Public Administration and Urban Policy

PhD Student Handbook

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This handbook is designed to supplement the current Old Dominion University Graduate Catalog and assist students in the planning of their program. Any conflicts between the two documents are unintentional and will be resolved in favor of the University requirements as stated in the catalog. Please note that in some cases, program requirements may exceed university minimum requirements.
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INTRODUCTION

Old Dominion University promotes the advancement of knowledge and the pursuit of truth. It develops in students a respect for the dignity and worth of the individual, a capacity for critical reasoning, and a genuine desire for learning. The University fosters the extension of boundaries of knowledge through research and scholarship and is committed to the preservation and dissemination of a rich cultural heritage. Old Dominion University is old enough to value tradition yet young enough to facilitate change. In a spirit of creative experimentation, the University is ready to meet the challenges of the twenty-first century. This mission drives the Doctor of Philosophy degree program in Public Administration and Urban Policy.

Housed in the School of Public Service (SPS), the Doctor of Philosophy in Public Administration and Urban Policy is a multi-disciplinary degree program designed to address the complex human, social, and technological problems of contemporary society. The program provides conceptual and theoretical knowledge as well as practical skills within a broad urban context. Graduates of the program receive a Ph.D. in Public Administration and Urban Policy degree and will be qualified to assume roles in public and non-profit management, policy analysis, careers in higher education, and urban governance. The doctoral program advances knowledge in the areas of public administration and public policy. While maintaining breadth through a wide range of cognate areas, the program offers both theoretical knowledge and research skills.

The Ph.D. program in Public Administration and Urban Policy, therefore, focuses on (1) developing effective public, non-profit sector, and policy leaders throughout Hampton Roads, the Commonwealth of Virginia, and the nation, who have both content knowledge and research skills; (2) educating individuals who intend to pursue academia as a vocation in colleges and universities in Virginia as well as nationally and internationally; (3) building collaborative research and demonstration initiatives with community and government (local, state, national,
and international) agencies that link research initiatives to public management, policy improvement, and economic development; and (4) providing the linkages among content knowledge, research, and field experiences for all doctoral students.

PROGRAM STANDARDS

The objective of the Ph.D. in Public Administration and Urban Policy is to assure that graduates become content area experts with 48 semester credit hours of doctoral level course work and 12 semester credit hours of dissertation credit. Specifically, students will master a common body of knowledge in three areas: the foundation in public administration and public policy (12 semester credit hours of core courses), one of two concentration tracks with courses specific to either public administration or public policy (12 semester credit hours of concentration courses), and a foundation in research skills (12 semester credit hours of quantitative and qualitative research courses). Additionally, each student will complete nine semester credit hours of unique cognate courses that are selected by the student with the advice and consent of the student’s Advisory Committee and the Ph.D. Graduate Program Director (GPD). Each student will also complete three semester credit hours of Dissertation Seminar after the completion of coursework and before beginning the dissertation process. Through this approach all program graduates will have the opportunity to develop a substantive body of knowledge in public administration and public policy and will acquire analytical and research skills to enable them to become educators, leaders, and researchers in their chosen areas of specialty.

REQUIREMENTS FOR ADMISSION

Applicants for the doctoral program must have a master's degree in an appropriate discipline from an accredited institution of higher education. A minimum grade point average of 3.25 on a 4.0 scale and a total minimum score of 1150 (Verbal + Quantitative) on the Graduate Record Examination (GRE), including a minimum score of 500 on the verbal section is required. The Admissions Committee may consider substituting the Graduate Management Admission Test (GMAT) in lieu of the GRE. In this case, the minimum GMAT score required is 600.
Applicants whose native language is not English must score a minimum of 550 on the Test of English as a Foreign Language. Upon admission, the student should contact the Ph.D. Graduate Program Director in SPS for advisement.

Applicants to the doctoral program should request an application form from the Office of Admissions of Old Dominion University, or apply electronically through the university’s web site. The application should be filled out completely and submitted to the Office of Graduate Admissions. Application decisions for admission to the program are made once per year in April. However, applicants may submit application materials at any time during the year. To be considered for admission, all application materials must be on file with the Admissions Office no later than March 15. Students accepted in the program may begin their course work in the summer or fall terms following successful admission to the program.

Students may choose to defer their admission up to two semesters beyond the first fall semester after admission. Students choosing to defer admission must notify both the GPD and the Office of Admissions of their decision to defer. Students offered financial assistance who choose to defer will not be guaranteed that funding will be available at a later date. Applications must contain the following materials and should be sent directly to the Office of Graduate Admissions:

- Three letters of recommendation from academic sources (e.g., professors from previous degree work). If it is not possible to secure three academic references, please contact the GPD for advice on acceptable substitutes.
- A three- to six-page double-spaced written statement of academic and professional goals. The focus of the essay should be on how the Ph.D. degree in Public Administration and Urban Policy will assist the applicant in advancing his/her professional development, and why the applicant wishes to pursue these goals at Old Dominion University and in the School of Public Service.
- Transcripts from all institutions of higher education attended.
- Aptitude scores on the GRE, or in cases of substitution, the GMAT, taken within five years prior to applying for admission. In exceptional circumstances, the Admissions
Committee may also accept valid LSAT scores. Scores from the Miller Analogies Test (MAT) are not accepted or considered for admission.

- Valid scores on the TOEFL for any applicant whose native language is not English, or who does not hold a graduate degree from a US university.

**Transfer of Credit Policy**

Upon the recommendation of the GPD, students may transfer up to 12 credit hours of approved course work from a nationally accredited institution. Coursework must be beyond the master's degree and taken prior to admission to the Ph.D. program. This transfer is accomplished by submitting Graduate Form 1 to the GPD; students may also be required to submit syllabi from those courses. Transfer of credit, however, is not automatic and must meet the following criteria:

- Must have been taken at an accredited institution subsequent to the award of the master's degree;
- Must be a bona fide graduate course at the 600 level or above;
- Must be compatible with, and contribute to, the student's program of study;
- Must have been completed with a grade of "B" or better;
- Must be acceptable toward a comparable degree at the institution that offered the course.
- Must not have been completed by correspondence, online or virtual formats, nor by exemption through an examination;
- Must have been completed within eight years of the date of transfer. Any course that reaches the eight-year limit (from the date of original completion) prior to graduation from the Ph.D. in Public Administration and Urban Policy program must be validated by the university at which the student completed the course work. Additionally, courses taken at Old Dominion University prior to formal admission must be approved by the GPD if they are to be incorporated into the student's course of study. These courses will be included in the twelve-credit limit of courses accepted for transfer.
Non Degree-Seeking Students

Because students will only be admitted once per year, students who wish to remain active in an academic setting may wish to register for courses on a non degree-seeking basis prior to formal admission to the program. With the permission of the GPD, prospective students may be given permission to take a maximum of two 800-level courses, no more than one per semester, prior to formal admission to the Ph.D. program. Registration in these courses is only allowed after current (admitted) students are accommodated, and may not include any of the core courses (PAUP 801, PAUP 802, PAUP 803, PAUP 808, PAUP 809, or PAUP 810). Students may continue to register for additional 600- or 700-level courses consistent with existing departmental policy. The grades earned in these classes will not be considered by the admissions committee during application review, but will count toward the twelve-credit limit for transfer courses (see Transfer of Credit Policy, above).

Students wishing to register for these courses as non degree-seeking students should contact the GPD to discuss the available options. The GPD will determine the student’s suitability to participate in these courses, including a student’s demonstrated academic achievement and motivation for full admission to the Ph.D. program. If permission is granted, students should contact the Admissions Office to obtain clearance to register for courses at Old Dominion University as a non degree-seeking student. Non degree-seeking students are not eligible to receive financial assistance.

FINANCIAL AID

Old Dominion University offers financial assistance to graduate students. Types of aid include research assistantships, teaching assistantships, fellowships, grants, scholarships, and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study; students receiving financial assistance may not hold other full-time or part-time employment without the consent of the GPD and the Chair of SPS. In the case of research assistantships, students are also required to work 20 hours per week with an assigned faculty member. Teaching assistantships require 20 hours per week as assigned by the department. This work may include assisting faculty in the classroom, teaching independent sections of a course,
research assistance to a faculty member, or a combination of these activities. Students seeking financial aid should contact the GPD directly prior to the admission deadline to express their desire for financial assistance.

Students may receive an assistantship or fellowship or sometimes a combination of both. Amounts for assistantships are typically $10,000 to $12,000 and fellowships from $12,000 to $15,000. Additionally, tuition is waived for Ph.D. research assistantships. Please note that financial assistance is generally not available during the summer term.

In keeping with the requirements of the Office of Graduate Studies, financial assistance awards will be awarded strictly on the basis of merit, and will be used to attract and retain the best students into the Ph.D. program. Award decisions will be made during each admissions cycle. The Admissions Committee in the department makes recommendations for funding to the Chair of the department. The committee has the ability to recommend the award of all available assistantship positions, or may withhold some if it is determined that there are not students of sufficient quality to make all of these awards. In this instance, the committee may recommend that any available assistantship money be awarded to a worthy student that has exhausted their normal eligibility for financial assistance.

Offers of financial assistance are generally made at the beginning of a student’s program of study, although students may apply for financial assistance at any point during their course of study. Awards are very competitive, and are made based on the academic qualifications of the applicant and the availability of financial resources from the college and university. A student in good standing in the Ph.D. program may expect up to four years of funding, provided all of the following conditions are met:

- Funding is available from the college and the university, or through any grant funding available within the department;
- the student remains in good academic standing, as described elsewhere in this manual, and continues to make satisfactory progress toward completion of the degree;
- the quality and quantity of the student’s work (for GRA or GTA positions) is deemed
acceptable by the faculty member(s) to whom the student is assigned, and the GPD;
• the student makes satisfactory progress toward completion of the dissertation (dissertation fellowships); and
• the student does not hold other full-time or part-time employment while receiving financial assistance, unless approved by the GPD and the Chair of SPS.

Student assistantship or fellowship performance will be evaluated each semester by the student’s supervising faculty member and the GPD. Any student whose work performance is deemed to be unsatisfactory may immediately be placed on a one-semester probationary period by a majority vote of the SPS tenure-track faculty. If the student’s performance is not rated to be satisfactory in all subsequent semesters, the student’s funding will be discontinued, regardless of academic standing. In cases of egregious behavior, the faculty may discontinue a student’s financial assistance immediately, regardless of previous ratings or performance. In exceptional circumstances, and pending availability of funds, students may apply for a limited amount of funding beyond the four-year limit.

In addition to financial aid offered by the University, graduate students may be eligible for aid administered by other agencies. For information about part-time employment, scholarships and student loans, contact the Office of Student Financial Aid, Old Dominion University, Norfolk, VA 23529-0052, (757) 683-3683.

RETENTION STANDARDS
In order to remain in good standing in the Ph.D. program, students must maintain a Grade Point Average (GPA) of at least 3.25. If a student falls below 3.25, they will be placed on probation for a period of one semester. If, at the end of the probationary semester, the student’s GPA remains below 3.25, the student will be indefinitely suspended from the program. If a student earns a grade of C+ or lower in a course, that course will not count toward the student’s degree, and must be repeated and a grade of at least B- recorded for that course.

Students may earn no more than one grade lower than B- in course work attempted while
enrolled in the Ph.D. program. If a student earns a second grade lower than B-, the student will be indefinitely suspended from the Ph.D. program. Likewise, any student who earns a grade of F in any course work attempted while enrolled in the Ph.D. program will be indefinitely suspended from the program.

Earning a Ph.D. is more than an exercise in receiving acceptable course grades. Graduates of ODU’s Ph.D. program in Public Administration and Urban Policy are expected to embody values such as honesty, integrity, and fairness, and are expected to conduct themselves in a manner consistent with the expectations of the academy. Likewise, students are expected to exhibit growth in their intellectual capabilities and the integration of the scholarly tenets of their chosen discipline. These expectations are ultimately critical to a successful dissertation experience, as well as the ability to maintain the quality and reputation of the Ph.D. program, the department, and the university. Students who fail to meet these expectations may, in accordance with the Student Performance Review Policy, be dismissed from the Ph.D. program, regardless of the student’s current grade point average. Students have the right to appeal the decision of the faculty to the Dean of the College of Business and Public Administration.

**STUDENT ADVISING**

Upon initial admission to the Ph.D. program, the GPD will serve as the student’s academic advisor. Students are required to meet with the GPD to discuss academic goals, interests, class schedules, and registration requirements for these initial semesters. Students will be blocked electronically from registration until these issues are settled. Students may register only for the courses approved by the GPD, and will be administratively dropped from any course for which a student has registered without prior permission of the GPD.

By no later than the end of a student’s second semester in the program, the student must identify an Advisory Committee consisting of two tenure-track faculty members, at least one of whom must be tenured, from SPS. The purposes of the committee are to:

- Assist the student in planning the balance of the Plan of Study, including specific course selection and course sequencing;
• Approve registration selections for each semester;
• Provide mentorship in terms of expectations of performance, behavior, values, and integration into the discipline of public administration and public policy;
• Assist the student in the choice of an appropriate cognate area and appropriate Cognate Professor;
• Assist the student in preparation for the comprehensive examinations;
• Encourage and assist the student in the preparation of manuscripts for presentation at scholarly conferences, and preparation and submission of manuscripts for publication;
• Evaluate the student’s performance and progress toward the degree on an annual basis, as described in the university’s Graduate Catalog; and
• Provide the student with necessary advice and counseling to ensure the student’s success in the Ph.D. program.

The student may choose any two tenure-track members of department to serve as the Advisory Committee. The GPD will serve as an *ex officio* member of each committee, but if the GPD is chosen as a committee member by the student, a third committee member is not required. Students should notify the GPD of their choice of a committee after seeking the acceptance of the faculty committee members. A student may choose to reconstitute the Advisory Committee membership at any time, but the GPD must be notified of any changes in committee membership. The Advisory Committee is officially dissolved at the conclusion of the comprehensive exam process. A student may choose to ask one or more Advisory Committee members to serve on the dissertation committee, but there is no requirement for overlapping membership between committees. Students should meet with their committee at least once per semester.

**Student Performance Review**

Each Ph.D. student is required to undergo a diagnostic review by their Advisory Committee each year. In addition to certifying that the student is making satisfactory progress toward the degree (i.e., in compliance with the continuance and retention policies), the evaluation will include an examination of the following factors:
• Professional integrity, professionalism, and ethical behavior, as reflected in the ASPA Code of Ethics
• Socialization
• Collegiality and personal behavior
• Non-academic performance (e.g., publication efforts, conference papers, participation in departmental and program events, etc.)
• Capability and desire to pass comprehensive examinations and complete a dissertation in a timely fashion

If a student receives an unacceptable review, the student will be brought before the faculty to discuss their past performance as well as their future in the Ph.D. program. An integral part of this meeting would be to counsel the student. In lieu of an appearance, students may elect to write a letter of explanation to the faculty. The faculty will have the ability, by majority vote of the tenure-track faculty, to place the student on departmental probation for one semester, or to dismiss the student immediately, regardless of academic standing or time in the program. If the faculty chooses to place the student on departmental probation and the student fails to meet faculty expectations by the end of the semester following this decision, the student will be automatically dismissed. If a student improves but then receives a second unacceptable review, they will be automatically placed on a one-semester suspension from the program; if there is a third occurrence, the student will be automatically dismissed, regardless of their academic standing or time in the program. As noted in the Retention Policy, students may appeal the faculty decision to the Dean of the College of Business and Public Administration.

Socialization Meetings
An integral component of successful doctoral study is the socialization of the student into the discipline and the academy. This socialization process is critical to the long-term success of any Ph.D. student, whether they seek a career in academia or elsewhere. All Ph.D. students are required to attend at least seven designated socialization events during their Ph.D. program. This is a non-credit program, but no student will be certified for graduation until this requirement is
met. The department will designate at least 3-4 of these events each year, and the events will be advertised in Ph.D. classes and via email. Events may also be held during the summer term.

PROGRAM ORGANIZATION AND PLAN OF STUDY
The program is organized as follows:

- Prerequisites (credit varies)
- Core courses in Public Administration and Public Policy (12 hours)
- Research component (12 hours)
- Concentration courses (12 hours)
- Cognate courses (9 hours)
- Dissertation seminar (3 hours)
- Dissertation process (minimum of 12 hours)

Descriptions of all courses offered for credit may be found in the university’s Graduate Catalog.

Prerequisites

Applicants who have insufficient background in public administration and public policy must take prerequisites for the program. Such courses must be completed with a grade of B or better, and will not be included in the 60 semester credit hours required to complete the doctoral program. The prerequisites are as follows:

PADM 651, Introduction to Public Administration
ELS 732, Quantitative Research Design, or
CHP 640 Data Interpretation Methods for HealthCare

Depending on a student’s prior academic preparation and work experience, additional prerequisite courses may be required by the student’s Advisory Committee and the GPD.
Core Courses (12 semester credit hours)

The core courses below offer an important theoretical framework for the Ph.D. degree program. The courses provide a foundation for understanding the production and application of social science knowledge in the field of public administration and public policy. As a starting point for all students in the program, these courses help to develop a common frame of reference and give focus to the program. The core courses required are:

PAUP 801  Theories of Public Policy  3
PAUP 809  Public Organization Behavior and Theory  3
PAUP 808  Intellectual Foundations of Public Administration  3
PAUP 810  Governance and Accountability  3

Research Component (12 semester credit hours)

The research component is designed to provide students with the tools and skills to conduct quality research in the social sciences, and to apply research methodology as a problem-solving process. Students will be exposed to the philosophy undergirding social inquiry, statistical techniques, qualitative methodologies, research design, and program evaluation. The research core courses are:

PAUP 802  Logic of Social Inquiry  3
PAUP 803  Multivariate Analysis for Public Administration  3
ECI 890  Qualitative Research Design  3
(students may substitute HLSC 812, Qualitative Research Methods, in place of ECI 890)
PAUP 853  Research and Evaluation Design  3

Concentration Area (12 semester credit hours)

The Public Administration and Urban Policy program offers individualized tracks for the student to develop competency in a specialized field of Public Administration or Public Policy.
Students may choose either a Public Administration or Public Policy track, as described below. Each track includes one required course (PAUP 812 for the Public Policy track, and PAUP 813 for the Public Administration track). Students may choose, with the approval of the student’s Advisory Committee and the GPD, the specific set of additional courses taken to fulfill the concentration area requirements.

**Public Administration Track** – Students must take PAUP 813, and may select any other three courses from the following list for their concentration:

- PAUP 813 Contemporary Public Administration Theory *(required)* 3
- PAUP 815 Management of Nonprofit Organizations 3
- PAUP 820 Public Personnel Administration 3
- PAUP 823 Ethics and Public Administration 3
- PAUP 830 Theories of Conflict Resolution and Problem Solving 3
- PAUP 845 Organizational Development and Change Management 3
- PAUP 895 Special Topics 3
- PAUP 898 Directed Readings (may register for up to two, with consent of the student’s Advisory Committee and the GPD) 3

**Public Policy Track** - Students must take PAUP 812, and may select any other three courses from the following list for their concentration:

- PAUP 812 Policy Formulation and Implementation *(required)* 3
- PAUP 804 Policy and Program Evaluation 3
- PAUP 816 Political Economy and Policy Analysis 3
- PAUP 814 Public-Private Partnerships 3
- PAUP 881 Intergovernmental Relations 3
- PAUP 895 Special Topics 3
- PAUP 898 Directed Readings (may register for up to two, with consent of the student’s Advisory Committee and the GPD) 3

Other courses may be considered for substitution for courses listed in each concentration track. In addition, students may take up to one course from the concentration area other than their
chosen area, with the permission of the student’s Advisory Committee and the GPD.

**Cognate Area (9 semester credit hours)**

The cognate component of the student's program of study must be completed in a related area inside or outside the major discipline. This requirement is based on the view that public administration and public policy academics and practitioners should be formally exposed to a second discipline from which they will obtain a broader perspective of governance, public management, and policy issues. Each student, in conjunction with his/her Advisory Committee and the GPD, should identify an appropriate faculty member to serve as the Cognate Professor. The Cognate Professor should be chosen from the faculty of Old Dominion University, and must be certified as Graduate Faculty Level II or higher. In exceptional circumstances, a Cognate Professor from outside of Old Dominion University may be chosen, but that person must meet the qualifications for certification as Graduate Faculty Level II status or higher. Specific course selections will be determined jointly by the student, the student’s Advisory Committee, the designated Cognate Professor, and the GPD. Courses for the cognate area may include up to two Independent Study or Directed Research courses to fulfill their cognate course requirements.

**CANDIDACY EXAMINATION**

The candidacy examinations, administered by the department’s Program Manager, ensure that the student has demonstrated a mastery of the subject matter in all fields of the program, has adequate knowledge of the relevant literatures, and has the ability to identify, utilize, and apply research skills and techniques. The examination process consists of a three-part written examination, followed by an oral examination by the faculty of the department. The student must have either completed all coursework or may be in the final semester of coursework when scheduled to take the examinations. When the student, in consultation with the student’s Advisory Committee and the GPD, has determined that the examination should be taken, the student must submit a Request for Permission Form to Take the Ph.D. Candidacy Examination, Graduate Form 15, signed by the GPD. The GPD verifies the student's eligibility for the
candidacy examination. Ph.D. examinations cannot be passed conditionally. Successful completion of the examination cannot be contingent upon other factors such as additional course work, the preparation of extra research papers, etc.

Students are strongly advised to prepare carefully and thoroughly for the comprehensive examinations. In addition to a thorough review of all previous course readings and notes, students should be familiar with the trends and issues found in the current literature in the discipline, and should possess a working knowledge of the important historical works in the field. In short, the course work is not the limit of the knowledge required, but rather the starting point. Additionally, part of the examination process is to determine how each student defines or “places” themselves within the collective knowledge base of the discipline. As an emerging expert in the discipline, the student is expected to render informed judgments about the validity, utility, veracity, etc., of the knowledge claims made in the discipline. These judgments do not need to correspond with the judgments of any particular faculty member, but a student must be able to explain why they adopt any specific position and defend that position as reasonable.

Students should schedule meetings with all faculty in the department, as well as the Cognate Professor, to seek further guidance for successful preparation; in addition, the GPD and the student’s Advisory Committee are excellent sources of information and guidance. Finally, students are encouraged to seek guidance and support from fellow students, especially those who have successfully completed the examination process. Students may also find that there is benefit in collaborating with other students planning to sit for the examinations at the same time.

Written Comprehensive Examinations

The specific dates for the candidacy examination will be announced early each semester, but will generally fall from the last weekend of October through the first weekend in November (Fall semester), and from the last weekend of March through the first weekend of April (Spring semester) each academic year. Candidacy examinations are not offered during the summer term. The schedule for taking the candidacy examination is as follows. The first weekend is designated for the concentration examination. Students may pick up their exam from the departmental
office at 12pm or later on Friday, and must return all work no later than 12pm the following Monday. This examination is thus a “take-home” examination, and students may access any books, notes, or sources available to assist them in completing the examination (please note that “sources” may NOT include any other individual or group; the work must solely be the product of the student sitting for the examination). On the Wednesday following the concentration exam, students will sit for the research methods examination. This examination is given “in-house” in a proctored environment. No notes or outside sources will be allowed or available. The examination begins at 9am, and students must submit all work no later than 1pm that same day.

The Friday (or weekend) following the research methods examination is designated as the cognate examination period. The Cognate Professor generally determines the format and time allowed for the examination. If the examination is designed as a one-day and/or proctored examination, it will be held on that Friday. If the examination is designated as a “take-home” examination, the student may pick up the exam from the departmental office at 12pm or later on Friday, and must return all work no later than 12pm the following Monday. If offered in a “take-home” format, all conditions for the concentration examination also apply. Please note that the arrangements for the cognate examination are subject to change at the discretion of the Cognate Professor.

All written examinations are graded by faculty in the department, and/or the student’s Cognate Professor. The Program Manager will prepare paper copies of the examinations to distribute to the assigned members of the grading committee for each exam, will remove any indentifying information from the copies, and assign each student an identifying letter or number. Only the Program Manager will be able to match a specific exam with a specific student until all exams have been graded. Please note that the Program Manager will not read any exam for any self-identifying references contained within the text; it is up to the student to ensure there is no information contained in the document that may specifically identify the student. Thus, all examinations are graded anonymously; the faculty graders do not know the author of any specific exam. All written examinations are graded on a “pass/fail” basis. The results of the examination will be available to the faculty when all exam evaluations have been submitted to, and recorded by, the Program Manager. Upon receipt of the evaluations from all
faculty graders for each of the exams, the GPD will notify each individual student of their performance on the written examinations.

A student failing the written portion of the candidacy examination may be permitted to take each failed portion of the examination one additional time. Students who do not successfully complete the written candidacy examination for the second time will be dismissed from the program, but may work with the GPD to determine whether their course work would apply toward the Certificate of Accomplishment as Professional Public Manager or the Advanced Certificate of Accomplishment in Public Policy Analysis.

**Oral Comprehensive Examination**

Upon successful completion of all parts of the written comprehensive examinations, the student may proceed to the oral examination. The oral examination will be scheduled by the GPD, who will consult with the faculty and the student for an acceptable date and time. Prior to the date of the oral examination, students should contact members of the faculty to seek guidance regarding their preparation for the oral examination. The purpose of the oral examination is to explore various issues in the discipline, including important theoretical developments or traditions, major findings from empirical work, trends in methodologies or paradigmatic choices, or other issues. Faculty members may also explore issues arising from the written portion of the examination. Following the completion of the oral examination, members of the department faculty will render a judgment on the student's performance, and the GPD will record the decision on the Results of Ph.D. Examination Requirement, Form 10. If the faculty determines that the student’s performance on the oral examination is not adequate, the faculty may, at their discretion, invite the student to make a second, and final, attempt. Students who fail the oral examination a second time will be dismissed from the program, but may work with the GPD to determine whether their course work would apply toward the Certificate of Accomplishment as Professional Public Manager or the Advanced Certificate of Accomplishment in Public Policy Analysis.
**Dissertation Seminar (PAUP 896, 3 credit hours)**

This course will normally be taken after all parts of the candidacy examination have been completed. The student must integrate his/her professional, academic, and research expertise in the development of a dissertation prospectus. The seminar synthesizes the program's diverse elements by focusing on the development of a prospectus for a public administration or public policy issue. The course will help students to define and develop a dissertation topic, prepare the literature review, and develop sound dissertation methodology through the presentation of their own work and the critique of the work of others. In addition, the seminar will discuss the practical issues of committee formation, time management, topic development, and other issues related to a successful dissertation experience. Students will be encouraged to identify a dissertation committee chair and a dissertation committee as part of this course. Completion of this course does not imply a successful prospectus defense; all dissertation topics and associated work are still subject to the processes delineated in the following section of this manual (The Dissertation Process).

**Admission to Candidacy**

Admission to candidacy occurs after the student has:

- Completed formal course work;
- Passed all parts of the candidacy examination; and
- Successfully completed the Dissertation Seminar.

Upon admission to candidacy, candidates may retain full-time student status by registering for a minimum of one credit hour of course work (typically Dissertation Research credit). Candidacy also confers the informal status of “ABD” (All but Dissertation) on the candidate.

**THE DISSERTATION PROCESS**

The dissertation process involves the appointment of a dissertation committee, the development and oral defense of the dissertation prospectus, the writing of the dissertation, the
oral defense of the dissertation and certification for graduation. Students are required to register for a minimum of 12 credit hours of Dissertation Research credit (PAUP 898) prior to graduation. Under university requirements, students must be continuously enrolled from the semester they complete the candidacy examinations until graduation. Students who fail to maintain continuous enrollment may be billed for additional credit hours at the time of graduation or, if satisfactory progress is not made on the dissertation, dismissed from the program. Please note that students are not allowed to register for dissertation research credit until they have successfully passed all phases of the comprehensive examinations. Candidates should consult with their dissertation chair to determine the number of dissertation credit hours for which they may register in a given semester.

**Dissertation Committee**

After the candidacy examination process has been completed, the collective responsibility of the faculty in guiding the student is transferred to the candidate's dissertation committee. Refinement and final approval of the topic and the dissertation prospectus is the first responsibility of the dissertation committee. This committee is formed to supervise the dissertation research and is announced in writing to the GPD and the Dean with the Ph.D. Dissertation Committee, Graduate Form 16. Any changes to an approved committee must be initiated on a Request for Change in Ph.D. Dissertation Committee Graduate Form 17.

The dissertation committee may not be formed until all course work is completed and the qualifying and candidacy examinations have been successfully completed. The dissertation committee shall have at least three members, at least two of which must serve on the faculty of the School of Public Service. A third member of the dissertation committee must be drawn from eligible faculty outside of the student’s department (or in exceptional circumstances, outside the university), and must meet the requirements to be certified as Graduate Level II faculty. All dissertation committee members must be certified for graduate instruction. Membership may be extended to a non-university person with special knowledge of the dissertation subject area. Adjunct professors who are certified for graduate instruction also may be appointed as voting members of the committee.
**Dissertation Prospectus**

Upon completion of the Dissertation Seminar, the candidate may register for dissertation credits and formally prepare the prospectus for the dissertation. The candidate will select a topic for dissertation research under the guidance of his/her dissertation committee. The dissertation prospectus, a plan detailing the need for the study and methods and procedures to be employed in implementing it, should be prepared according to university guidelines and as discussed in the dissertation seminar class. In many cases, this may involve preparation of the first three chapters of the dissertation, but the specific style and content of the prospectus is left to the student’s dissertation committee.

The dissertation prospectus should show that the student has technical mastery of the subject area and is capable of doing independent, mature and scholarly work that will be in some respect a significant contribution to knowledge and practice and will modify or enlarge what has been previously known. The Dissertation Prospectus must contain the following elements:

- The Research Problem section must clearly specify the problem to be investigated. The student must justify that the problem is amenable to treatment or test and is worthy of study and investigation. This section must also include the statement of a clear research question that serves to guide the proposed research.
- In the Theoretical Framework section a relationship must be shown between the problem to be investigated, previous research, and a body of theory. References to both theory and past research must be included.
- The Research Design and Methodology portion of the prospectus must be presented in great detail. Research objectives and hypotheses must be stated and the significance of these to the development of research and theory must be demonstrated. The design of the study must be justified. Data collection and analysis procedures must be explained in detail and justified.
Approval of the dissertation topic and the Dissertation Prospectus is not a pro forma activity and the student is cautioned never to regard it as such. Students are strongly encouraged to work closely with their dissertation committee throughout this process; the key to a successful dissertation experience is excellent communication between the candidate and his/her committee.

**Dissertation Prospectus Defense**

With the permission of the student’s dissertation committee, the committee chair will consult with the GPD to schedule an oral defense of the dissertation prospectus. The prospectus defense is open to all faculty, students, and interested members of the university community. The prospectus must be approved by the student's dissertation committee and the GPD. The Results of Ph.D. Examination or Requirement Graduate Form 10 must be completed at this time.

The candidate will present and defend the proposal for the dissertation, demonstrating the originality of the research, its contribution to the literature of the discipline, requisite literature review, and the methodology that will be used in conducting the research. The committee will judge the merits of the proposal, making necessary suggestions and/or additions, and approve the proposal in writing, providing copies to the GPD. Faculty members not on the committee may also recommend changes to a prospectus, but final approval of the prospectus rests with the dissertation committee. Any proposal or dissertation research that involves human subjects must be reviewed and approved by the college's and/or university's Human Subjects Review Committee. The process and approval must be cited in the text of the dissertation.

**Dissertation Research**

The candidate's program of study culminates in a dissertation representing a major research project that focuses on an issue directly related to public administration and/or public policy and offers new or unique insight; thus the work must make a clear contribution to knowledge in the discipline. Whether the dissertation is applied or theoretical in orientation, it must address some aspect of the field of public administration or public policy and must both document and respond to a managerial or policy problem in the field. While the dissertation is
guided by the candidate’s dissertation committee, the purpose of the dissertation process to allow
the candidate to demonstrate the knowledge, skills, creativity, and ability to conceive and define
a problem or research question, ground the work in the appropriate existing literature in the
discipline, choose and apply appropriate methods to collect and analyze empirical data to address
the research question, and place the findings in the broader context of the state of knowledge
within the discipline. It is expected that every dissertation approved by the faculty will be of a
quality such that findings from the research are suitable for publication in the top journals in the
discipline. There are no specific methodological requirements for the dissertation (e.g.,
quantitative, qualitative, or mixed-methods); the choice of appropriate methods is defined by the
candidate and the candidate’s dissertation committee, and is generally determined by the nature
of the research question posed in the prospectus. While most students may choose to write
empirical (data-driven) dissertations, candidates may also elect to write conceptual or theoretical
dissertations. The purpose of a conceptual dissertation is to develop new theory, or to revise or
rework existing theories in the discipline.

Students are required to register for dissertation credit, during each semester and summer
session, as long as they continue to work with the dissertation committee, which may extend
beyond the minimum twelve semester credit hours.

**Expense Responsibility**

Preparing a dissertation requires a monetary expenditure, and costs may total several
hundred dollars or more. Financing a dissertation is the candidate's responsibility. Major costs
are data collection (including any required travel), software licenses, word processing or typing
fees, drafting materials, photography, photocopying, reproduction and interlibrary loans. There
are also costs associated with binding fees, copyright registration, and microfilming, as required
by the university. With proper planning, these costs can be minimized. Depending on the nature
of the candidate’s research topic, there may be dissertation funding from external sources
available to help offset these costs. The candidate’s dissertation committee is generally the best
source of information and ideas about potential funding sources.
Oral Defense of the Dissertation

The oral dissertation defense is scheduled by the Chair of the dissertation committee in conjunction with the GPD. Announcement of the defense will be made in the appropriate university news media and communicated to appropriate members of the university community at least two weeks prior to the scheduled date. The oral defense is open to the university community and all interested members, especially students, are encouraged to attend. At least two weeks prior to the scheduled defense, the candidate must place two copies of the complete dissertation document in the Pindur Library for access by both faculty and students.

The defense is convened by the GPD, and chaired by the dissertation committee Chair who, acting as moderator, rules on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore, with the candidate, research methodologies employed in conducting the study, findings and conclusions revealed by the study and contributions the study is expected to offer. In this way, the candidate and examiners reach a more extensive insight into the candidate's research area.

During the oral defense, all members of the dissertation committee and the GPD must be present and must render a judgment on the candidate's performance. In the case of extenuating circumstances, absent members of the committee may participate via teleconference.

Majority approval by the dissertation committee, including the GPD, and the Dean of the College of Business and Public Administration constitutes successful completion of the defense of the dissertation and is so reported by the dissertation committee Chair to the appropriate university administration offices. Any final revisions must be made after the defense before the final copy of the dissertation is submitted to the dissertation committee, the GPD and the Dean for signature on the title page of the dissertation. At this time a Thesis/Dissertation Acceptance and Processing Graduate Form 6 must also be completed. In the event that the candidate fails to pass the dissertation defense, the dissertation committee may recommend that the candidate be allowed one additional chance at re-examination, or dismissed from the program.
After successfully completing the oral dissertation defense, the candidate must bring a completed Thesis/Dissertation Delivery Graduate Form 11 with the properly signed original dissertation and four copies of the dissertation (plus any other copies he/she wishes to be bound) to the Registrar's office. At this time, the student signs the microfilming agreement and submits the receipt from the Bursar's Office as proof of payment of binding fees, microfilming costs and copyright fees. All doctoral dissertations are published on microfilm through University Microfilms. The student may also copyright his/her dissertation. The abstract will be published in Dissertation Abstracts International. Successful performance on this oral dissertation defense and adherence to all regulations outlined above complete the requirements for the degree.

Certification for Graduation

Certification for graduation is a formal process, which must be initiated by the student. The student must file a formal Graduate Degree Application in accordance with deadlines established by the Registrar's office. If the application is not filed, there is no assurance that the degree will be granted when earned even though all other requirements have been fulfilled. The GPD is charged with reviewing the student’s file to assure that all degree requirements have been fulfilled, and completing and submitting the Graduation Certification to the Office of the Registrar.

GENERAL PROGRAM POLICIES

Availability of Program Forms

All forms discussed in this manual are available on the ODU website (www.odu.edu), typically linked to the web pages of the offices requiring the specific form (e.g., Office of the Registrar, Office of Graduate Studies, etc.). In addition, the department maintains copies of all required forms in each student file, as well as electronic copies of the files. If you are unable to locate a specific form on ODU’s website, please contact the GPD, your Advisory committee or dissertation committee Chair, or the Program Manager for assistance.
**Student Orientation Sessions**

Prior to the beginning of each fall semester, the department will schedule an orientation session to discuss program requirements, course scheduling, socialization meeting schedules, advising requirements, and other pertinent information. These meetings are mandatory for all new students and students receiving financial assistance, and are highly recommended for all students in the program, regardless of progress toward the degree. The sessions will be announced at least two weeks in advance, and will typically last about 90 minutes.

**Time Limits for Degree Completion**

All requirements for a doctoral degree must be completed within eight calendar years from the date of beginning the initial course of study following admission to the doctoral program. This time limit may be extended under exceptional circumstances, but will require validation of any course credit more than eight years old at the time of graduation.

**Relationship Between the ODU Graduate Catalog and This Manual**

Each year the university publishes the Old Dominion University Graduate Catalog. This document contains a broad spectrum of policies relating to graduate study at the university. It also defines minimum standards for all graduate programs within the university, but programs are free to set higher standards as they see fit. The University Graduate Catalog is updated each year, and we strive to maintain consistency with that document. The Ph.D. Handbook is intended as a supplement to the University Graduate Catalog, and any conflicts between the two documents are unintentional. In addition, all policies listed in the University Graduate Catalog are fully enforceable. Please note that some program requirements listed in this document may exceed university minimum requirements; in those cases, the requirements listed in this handbook will take precedence.
No policy manual can hope to cover all possible situations or eventualities. It is entirely possible that issues will arise for which there is no existing policy. Likewise, policies may need to be modified occasionally to meet new university requirements or conditions. The lack of a policy statement in this document, or the ODU Graduate Catalog, is not an explicit endorsement of any decision or behavior. In these cases, the faculty of SPS will meet and deliberate the matter, and may issue new or modified policies that may modify or supplement this handbook at any time.

Validation of Out-of-Date Graduate Credit

Academic credit granted outside the time limit established for graduate degrees must be validated by a written examination before the work can be applied toward the requirements of a degree program. Responsibility for securing appropriate faculty for this task is the responsibility of the student.

Ph.D. Student Association (PAUPers)

The department’s Ph.D. student association, known as the PAUPers, is a very active organization designed to promote the educational, professional, social, and general welfare of its members. It promotes friendly relations between students, alumni, faculty, staff and community academics as well as practitioners, promotes and upholds the highest levels of credible, ethical and professional practices, and fosters empirical and normative study and research in public administration. Additionally, PAUPers provides information, mentoring, professional development, social activities and facilities to its members.

Membership in PAUPers is open to all part time and full time Public Administration and Urban Policy doctoral students in good standing, and to doctoral program alumni. Dues are determined collectively by the members of the association, and are assessed at the beginning of each semester. These funds are used to support the various brown bag discussions, luncheons, and social functions of the organization. Certain PAUPers events will be designated as
socialization meetings, and active attendance at these functions will serve to meet the requirements for the socialization meetings discussed elsewhere in the handbook.

**Student Travel Funding Policy**

All Ph.D. students are encouraged to submit paper proposals to professional conference in the field. As travel money for students is made available by the Dean’s Office or by the department, those funds will be allocated to Ph.D. students to help offset costs incurred as part of the travel, including conference registration fees, transportation, hotel fees, and applicable per diem funds. Funds may also occasionally be available from other sources within the university or professional organizations through travel grants.

All students seeking travel assistance should have their application submitted to the GPD no later than December 15; after this date, funds will be distributed only as available. Funding will only be made available to students who can demonstrate that they have had a proposal for a single-authored or co-authored conference paper, roundtable session, or poster session accepted to the conference. First priority for funds will be given to students presenting original, single-authored or co-authored papers. All students must follow all university travel regulations to receive reimbursement for allowable travel expenses; the SPS Program Manager can assist with these issues.

**Student Email Accounts**

Upon registration, the university assigns each student an electronic account that allows integrated access to the university’s computer-based resources, including email services, library access, schedule and registration information, and other important services. The email account assigned by the university will be the official means of contact between the student and the Ph.D. program, the department, and the university. Students should access this account regularly to check for important information, announcements, etc. Please refer all questions concerning these services to the Office of Computing and Communications Services (OCCS) at ODU.
STUDENT RECORD

Admission Date____________________

Name__________________________________________  UIN__________________________

Address_______________________________________________________________________
(Street)   (City)    (State)  (Zip)

Phone (Home)____________________________ (Work)_______________________________________________________________________
e-mail___________________________________________

**PREREQUISITES:** The following prerequisites must be completed by students without equivalent masters-level coursework. Other prerequisites may be required by the Ph.D. Graduate Program Director or the student’s Advisory Committee.

PADM 651 Administrative Theory I

ELS 732 Quantitative Research Design or

CHP 640 Data Interpretation Methods for Health Care Students.

**CORE COURSES:** (12 hours)

PAUP 801 Theories of Public Policy

PAUP 809 Public Organization Behavior and Theory

PAUP 808 Intellectual Foundations of Public Administration

PAUP 810 Governance and Accountability

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<thead>
<tr>
<th>Course</th>
<th>Semester</th>
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<tr>
<td>PAUP 801 Theories of Public Policy</td>
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<td>PAUP 809 Public Organization Behavior and Theory</td>
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<td>PAUP 808 Intellectual Foundations of Public Administration</td>
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<td>PAUP 810 Governance and Accountability</td>
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**RESEARCH CORE COURSES:** (12 hours)

PAUP 802 Logic of Social Inquiry

HLSC 812 Qualitative Research Methods or

ECI 890 Qualitative Research Design

PAUP 803 Multivariate Analysis for Public Administration

PADM 853 Research and Evaluation Design

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<td>PAUP 802 Logic of Social Inquiry</td>
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<td>HLSC 812 Qualitative Research Methods or</td>
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<td>ECI 890 Qualitative Research Design</td>
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<tr>
<td>PAUP 803 Multivariate Analysis for Public Administration</td>
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<tr>
<td>PADM 853 Research and Evaluation Design</td>
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MAJOR (CONCENTRATION):  (12 hours)

Public Administration Track - Students must take PAUP 813, and may select any three other courses from the following list for their concentration:

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<tr>
<th>Course</th>
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<tr>
<td>PAUP 813 Contemporary Public Administration Theory</td>
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<td>PAUP 820 Public Personnel Administration</td>
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<td>PAUP 845 Organization Development and Change Management</td>
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<td>PAUP 823 Ethics and Public Administration</td>
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<td>PAUP 830 Theories of Conflict Resolution and Problem Solving</td>
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<td>PADM 815 Management of Nonprofit Organizations</td>
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<td>PAUP 895 Special Topics</td>
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<tr>
<td>PAUP 898 Directed Readings (may register for up to two, with consent of the student’s Advisory Committee and Ph.D. Graduate Program Director)</td>
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Public Policy Track - Students must take PAUP 812, and may select any three other courses from the following list for their concentration:

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<tr>
<th>Course</th>
<th>Semester</th>
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<tr>
<td>PAUP 812 Policy Formulation and Implementation</td>
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<tr>
<td>URBN 803 Urban Services Design and Implementation</td>
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<tr>
<td>PAUP 804 Policy and Program Evaluation</td>
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<tr>
<td>PAUP 816 Political Economy and Policy Analysis</td>
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<td>PAUP 814 Public-Private Partnerships</td>
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<td>PAUP 881 Intergovernmental Relations</td>
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<td>PAUP 895 Special Topics</td>
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<tr>
<td>PAUP 898 Directed Readings (may register for up to two, with consent of the student’s Advisory Committee and the Ph.D. Graduate Program Director)</td>
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MINOR (COGNATE): (9 hours)

Students will take at least nine credit hours of courses designated by their Advisory Committee, in consultation with the student’s Cognate Professor and the Ph.D. Graduate Program Director. Cognates may be formed of courses offered within SPS, outside of SPS, or a combination of both. Students may include up to two Independent Study/Directed Research courses in their cognate area.

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<th>Course</th>
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Dissertation Seminar: (3 hours)

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<th>Course</th>
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<tr>
<td>PAUP 896 Dissertation Seminar</td>
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Dissertation: (12 hours)

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<th>Course</th>
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<td>PAUP 898:</td>
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TOTAL PROGRAM CREDIT HOURS: (60 hours)