

# Graduate Certificate in City and County Management

Local government is increasingly being described as the level of government "where things get done!" This certificate is designed for those who are interested in a career in local government organizations (cities and counties) or in non-profit or private sector organizations that collaborate or serve local governments. It offers broad coverage of the leadership and management skills that local government professionals need as well as more in-depth instruction on key issues facing modern communities.

## Admission to Graduate Studies

An applicant seeking to pursue graduate study in the College may be admitted as either a degree-seeking or non-degree seeking student. Policies and procedures of Graduate Studies govern the process of Graduate admission. These may be found in the Graduate Studies (<https://catalog.ku.edu/graduate-studies/>) section of the online catalog.

Please consult the Departments & Programs (<https://catalog.ku.edu/liberal-arts-sciences/>) section of the online catalog for information regarding program-specific admissions criteria and requirements. Special admissions requirements pertain to Interdisciplinary Studies degrees, which may be found in the Graduate Studies section of the online catalog.

## Admission

The School of Public Affairs & Administration (SPAA) accepts students on a rolling admissions basis. Students may apply to be admitted for either the fall, summer or spring semesters. Applicants for the certificate are required to meet the following program requirements:

- An undergraduate degree with a GPA of 3.0 (if the undergraduate degree was awarded in the last three years);
- at least three years of managerial experience or be already admitted to any graduate programs of KU or already have a graduate management or leadership degree from an accredited institution; and
- the University requirement that Non-native speakers of English meet Graduate Studies English proficiency (<https://gradapply.ku.edu/english-requirements/>).

Current graduate students who wish to earn a graduate certificate credential in any of the SPAA certificates must submit a graduate application for the specific certificate program (<https://gradapply.ku.edu/apply/>) no later than enrollment in the final course that will count toward the certificate.

Individuals who are not already enrolled as KU graduate students must complete an [application to Graduate Studies \(https://gradapply.ku.edu/apply/\)](https://gradapply.ku.edu/apply/) for admission into the certificate program and submit an application fee along with the following materials:

- A current resume.
- A statement of interest in the graduate certificate program. This 1-2 page narrative should summarize your education, employment history, career goals, and how this certificate will bolster your professional aspirations.

- Official transcripts of baccalaureate degree/s and any post-baccalaureate course work.

The admissions committee may request additional materials if needed to assess an applicant's ability to be successful in the coursework.

More information about admission and program requirements is available on the SPAA Graduate Certificate page (<https://spaa.ku.edu/graduate-certificates/>).

## Certificate Requirements

The certificate is comprised of 4 courses for a total of 12 graduate credit hours. Other courses may be substituted with approval of the MPA Faculty Director. Students who wish to pursue both the City and County Management and Public and Nonprofit Management graduate certificates must seek approval from the MPA Faculty Director. PUAD 834 will count toward both certificates, but the student must take one additional elective to meet the 12 credit-hour completion requirement for each. Otherwise, Student pursuing more than one SPAA certificate may use a maximum of one course to count towards both certificates. While completing the following degree requirements, graduate students are expected to understand and follow Office Graduate Studies policies relevant to their student status and academic standing.

Code	Title	Hours
Required course work:		
PUAD 825	Urban Policy and Administration	3
PUAD 834	Human Resource Management	3
PUAD 837	Advanced Public Budgeting and Finance	3
1 course from the following or another department-approved course:		
PUAD 702	Diversity and Social Equity in Public Administration	3
PUAD 853	Policy Analysis	3
	or PUAD 863 Program Evaluation	
UBPL 730	City and County Planning	3