organizational Change
MBU	668	Organization Development
MBU	668A	Organization Development
MBU	673	Master's Capstone: Research, Synthesis, and Applications
MBU	673A	Master's Capstone: Research, Synthesis, and Applications
MBU	674	Master's Capstone (MSM): Research, Syntheses, Applications
MBU	674A	Master's Capstone (MSM): Research, Syntheses, Applications
MSO	575	Public Administration
MSO	576	Public Policy Analysis and Implementation
MSO	584	Principles and Practices of Social Entrepreneurship
MSO	585	Public Private Partnerships
MSO	586	Corporate Social Responsibility
MSO	587	Social Enterprise Development