



# Portland State UNIVERSITY

## **Executive Leadership Institute Mark O. Hatfield School of Government**

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*Preparing administrators for tomorrow's leadership challenges*

## **2009 Executive MPA Application Instructions**

### **Executive MPA Application Process**

#### **ADMISSIONS CRITERIA**

To qualify for the Executive MPA Program, students must meet the threshold requirement of 10 years of significant work experience in a combination of the public, private or nonprofit sectors.

This requirement will be assessed by examining your professional resume, application essays and letters of reference. In particular, the Admissions Committee will pay special attention to the following combination of criteria:

- Kind and amount of organizational experience
- Programmatic and/or management experience
- Line management responsibility
- Amount and scope of budgetary responsibility
- Potential value of program to advance participant to the next level of leadership responsibility

Your application materials will also be evaluated based on the unique attributes and experiences you can bring to the cohort learning experience.

Students must have the equivalent of a US four-year bachelor's degree and meet general university admissions standards to be considered for admission into the Executive MPA Program. Application deadline is August 31, 2009.

## APPLICATION INSTRUCTIONS

Applicants must submit two application packets: one to Portland State University's Office of Admissions and one to the Executive MPA Program. The admission process will be delayed if incomplete applications are submitted.

### Application Packet 1: PSU Office of Admissions

Return the following items to the Office of Admissions, Registration, and Records **as a complete packet**:

- University Application for Graduate Admission form (**enter 'PAEX' in the major code field**) located at: [http://www.gsr.pdx.edu/forms/grad\\_app.pdf](http://www.gsr.pdx.edu/forms/grad_app.pdf).
- \$50.00 non-refundable application fee. The fee is good for one year. Pay by check, money order, or credit card. *Do not send cash.*
- One official transcript (in a sealed envelope from the issuing institution) from **each** post-secondary institution attended (a transcript from PSU is not required).

For additional information on the university application process, please visit the Admissions Office website at: <http://www.pdx.edu/admissions/graduate.html>.

**Return Application Packet #1 to:  
Portland State University Office of Admissions P.O. BOX 901  
Portland, OR 97207-0901**

### Application Packet 2: Executive MPA Program

Return the following items to the Executive Leadership Institute **as a complete packet**:

- Executive MPA Application form (attached). The form can be filled out electronically at: <http://www.eli.pdx.edu/empa>.
- One official transcript (in a sealed envelope) from **each** post-secondary institution attended.
- Copies of official course descriptions and syllabi for all non-PSU graduate courses that you would like evaluated for transfer credit.
- Application essays (essay questions included in Executive MPA Application form).
- Copy of current professional resume.
- Three letters of recommendation from academic or professional references (no standardized form required).

*No GRE test scores are required for program admission*

**Return Application Packet #2 to:  
Executive Leadership Institute, Mark O. Hatfield School of Government  
Portland State University  
P.O. BOX 751 (PA-ELI)  
Portland, OR 97207-0751**

Executive Leadership Institute. Mark O. Hatfield School of Government. Portland State University  
PO Box 751 (PA-ELI) Portland, OR 97207-0751  
(503) 725.5165  
[www.eli.pdx.edu/empa](http://www.eli.pdx.edu/empa)

## APPLICATION DEADLINE AND REVIEW PROCESS

**The application deadline for the 2009 cohort (launching September 2009) is August 31<sup>st</sup>, 2009.**

Upon receipt of your application, the Admissions Committee will review your application packet and notify you of their decision shortly before the launch of the cohort in mid-May. Admissions decisions will fall into three categories:

- **Unconditional Admission:** An applicant is admitted into the program with no conditions or restrictions.
- **Conditional Admission:** An applicant is conditionally admitted into the program and must demonstrate satisfactory performance in 2 or more courses (as determined by their advisor) before granted unconditional student status.
- **Denial:** An applicant's qualifications and experience do not meet admissions criteria.

Important Note: Interviews with applicants may be requested by the Admissions Committee prior to issuing an admissions decision.

If you do not join the cohort to which you are admitted, your admission application will be automatically cancelled unless you notify PSU Admissions and the Executive Leadership Institute.

## TRANSFER CREDIT POLICY

Students are eligible to apply up to 15 credits of previous coursework to the Executive MPA Program, provided they received at least a B- grade in each course, the courses were taken at an accredited college or university, and the course work is not more than seven years old at the time of graduation from the Executive MPA Program. This policy applies to coursework taken at all institutions, including Portland State University.

All pre-admission/transfer credit will be evaluated for suitability and is subject to approval by program faculty. **Pre-admission/transfer credit will only be evaluated and approved during the application process. No additional credit received outside of the Executive MPA Program can be applied to degree requirements once a student has been admitted into the program.** Students seeking pre-admission/transfer credit for courses taken at an institution other than PSU must submit official course descriptions and syllabi with their departmental application form.

Students are encouraged (but not required) to attend course sessions with their cohort even if they have been granted pre-admission credit for a particular course. No additional coursework will be required of students for courses they have already completed. Your program fee will also be reduced if applying pre-admission credits to your degree requirements.