

## **XIV. Metropolitan School of Professional Studies**

### **Administration**

Vincent Kiernan, Ph.D.	Dean
William J. Buracker II, Ph.D.	Associate Dean
Joseph McDonald, M.S.M.	Director of Admissions and Communications
	Associate Director of Records and Faculty Support
Anthony Boehm, M.A.	Associate Director of Undergraduate Programs
LaShay Long, M.A.T.	Admissions Coordinator
Susan Byrne, 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.

## Graduate Offerings

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.)

## 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;
- Two 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 (MADM 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.

## Class Attendance and Absences

Success in college coursework requires regular attendance and participate by the student enrolled in a course, and all classes sessions are enhanced by the presence and participation of the whole course roster. Therefore, while recognizing that extraordinary circumstances prevent a student from being able to attend a specific class session, all students are expected to attend

and arrive on time for all class sessions. Students who are absent from more than 33% of a given course (i.e., students who miss more than 5 classes in a 14-week course or more than 3 classes in a 7-week course) will be given a failing grade (F\*) automatically. The Metropolitan School of Professional Studies makes no distinction between “excused” and “unexcused” absences. Instructors teaching in MSPS may include supplemental attendance policies for their courses.

### **Incomplete Grades**

A student may request the provisional grade of I (incomplete) in a course when the student is unable to complete the course requirements for grave reasons (e.g., family emergency, person illness or injury, death in family, etc.). The student must make the request by submitting a signed MSPS Incomplete Grade Request Form to the Associate Dean after the last day to withdraw from class but before the last day of the class in which the student wishes to receive the incomplete. The Dean's office will only approve a grade of incomplete when all of the following conditions are met:

1. The student requests a grade of incomplete from the instructor by using the MSPS Incomplete Grade Request Form which can be obtained from the student's advisor; and
2. The student provides specific evidence to verify that the reason for the request is legitimate; and
3. The student must be passing the course at the time of the request; and
4. The amount of work remaining in the course can be reasonably and sufficiently completed after the conclusion of the course session; and
5. Both the student and the instructor sign and submit the MSPS Incomplete Grade Request Form to the Associate Dean; and
6. The Associate Dean approves the request by signing the MSPS Incomplete Grade Request Form.

Students granted an incomplete for the fall semester must complete the outstanding work by January 15 of the following spring semester; students granted an incomplete for the spring semester must complete the outstanding work by June 15 of the following summer term; and students granted an incomplete for the summer term must complete the outstanding work by September 15 of the following fall semester. In extraordinary circumstances, the student or the instructor may request an extension of the deadline for the outstanding work to be submitted. Such a request must be approved in writing by the Associate Dean. An incomplete grade not resolved by the deadline automatically becomes a failing (F) grade.

The student is responsible for completing all outstanding work and submitting it to the instructor on time.

### **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; student organizations; 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/student-services>.

### **Degree Program Curricula**

#### **Master of Health 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 consists 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 terms full time or 7 terms part time, with the capstone course being the sole class taken in any student's final semester. All courses listed below are 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**

- 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 consists 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. All courses listed below are 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 consists 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 terms full time or 7 terms part time, with the capstone course being the sole class taken in any students' final semester. All courses listed below are 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**

- 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