



# VILLANOVA UNIVERSITY

Department of Public Administration  
MPA Program – Campus

## Certificate Completion Form

To be completed by student:

I, \_\_\_\_\_, Student ID: \_\_\_\_\_  
have successfully completed the requirements for the following certificate program:

### Completed Courses

Course Number and Name	# of Credits	Session/Semester Completed

### Certificate Requirements

The **Graduate Certificate in Public Administration** will be awarded upon successful completion of fifteen graduate credits, consisting of: two required courses (6 credits) MPA 8001 and MPA 8002, and nine credits of electives from the MPA curriculum.

The **Graduate Certificate in City Management** will be awarded upon successful completion of a 15-credit program consisting of 3 required courses (9 credits) and 6 credits of electives. [Review the specific requirements here.](#)

The **Graduate Certificate in Nonprofit Management** will be awarded upon successful completion of a 15-credit program consisting of 3 required courses (9 credits) and 6 credits of electives. [Review the specific requirements here.](#)

## Mailing Address for Certificate

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<i>Address1</i>		<i>Address2</i>
<hr/>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>

## Submission and Review Process

Once completed, please save the PDF form and email to the Department of Public Administration at: [publicadmin@villanova.edu](mailto:publicadmin@villanova.edu)

**Please Note:** Earning a certificate requires a B (3.0) or higher cumulative GPA in the courses required for the certificate program. Therefore, earning a certificate is subject to final approval from the Department that all course and academic requirements were met in the appropriate time frame.

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## For Department Use Only

Please confirm below that the above information is correct and that the student has an overall grade point average of 3.00 or above in these courses.

Chairperson's Approval 

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<i>Name</i>	<i>Date</i>