

MASTER OF SCIENCE IN HUMAN SERVICES ADMINISTRATION

Admission Requirements

Any person holding a bachelor's degree from an accredited institution and having an overall grade point average of 3.0 or better in the last two years of undergraduate study may enter the Master of Science in Human Services Administration (MSHSA) program.

For regular admission the applicant for the MSHSA program is required to write an essay that outlines the prospective student's educational goals and the ways in which the program meets these goals. This statement of purpose and three letters of recommendation are submitted to the Program Coordinator and is read by a faculty admissions committee. In addition the prospective student must also schedule an interview with the MSHSA Coordinator to discuss the suitability of the degree to the applicant's needs and strengths. The applicant is required to submit official transcripts of all post-secondary education and three letters of recommendation. A student who has not gained regular status after two semesters may be placed in non-matriculated status. An applicant may be granted provisional admission to the degree program and pursue work toward the degree prior to receipt of all transcripts; however, the transcripts must be filed before the end of the initial semester of enrollment in order for the student to continue to enroll.

Provisional admission may also be granted to an applicant whose upper-division grade point average (last two years) was less than 3.0. Such a student is admitted on the condition that the student attain a 3.0 or better in the first six hours of course work. Failure to achieve this minimum requirement can result in the student's being dropped from the program. An applicant with an undergraduate grade point average less than 3.0 who holds a graduate or professional degree or who has demonstrated success in business, professional, or community work may be admitted as a provisional student. Such a student may be considered for regular status on completion of 6 credits with a 3.0 or higher average in the program.

The regular admission of any applicant to the Master of Science in Human Services Administration requires the recommendation of the MSHSA Coordinator, the Dean of the College of Liberal Arts, and the approval of the Dean of Graduate Studies.

Course Requirements

The program of 33 semester hours includes nine required courses, one approved elective, and a directed final project. The current curriculum and courses are specifically designed to prepare students for middle and upper level administrative positions in nonprofit human service organizations and cover areas such as human resource management, financial administration and resource development, and data administration. Students with strong backgrounds in any of the required courses may take an exemption examination which, if successful, will allow the student to take an elective course in place of the required course. Each student will work out a curriculum with the Coordinator of the MSHSA program.

Note: *Only grades earned in courses applicable to the MSHSA may be used to determine continuation in the program or removal from probation.*

Directed Final Project

This component of the MSHSA curriculum is designed to prepare the student for a lifetime of skilled practice based on current research, theory and practice. The directed final project is completed in one semester. The nature of the project is determined by the student in consultation with the project advisor. Instructions regarding the preparation and submission of the project are in the MSHSA Handbook. All projects are presented at a public forum at the end of the semester in which the project is done.

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Total Hours: 33

<u><i>Basic Core Courses</i></u>	<i>Hours</i>
Sociology 620	3 hours
Human Services Administration 702	3 hours
Human Services Administration 703	3 hours
Human Services Administration 704	3 hours
Human Services Administration 706	3 hours
Human Services Administration 710	3 hours
Human Services Administration 734	3 hours
Human Services Administration 761	3 hours
Human Services Administration 762	3 hours
<u><i>Nonprofit Administration Track</i></u>	
Human Service Administration 780	3 hours
Human Service Administration 799	3 hours
<u><i>Development Track</i></u>	
Human Services Administration 763	3 hours
Human Services Administration 764	3 hours