Graduate Certificate in City and County Management

The Hugo Wall School of Public Affairs offers the Graduate Certificate in City and County Management. This 12-hour graduate certificate program offers advanced study in city and county management. The program enhances students’ career opportunities and provides state and local practitioners in city and county management an avenue to improve their skills.

The four-course sequence includes three required courses:

- PADM 725 Public Management of Human Resources
- PADM 825 State and Local Government Administration
- PADM 865 Public and Nonprofit Financial Management

And one of the following:

- PADM 760 State and Local Economic Development
- PADM 771 Planning Process
- PADM 775 State and Local Government Law
- PADM 785 Public Works Administration

Completion process:

1. Students who are already admitted to an appropriate Graduate category and who are interested in pursuing a graduate certificate must declare their intent to do so by filling out the online Declaration of Intent to Pursue a Graduate Certificate form at www.wichita.edu/GrCertIntent

2. Graduate School staff will then verify eligibility for the certificate with that program area, and add the appropriate codes to the student record to indicate their intent to pursue the certificate.

3. In the semester the certificate requirements are met students must:
   - Prepare (with graduate advisor) and submit (to the Graduate School) a Plan of Study (for the certificate).
   - Submit an Application for Graduate Certificate, along with the $15.00 filing fee, online through the Graduation Links channel in the myWSU portal, no later than the 20th day of classes for the fall or spring semester or the 10th day of classes for the summer semester.

Note:

- A cumulative grade point average of 3.000 must be maintained for all courses comprising the certificate program with no grades lower than that which generate 2.0 grade points.
- Substitutions and transfer work are generally not allowed for graduate certificates.
Admission Requirements:

Students seeking this graduate certificate program must be admitted to the Graduate School in either degree bound status, or non-degree Category A status. International students will not be issued an I-20 for pursuing a certificate program only. They may obtain a certificate only while concurrently pursuing a graduate degree. Students who have a previous graduate admission status should contact the Graduate School to determine if they need to apply for admission to an appropriate status, or simply need to reactivate their enrollment file, and declare their intent to pursue a graduate certificate.

Degree Admission – The student must have earned a bachelor’s degree from a regionally accredited institution or a recognized institution in another country whose requirements for the bachelor’s degree are substantially equivalent to an American four-year bachelor’s degree. The student must also have a grade point average of at least 2.750 based upon the last 60 hours of course work (or nearest semester or term break to this), including any post-bachelor’s graduate work, and no more than 9 hours of background deficiencies in the desired field. Some programs may require a higher minimum grade point average, as well as additional supporting materials. Visit www.wichita.edu/gradprograms for details on any departmental requirements.

Non-Degree, Category A – Students who already possess a graduate degree and who do not wish to pursue a second degree, or who wish to only pursue a graduate certificate should apply for non-degree, Category A admission. Admission to this category requires the applicant to either hold a graduate degree from a regionally accredited institution or recognized institution in another country, OR if the applicant does not hold a graduate degree, he or she must meet the same requirements as if they were applying for a degree program.

Details on how to apply for admission can be found online:
- Domestic Applicants:  www.wichita.edu/grdappinfo
- International Applicants:  www.wichita.edu/grinappinfo

NOTE: When applying for admission please indicate in the Additional Information field that you are interested in pursuing this specific certificate, so your file can be coded appropriately.

Certificate programs are not eligible for Title IV (federal financial aid) funding unless the certificate is a requirement of a degree program.

The exceptions are approved programs of at least one academic year in duration that leads to a certificate and prepares students for gainful employment in a recognized occupation. Approved programs will be designated with disclosure information on the program web page in the applicable academic college.

For more information:
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Apply On-Line to Graduate School:  www.wichita.edu/apply