

FACT SHEET – MPA PROGRAM OF TENNESSEE STATE UNIVERSITY

We are pleased to share these data in compliance with the expectations of our accrediting body for the MPA degree, NASPAA (Accreditation Standard 7: Communication).

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CONTENTS

Degree Title 2

Organizational Relationship between Program and University..... 2

Modes of Program Delivery 2

Number of Credit Hours..... 2

Time limit on use of courses towards degree requirements 2

Length of Degree..... 2

List of Dual Degrees 2

List of Specializations 3

Fast-Track Info..... 3

Student Body:..... 3

Mission 3

 TSU Mission..... 3

 College of Public Service Mission 3

 Mission Statement of the MPA Program 3

Admission Criteria: 4

Number of Faculty Teaching in the Program 4

Faculty Identified within the Unit Including Rank..... 4

Tuition Cost (in state and out-of-state): 4

Description of Financial Aid Availability..... 6

Internship Placement List: 6

Graduate employment outcomes:..... 7

Completion Rates of cohort entering 5 years ago 8

Completion Rates of cohort entering 6 years ago 9

Completion Rates of cohort entering 7 years ago 10

Completion Rates of cohort entering 8 years ago 11

Relationships between Graduate Certificates and MPA..... 12

Graduate Certificate in Public Policy.....	12
Graduate Certificate in Nonprofit Management	12
Graduate Certificate In Local Government Management	12
Graduate Certificate in PA Executive Leadership	12
Other special cases: TGMI or LEAD	12

DEGREE TITLE: Master of Public Administration

ORGANIZATIONAL RELATIONSHIP BETWEEN PROGRAM AND UNIVERSITY: The MPA program is offered by the Department of Public Administration, within the College of Public Service.

MODES OF PROGRAM DELIVERY: We have one mode of program delivery: 100% online. See the [Graduate Catalog](#) and the [MPA handbook](#) for more details.

NUMBER OF CREDIT HOURS: The number of credits required for the program depends on whether the 6-credit internship is required given the student’s public service professional background, as follows.

- In-Service students: 36 credits of coursework for “in-service” students (those who 1) have at least one year of professional experience in the public, nonprofit, or public affairs/governmental relations settings as evaluated by advisor, and 2) satisfactorily complete the internship waiver paper before the conclusion of their studies)
- Pre-Service students: 42 credits for pre-service students (those who lack at least one year of professional experience in the public, nonprofit, or public affairs/governmental relations settings, as evaluated by advisor). The 42-credit version that is mandatory for pre-service students includes the same 36 credits of coursework, plus the 300-hour, 6-credit internship. Planning for the internship should be discussed with the advisor *at least* six months prior to the desired semester of internship.

TIME LIMIT ON USE OF COURSES TOWARDS DEGREE REQUIREMENTS: See the Graduate School policy on time limits in the Academic Regulations section of the relevant Graduate Catalog. Currently, there is a six-year limit on use of courses towards any Master’s degree at TSU. If a student paused their studies without filing a “Stop the Clock” application to Graduate Council, and wants to return and complete the MPA, this time limit may come into play. In that case, a time extension appeal to the Graduate Council is required to apply out-of-date courses to the degree requirements; contact the Department chair if you believe this may apply to you. Appeals must be filed timely given the annual schedule of meetings of the Graduate Council.

LENGTH OF DEGREE: This program is designed to be pursued part-time year-round (six credits/2 courses per semester) to serve a working student population. Design length for in-service students is 6 semesters attending at the pace of 2 courses per semester year-round (fall/spring/summer; can start in any term); if internship required, can be taken along with courses to stay in the 6 semester length, or can choose to do internship in its own semester and finish in 7 semesters total. MPA students in our program proceed through the program at different paces depending on their employment status and preferences. If the student prefers, they may attend at the slower pace of 3 credits (1 course) per semester year-round. We offer all our courses in a regular and predictable pattern which makes our design length possible – however, we do not offer every course every semester. Therefore, **to minimize time to degree, it is essential that students seek official advising before their FIRST semester of the program to get a plan for completion designed for them, and check in with their advisor if they deviate from the plan during the duration of their studies.** Contact the department chair Dr. Meg Streams at mstreams@tnstate.edu.

LIST OF DUAL DEGREES: None.

LIST OF SPECIALIZATIONS: Most MPA students elect to pursue the graduate certificate in public policy, nonprofit management, local government management, or public administration executive leadership as part of their MPA studies. Those that do so take their three MPA electives in the specialty area of their certificate. Choosing to seek a certificate as well as the MPA *without seeking appropriate advising* can affect time to degree. More detail on the relationship between our graduate certificates and the MPA curriculum is provided at the end of this Fact Sheet; questions may be directed to the department chair Dr. Meg Streams at mstreams@tnstate.edu.

FAST-TRACK INFO: None.

STUDENT BODY: Sixty-one (61) students admitted to the MPA program were taking classes in **Fall 2024**. Thirty-eight percent (38%) were male. Forty-four percent (44%) were African American Non-Hispanic, 48% were White Non-Hispanic, 2% were Asian, 2% were Hispanic, 2% were Native Hawaiian/Pacific Islander, 3% were of two or more race/ethnicities, and 2% were race/ethnicity unknown. (data from TSU Institutional Research Office Enrollment Dashboard, accessed 10/2/2024. Categories are those used by TSU IR).

MISSION: This MPA program mission and values adopted February 2025, replacing the previous mission and values statement adopted in 2018. The language of the five competencies at the program level are provided as part of the NASPAA MPA program accreditation standards.

The MPA mission and public service values statement are also available [online](#).

TSU MISSION

The mission of the Tennessee State University is available at the [President's webpage](#).

COLLEGE OF PUBLIC SERVICE MISSION

Our mission is to educate, socialize and serve students and employers of nonprofit, public, and urban organizations by: [think] providing educational programs that build skills in knowledge of social work, urban affairs, public administration, and leadership; [work] conducting scholarly and applied research activities supportive of these educational purposes; and [serve] consulting and applying research and knowledge of social programs.

MISSION STATEMENT OF THE MPA PROGRAM

Department of Public Administration, College of Public Service, Tennessee State University

MPA Program Mission. Our MPA program prepares public and nonprofit managers and leaders to meet societal needs. We recognize the goals of our students working in, or preparing for, public service by emphasizing flexibility and quality in an online teaching and learning environment. As scholars, we engage in research and service to the University, community, and profession in Middle Tennessee and beyond; these activities enhance our ability to develop students as professionals.

We teach the core concepts of public administration with a focus on real-world issues, analytical problem-solving, and management skills. Students may build specialized skills in public policy, leadership, nonprofit management, or local government management via completion of one of four graduate certificates. As instructors and advisors, we work closely with students to support classroom and career achievement; in return, students are expected to pursue academic excellence and demonstrate integrity.

Public Service Values Statement. The guiding public service values of the MPA program in the College of Public Service at TSU are:

- Public servants should practice impartiality and fairness in their daily work.

- Public servants should work in a competent, transparent, and accountable manner towards the public good.
- Public servants should be responsible and innovative stewards who seek to create the most public value out of scarce resources.
- Public servants should understand, value, and respect both individual differences and commonalities, working to create and maintain thriving organizations and communities.

ADMISSION CRITERIA: See the current [Graduate Catalog](#) for admission criteria to the Graduate School at Tennessee State University (catalog front matter) and to the MPA degree in particular (in the College of Public Service section). The current MPA admissions policy is summarized here: Requirements are (1) Graduate School Application; (2) application fee; (3) undergrad GPA of 2.7 or higher; (5) three recommendation letters from persons familiar with the applicant's potential for masters-level study in public administration (may be from academic personnel, professional supervisors/colleagues, or a mix); and (6) Statement of Purpose in seeking the MPA degree. Applicants with undergraduate GPAs between 2.5 and 2.69 may be considered for admission based on successful completion of a Graduate Certificate with the Department of Public Administration (with a certificate GPA of 3.0 or above). The courses from the certificate count towards your MPA once admitted to the degree program. Applicants must be eligible to take a fully online degree offered by a Tennessee institution. Additional requirements apply by TSU Graduate School policy, as detailed in the front matter of the Graduate Catalog. This overview does not replace the more detailed policies contained in the Graduate Catalog.

NUMBER OF FACULTY TEACHING IN THE PROGRAM: Six full-time faculty taught 50 percent or more of their teaching load in the MPA program in **2024-2025**. Seventy-four percent of all MPA courses were taught by full-time program faculty. Ninety percent of all MPA required ("core") courses were taught by full-time program faculty. All part-time ("adjunct") faculty are hold the doctorate in public administration, public policy and administration, or political science with a concentration in public administration; and have extensive professional experience in the public or nonprofit sectors.

FACULTY IDENTIFIED WITHIN THE UNIT INCLUDING RANK: Please see our [Faculty Directory](#) online.

TUITION COST (IN STATE AND OUT-OF-STATE): [Updated tuition and fee costs](#) are published online by the TSU Bursar for in-state graduate students and out-of-state graduate students. The MPA became a 100% online program in Fall 2020. Students with out-of-state residency who *only register for online courses* at TSU are currently eligible for the "out-of-state eRate," which is lower than standard out-of-state tuition. Visit the Bursar's website and the [out-of-state eRate page](#) for details. A sample total tuition estimate follows, but this would be affected by variation in student course-taking patterns and actual fee changes over time. Tuition and fees at TSU may change over time, as at other state of Tennessee institutions.

[FACTSHEET CONTINUES ON NEXT PAGE]

	<u>MPA degree</u>	<u>MPA degree</u>	
	<i>In-service, no internship required; attend part-time year-round with estimated annual increase</i>	<i>Pre-service, 6-credit internship required, attend part-time year- round*** with estimated annual increase</i>	
	36	42	credits hours to degree
	2	2	years to complete degree (2/2/2 year-round attendance)
<i>Per credit hour, Fall 2025/Spring 2026 rates</i>	6%	6%	estimated annual tuition increase for Year 2
\$ 605	\$22,433	\$26,172	IN-STATE GRADUATE*
\$ 868	\$32,185	\$37,550	OUT-OF-STATE GRADUATE eRATE**

*2025-2026 IN-STATE TSU graduate tuition and fees per <https://www.tnstate.edu/bursar/Tuition.pdf> accessed 6/26/25

**2025-2026 OUT-OF-STATE TSU graduate eRATE tuition and fees per <https://www.tnstate.edu/bursar/eRate.pdf> accessed 6/26/25

***Two-year design length based on part-time year-round attendance (6 credits per term, fall/spring/summer). Pre-service students must complete the 6-credit internship, if they do that in a semester when they also take two courses, 2 years is sufficient as it is for the in-service students. If pre-service choose to do the internship in a semester they are *not* taking other classes, completion would take 7 semesters instead of 6. In general, if students choose to attend at a slower pace within overall degree time limits, that could expose them to more annual tuition changes.

For simplicity, this estimate does not take into account leveling-off of program service fee (one component of total tuition and fees) if more than 8 credits taken in a single semester for in-state. See Bursar fee sheet for full details. Our program is designed to be part-time, so that situation rarely arises and only with dept. chair permission.

Assumptions: 2025-2026 fees are per the [Bursar's fee site](#) as of June 2025. The calculations shown above assume the student attends part-time year-round (6 courses/18 credits per year) and completes the program in two years. The TSU Bursar website as of June 2025 recommends estimating tuition increases at 2-5% per year; to be conservative in our estimate a higher outside estimate of 6% is used here for the second year of study. These values do not include textbooks which are necessary for graduate education. Please see this [notice about textbooks](#) for more information. These figures and estimates are provided for informational purposes; current official rates and fees are published and broken out in more detail at the [Bursar's site](#).

Overall credit requirements: Students with no professional public, nonprofit, or public affairs/government-facing experience are required to complete a 6-credit internship, yielding a total MPA credit requirement of 42. Those with at least one year of professional-level public, nonprofit, or public affairs/government-facing experience may have the internship requirement waived by the advisor, for a total MPA credit requirement of 36. That waiver requires satisfactory completion of an internship exemption paper towards the end of MPA studies, with successful documentation of work experience and relationship to MPA content.

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DESCRIPTION OF FINANCIAL AID AVAILABILITY: Financial aid information for graduate students is available from the [TSU Financial Aid site](#). The department does not have scholarships or graduate assistantships available currently. State of Tennessee employees may have access to state tuition waivers which cover the cost of one course per semester. Employees of Tennessee public higher education institutions may have access to state tuition waivers via their institution. Ask your employer's HR office about the applicability of the waiver or other employer support for graduate study. Students using any kind of fee waiver, employee reimbursement, military benefit, Federal financial aid, or other outside payment/reimbursement process are responsible for knowing the details of the relevant policies and communicating promptly with the Bursar's or Financial Aid office as applicable regarding any questions.

INTERNSHIP PLACEMENT LIST: Below are recent placement types and locations for MPA interns in our program; a six-credit internship is required of "pre-service" students who do not yet have one or more years of professional-level public, nonprofit, or public affairs/governmental relations work experience.

Most students in our program *do* already have this level of experience and are therefore considered "in-service." In-service students may apply for exemption of the internship requirement, a process discussed with the advisor. If the experience is judged appropriate by the advisor, the student must submit the internship exemption paper which includes the relationship of MPA core and elective course content to relevant professional experience (due in the student's final semester). This paper must be evaluated as satisfactory by the advisor for the exemption to be granted.

As most of our students are in-service, in a typical academic year there are 0 to 2 MPA students per academic year who are pre-service completing internships. For more internship locations including older data, plus organization links, visit the [MPA internship page](#).

Type	Internship Location
Nonprofit sector consulting	The Black Mill (fundraising consulting, nonprofit clients; 2024 graduate)
Local	City of Savannah, GA Police Department, NW Precinct Revenue Office (2024 graduate)
Nonprofit	Ronald McDonald House of Alabama (2023 graduate)
State	Tennessee Legislative Internship (multiple recent graduates)
Public sector consulting	Public Consulting Group (policy consulting, state agency clients; 2021 graduate)
Local	City of Tullahoma, TN (2021 graduate)
State	TN Department of Transportation (2019 graduate)
Federal	US Equal Employment Opportunity Commission, Nashville Office (2019 graduate)
Nonprofit	TN County Technical Assistance Service (2018 graduate)
State	Tennessee Advisory Commission on Intergovernmental Affairs (2015 and 2018 graduates)
Nonprofit	Lawyers' Committee for Civil Rights Under Law (DC; 2017 graduate)
Nonprofit	Nashville Area Chamber of Commerce (2017 graduate)
Local	City of Duluth, GA (2016 graduate)
Local	Metro Nashville Police Department (2015 graduate)
Nonprofit	Blood: Water (2015 graduate)
Local	City of Spring Hill, TN (2015 graduate)
State / Higher Education	University of Memphis Office of Governmental Relations (2014 graduate)
Nonprofit	National Women's Survivor Convention (2013 graduate)
Nonprofit	The Good Shepherd Residential Services, Nashville (2013 graduate)
Nonprofit	Nashville International Center for Empowerment (multiple recent graduates)

[FACTSHEET CONTINUES ON NEXT PAGE]

GRADUATE EMPLOYMENT OUTCOMES: Recent alumni employment data for all graduates of each academic year as of 1/27/2024 are shown below and posted on the [MPA program page](#).

Number of MPA alumni by academic year of graduation										
Employment Field	2018	2019	2020	2021	2022	2023	2024	2025	Grand Total	
PUBLIC SECTOR - STATE	3	6	3	7	4	16	8	18	65	44%
NONPROFIT SECTOR	1		2		3	9	5	3	23	15%
PRIVATE SECTOR			1	2	4	1	5		13	9%
PUBLIC SECTOR - LOCAL	1		1	2		2	4	3	13	9%
EDUCATION FIELD (ANY SECTOR)	1	1	2		1	2		1	8	5%
PUBLIC SECTOR - FED		3		1		1		3	8	5%
FURTHER GRADUATE STUDY	2					1			3	2%
HEALTHCARE ADMIN FIELD (ANY SECTOR)	1	1			1			2	5	3%
PUBLIC AFFAIRS/GOV'TL REL'NS (ANY SECTOR)				1		1	3	1	6	4%
LEGAL FIELD (ANY SECTOR)					1				1	1%
PUBLIC SECTOR - INT'L									0	0%
UNKNOWN		1	1	1		1			4	3%
Grand Total	9	12	10	14	14	34	25	31	149	100%

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COMPLETION RATES OF COHORT ENTERING 5 YEARS AGO [these data are updated in Fall each year]: **NOTE** – In general, completion time depends on the number of courses students choose to take per semester: for example, to finish within six semesters, students must choose to take full course loads each semester. It may also depend on whether a student was required to do the internship based on professional experience. The program is designed to be part-time and year-round (2 courses per semester for fall/spring/summer) to meet the needs of our working student population, however some students choose to only take 1 course per semester due to the structure of tuition support from their employer and that is permitted. It will of course prolong time to graduation.

5-year Cohort = all students enrolling for the first time in MPA program in 2019-2020 – all unconditionally admitted

Cohort graduation rate, across conditional and unconditional admits = 90% (18 graduates out of 20 enrolled admits)

For details on the speed of graduation, see table below.

	Number of students	Percent of cohort
COHORT: students enrolling in MPA for first time in academic year 2019-2020 (admitted to MPA in calendar year 2019)	20	100%
Total cohort members graduated with MPA by 10/31/2024	18	90%
Graduated within 6 semesters	12	60%
Graduated within 7-9 semesters	3	15%
Graduated within 10-12 semesters	3	15%
Graduated in more than 12 semesters	0	0%
Cohort member(s) still taking courses or completing final program requirements as of 10/31/2024 *	1 *	5%
Cohort member(s) who stopped taking courses and did not complete the MPA degree as of 10/31/2024		
left in good standing with GPA=4.0 to switch to TSU MBA program, graduated 2021	1	5%
inactive, GPA < 3.0 or other hold	0	0%

COMPLETION RATES OF COHORT ENTERING 6 YEARS AGO [these data are updated in Fall each year]: **NOTE** – In general, completion time depends on the number of courses students choose to take per semester: for example, to finish within six semesters, students must choose to take full course loads each semester. It may also depend on whether a student was required to do the internship based on professional experience. Most students in the program choose *not* to take a full graduate course load (3 courses per semester) due to work obligations, and some choose to only take 1 course per semester due to the structure of tuition support from their employer.

5-year Cohort = all students enrolling for the first time in MPA program in 2018-2019 – all unconditionally admitted

Cohort graduation rate, across conditional and unconditional admits = 58% (7 graduates out of 12 enrolled admits)

For details on the speed of graduation, see table below.

	Number of students	Percent of cohort
COHORT: students enrolling in MPA for first time in academic year 2018-2019 (admitted in calendar year 2018)	12	100%
Total cohort members graduated with MPA by 10/25/2023	7	58%
Graduated within 6 semesters	5	42%
Graduated within 7-9 semesters	2	17%
Graduated within 10-12 semesters	0	0%
Graduated in more than 12 semesters	0	0%
Cohort member(s) still taking courses or completing final program requirements as of 10/25/2023	0	0%
Cohort member(s) who stopped taking courses and did not complete the MPA degree as of 10/25/2023	5	42%
left in good standing with GPA $\geq$ 3.0, personal circumstances (job change, relocation, family, etc.)	2	17%
left in good standing with GPA $\geq$ 3.0, personal circumstances (job change, relocation, family, etc.), finished a certificate	2	17%
switched while in good status to PhD in Public Policy & Administration at TSU (changed career goals), in progress	1	8%
inactive, GPA < 3.0 or other hold	0	0%

COMPLETION RATES OF COHORT ENTERING 7 YEARS AGO [these data are updated in Fall each year]: **NOTE** – In general, completion time depends on the number of courses students choose to take per semester: for example, to finish within six semesters, students must choose to take full course loads each semester. It may also depend on whether a student was required to do the internship based on professional experience. Most students in the program choose *not* to take a full graduate course load (3 courses per semester) due to work obligations, and some choose to only take 1 course per semester due to the structure of tuition support from their employer.

5-year Cohort = all students enrolling for the first time in MPA program in 2017-2018 – all unconditionally admitted

Cohort graduation rate, across conditional and unconditional admits = 38% (3 graduates out of 8 enrolled admits)

For details on the speed of graduation, see table below.

	Number of students	Percent of cohort
COHORT: students enrolling in MPA for first time in academic year 2017-2018 (admitted in calendar year 2017)	8	100%
Total cohort members graduated with MPA by 10/26/2022	3	38%
Graduated within 6 semesters	1	13%
Graduated within 7-9 semesters	1	13%
Graduated within 10-12 semesters	0	0%
Graduated in more than 12 semesters	1	13%
Cohort member(s) still taking courses or completing final program requirements as of 10/26/2022	0	0%
Cohort member(s) who stopped taking courses and did not complete the MPA degree as of 10/26/2022	5	63%
left in good standing with GPA ≥ 3.0, personal circumstances (job change, relocation, family, etc.)	3	38%
inactive without completing any coursework in MPA successfully (ex. withdrew from first semester)	1	13%
switched while in good status to a different master's program at TSU (changed career goals), graduated	1	13%
inactive, GPA < 3.0 or other hold	0	0%

COMPLETION RATES OF COHORT ENTERING 8 YEARS AGO [these data are updated in Fall each year]: **NOTE** – In general, completion time depends on the number of courses students choose to take per semester: for example, to finish within six semesters, students must choose to take full course loads each semester. It may also depend on whether a student was required to do the internship based on professional experience. Most students in the program choose *not* to take a full graduate course load (3 courses per semester) due to work obligations, and some choose to only take 1 course per semester due to the structure of tuition support from their employer.

5-year Cohort = all students enrolling for the first time in MPA program in 2016-2017 – all unconditionally admitted

Cohort graduation rate, across conditional and unconditional admits = 70% (7 graduates out of 10 enrolled admits)

For details on the speed of graduation, see table below.

	Number of students	Percent of cohort
COHORT: students enrolling in MPA for first time in academic year 2016-2017 (admitted in calendar year 2016)	10	100%
Total cohort members graduated with MPA by 10/25/2021	7	70%
Graduated within 6 semesters	2	20%
Graduated within 7-9 semesters	2	20%
Graduated within 10-12 semesters	2	20%
Graduated in more than 12 semesters *	1	10%
Cohort member(s) still taking courses or completing final program requirements as of 10/25/2021	0	0%
Cohort member(s) who stopped taking courses without completing the MPA degree **	3	30%

* This student chose to take 1 course per semester throughout their studies due to the structure of tuition support from their employer.

** Of the 3 cohort members who left program or became inactive, 2 became inactive with GPA < 3.0 or another type of hold; 1 left for personal/relocation/job reasons.

[FACTSHEET CONTINUES ON NEXT PAGE]

RELATIONSHIPS BETWEEN GRADUATE CERTIFICATES AND MPA

Most students who are admitted to the MPA also choose to complete a six-course graduate certificate, which will then dictate the three electives taken in the MPA. The certificates are “stacked” with the MPA curriculum, so those who desire to complete a certificate prior to deciding to seek the MPA may also do so and bring their certificate coursework with them into the MPA. The certificate can also serve as a bridge to the MPA as follows: the MPA requires an undergraduate GPA of 2.7 or above. However, students with an undergraduate GPA between 2.5 and 2.69 who complete all six courses required for a graduate certificate in the TSU Department of Public Administration with a certificate GPA of 3.0 or better may be considered for unconditional admission to the MPA degree, without meeting the 2.7 undergraduate GPA requirement. Students must still meet the other admission requirements of the MPA, and admission cannot take place until after the six courses are showing on the transcript and the GPA threshold is met.

The way in which the curricula of the certificates are stacked with that of the MPA is detailed below for each certificate. Note that credits used towards a different, completed graduate *degree* cannot be counted towards the MPA; but credits earned in the course of a graduate *certificate* may. Students who completed a certificate in the past under a different curriculum may not be able to bring all courses into the MPA curriculum, they should consult the Department Chair for their situation. The six-year limit on using courses towards a master’s degree (Graduate School policy) still applies and if the certificate courses will have aged out by MPA completion a time extension appeal will need to be filed. Contact the Department Chair for information given your specific situation.

GRADUATE CERTIFICATE IN PUBLIC POLICY – ([link](#)) three courses are MPA core courses (6410, 6210, 6130); the other three courses count as the three MPA electives (6430, 6450, 6390). Therefore, all SIX certificate courses may be counted towards the MPA if a student has completed or is pursuing the Public Policy certificate concurrently.

GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT – ([link](#)) three courses are MPA core courses (6210, 6130, 6240); the other three courses count as the three MPA electives (6190, 6950, 6960). Therefore, all SIX certificate courses may be counted towards the MPA if a student has completed or is pursuing the Nonprofit Management certificate concurrently.

GRADUATE CERTIFICATE IN LOCAL GOVERNMENT MANAGEMENT – ([link](#)) Three courses are required core courses in the MPA (6210, 6230, 6240). The remaining courses may be counted as MPA electives (6290, 6420, 6440). Therefore, all SIX certificate courses may be counted towards the MPA if a student has completed or is pursuing the Local Government Management certificate concurrently.

GRADUATE CERTIFICATE IN PA EXECUTIVE LEADERSHIP – ([link](#)) PADM 6240 and PADM 6310 are already MPA core courses. With department chair permission, PADM 6270 Seminar in Administrative Leadership may be substituted for MPA core course PADM 6490 Politics of Administration. The other three certificate courses (PADM 6400, PADM 6420, and PADM 6260) may be used to fill the three elective slots in the MPA curriculum. Depending on individual timing of student course-taking, with department chair permission PADM 6260 may be substituted for PADM 6230 in the MPA core curriculum and a third elective will be taken such as PADM 6290 Seminar in Intergovernmental Relations. Therefore, all SIX certificate courses may be counted towards the MPA if a student has completed, or is pursuing the Exec. Leadership certificate concurrently.

OTHER SPECIAL CASES: TGMI OR LEAD – TGMI and LEAD are intensive TN state government leadership curricula for which individuals are selected competitively. Individuals admitted to a relevant program who successfully completed one or both of these programs at the state may be eligible to receive credit for a *single* course, PADM 6270 Administrative Leadership (required for the Graduate Certificate in PA Executive Leadership) and which may count towards the MPA curriculum with department chair permission). If a student wants to pursue this option, they must contact the department chair. **[END FACTSHEET]**