

# 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

### Admission Requirements

- All applicants must meet the requirements outlined in the Admission to Graduate Study (<https://policy.ku.edu/graduate-studies/admission-to-graduate-study/>) policy.
- Bachelor's degree: A copy of official transcripts showing proof of a bachelor's degree (and any post-bachelor's coursework or degrees) from a regionally accredited institution, or a foreign university with equivalent bachelor's degree requirements is required.
- English proficiency: Proof of English proficiency (<https://gradapply.ku.edu/english-requirements/>) for non-native or non-native-like English speakers is required. There are two bands of English proficiency, including Admission and Full proficiency. For applicants to online programs, Full proficiency is required.

### 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); 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/>) 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 of Graduate Studies policies (<https://policy.ku.edu/office/Graduate-Studies/>) 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:		3
PUAD 851	Infrastructure Management	
PUAD 853	Policy Analysis	
	or PUAD 863 Program Evaluation	
PUAD 898	Leading to Create a Culture for High Performance	
UBPL 730	City and County Planning	
<b>Total Hours</b>		<b>12</b>

At the completion of this program, students will be able to:

- contribute to a range of substantive policy and administrative issues facing communities and governments.
- effectively apply human resource management theories to a municipal workforce.
- analyze and prioritize community resources and needs as part of the local budget process.