# Public Administration and Policy

**OLD DOMINION**
UNIVERSITY

# PhD Student Handbook

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The handbook is a supplement to—not replacement for—information in the **Old Dominion University Graduate Catalog** and in the School of Public Service section of the catalog. If information in this handbook conflicts with information in the Graduate Catalog, students should abide by Graduate Catalog guidance except when PhD program requirements listed in this document exceed university minimum requirements; in those cases, the requirements listed in this handbook take precedence.

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## Introduction

### The Public Administration and Policy PhD Student Handbook and the ODU Graduate Catalog

The Public Administration and Policy PhD Student Handbook was designed to assist doctoral students with planning their program of study and navigating requirements to successfully complete a Doctor of Philosophy (PhD) in Public Administration and Policy at Old Dominion University.

This handbook is a supplement to—not replacement for—information in the Old Dominion University Graduate Catalog and in the School of Public Service section of the Graduate Catalog. If information in this handbook conflicts with information in the Graduate Catalog, students should abide by Graduate Catalog guidance except when program requirements listed in this document exceed university minimum requirements; in those cases, the requirements listed in this handbook will take precedence. The Graduate Catalog contains a broad spectrum of policies related to graduate study at ODU, as well as minimum standards for all graduate programs within the university. Students should always consult the Graduate Catalog in addition to this handbook and if they have any questions or need clarifications, contact the Graduate School or PhD Graduate Program Director (GPD).

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.

### Old Dominion University and the School of Public Service

Old Dominion University (ODU) "fosters dynamic on-campus and global online learning for undergraduate and graduate students that enriches their lives, promotes insightful and perceptive leadership, and motivates the pursuit of excellence in dedicated fields and professions. We collaborate with strategic partners to address challenges and propose solutions that impact the economy, environment, health and wellness, and social justice. In pursuit of equity and inclusion, ODU provides opportunities for educational, artistic, and professional growth to our diverse Monarch community."[1] The ODU vision is to "be recognized nationally and internationally as a forward-focused metropolitan university with a collaborative and innovative approach to education and research that spurs economic growth, focuses on student success, engages civic and community partners, and uses its connections with the military and maritime industries and its exceptional strengths and leadership in related areas to provide practical solutions to complex, real world problems."[2]

The ODU Strome College of Business (SCB) vision is to "be the preeminent source for problem solving in business, government, and non-profit organizations."[3] The SCB designs its academic programs to promote, among other things, "an understanding of social, political, and economic forces" with a mission to engage "participants in scholarly exploration and active learning, solving business and

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[1] Old Dominion University 2023-2028 Strategic Plan. https://www.odu.edu/strategicplan.
[2] Old Dominion University Vision Statement https://ww1.odu.edu/about/planning/vision-statement
[3] Strome College of Business 2023-2028 Strategic Plan. https://ww1.odu.edu/business/about/strategic-plan.

community challenges in a global arena to accelerate success."[4]

The School of Public Service (SPS)—one of seven SCB departments—strives "to lead in educating public service leaders, build and disseminate the public service knowledge, and directly address community challenges in the multi-sector environment."[5] The SPS vision is "to be recognized locally, regionally, and nationally as a leading resource in metropolitan studies, public administration and policy, and public service and a sought-out strategic partner with organizations and individuals operating in the multi-sector environment." SPS programs include a Minor in Public Service, Graduate Certificate in Public Procurement and Contract Management, Graduate Certificate in Public Administration and Policy, Master of Public Administration, and PhD in Public Administration and Policy.

### *PhD in Public Administration and Policy*

In alignment with the ODU, SCB, and SPS strategic objectives, the mission of the PhD in Public Administration and Policy program is to develop "expert leaders and scholars capable of creating and disseminating knowledge that advances public service in a multi-sector environment."[6] Specific learning outcomes for the program include the following:

- apply the theoretical foundations of public administration and policy to actual public sector contexts;
- synthesize existing knowledge, identify and access appropriate sources of information, and critically analyze and evaluate public administration and policy research studies;
- select and apply research to analyzing public sector issues in the multi-sector environment;
- demonstrate skills in designing research studies to answer relevant questions in public administration and policy;
- produce written and oral communications that apply and convey high quality research; and
- demonstrate quantitative and qualitative research skills in measurement, data collection, analysis, and synthesis of results.

## Applicants

Applicants to the doctoral program should review the Office of Graduate Admissions general application guidance and frequently asked questions, as well as program-specific requirements, before submitting their application through the graduate Application Portal. International students should also review International Admissions guidance for instructions and deadlines relevant to their applications.

Applicants may submit application materials at any time during the year. However, to be considered for admission for the fall semester, all application materials must be on file with the Office of Graduate Admissions no later than March 1. Application decisions for admission to the program are made once per year in April.

See the School of Public Service section of the Graduate Catalog for details on materials to

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[4] School of Public Service MPA Mission https://ww1.odu.edu/business/departments/sps/academics/mpa/mission
[5] Strome College of Business, School of Public Service. https://ww1.odu.edu/business/departments/sps.html.
[6] School of Public Service, PhD in Public Administration & Policy.
https://ww1.odu.edu/business/departments/sps/academics/paup

submit when applying to the PhD program, including the following:

- An online graduate application
- Two letters of recommendation, ideally with at least one from an academic source
- Transcripts from a regionally accredited institution or a comparable foreign institution showing completion of a master's degree by the time of enrollment with a minimum GPA of 3.25 on a 4.0 scale
- Aptitude scores on the GRE, or in cases of substitution, the GMAT, taken within five years prior to applying for admission. Scores from the Miller Analogies Test (MAT) are not accepted or considered for admission. The requirement for the GRE or GMAT may be waived for applicants with at least a grade of B or higher in a graduate level statistics or research methods course, or with a 3.5 or above GPA in a regionally accredited master's degree program. Applicants who wish to be exempted from the GRE or GMAT requirement should complete the "Request for GRE/GMAT Waiver" form and submit it with their application package for review by the admissions committee. The decision to waive the GRE or GMAT is the sole responsibility of the admissions committee and its decision is final.
- A three- to six-page double-spaced written statement of academic and professional goals. The focus of the essay should be on how the PhD degree in Public Administration and Policy will assist the applicant in advancing their professional development, and why the applicant wishes to pursue these goals at Old Dominion University and in the School of Public Service
- Résumé with educational and professional experience
- For students whose native language is not English, a minimum score of 550 on paper based TOEFL, 79 on internet based TOEFL, or 6.5 on the IELTS
- Application for Institutional Graduate Financial Assistance (if relevant)

## Admitted Students

Students admitted into the PhD program should review the ODU Admitted Graduate Guide and SPS PhD Student Info, as well as Status Alerts and Checklists in the myODU portal, to ensure they complete all requisite actions before their first term commences. Required and optional tasks that new students should complete include the following:

- ☑ Accept your offer of admission through the ODU Application Portal.
- ☑ Learn your University Identification Number (UIN) (provided in your admission letter).
- ☑ Activate your MIDAS ID.
- ☑ Activate your ODU email and add your UIN to your email signature.
- ☑ Complete New Graduate Student Orientation.
- ☑ Sign into myODU to review Status Alerts and Checklists (left navigation bar).
- ☑ Complete the Criminal History Questionnaire in myODU (see Status Alerts > Holds).
- ☑ Get familiar with LEO Online.
- ☑ Submit your Final Official Transcripts if you submitted unofficial transcripts with your admission application (see your previous educational institutions for instructions on requesting and submitting transcripts to ODU).
- ☑ Submit your Health History form (if you are a 100% online student and do not plan to ever visit the ODU campus, you do not need to submit this form; if necessary, contact Student Health Services to have your immunization hold removed).
- ☑ Review the ODU Graduate Catalog general information and SPS Doctor of Philosophy - Public Administration & Policy information.
- ☑ Review your Degree Works Audit on the myODU Portal (left navigation bar).
- ☑ Contact the PhD GPD to discuss your proposed courses.
- ☑ Search ODU Courses for course availability, schedules, locations, etc. after discussing options with the PhD GPD.
- ☑ Complete an Advising Form (attached) and email it to the PhD Program Manager.
- ☑ Register for courses (ensure you register for the correct section based on your location).
- ☑ Confirm you course registration in myODU > My Courses (left navigation bar).
- ☑ Request your University ID Card after you have registered for at least 1 class.
- ☑ Get familiar with how ODU uses Canvas and Zoom.
- ☑ Complete the Free Application for Federal Student Aid (FAFSA) Form and research additional sources of financial aid (if needed).
- ☑ Review the Graduate Catalog sections on Graduate Financial Aid and Financial Awards for Graduate Students if you are not already a funded student.
- ☑ Pay your tuition bill or enroll in a payment plan.
- ☑ Identify and purchase textbooks through the University Village Bookstore or elsewhere.
- ☑ Enroll in Graduate Student Health Insurance (if needed).
- ☑ Find Off-Campus Housing (if needed).
- ☑ Register with the Office of Educational Accessibility (if you need accommodations).
- ☑ Learn about taking classes online.
- ☑ Learn about parking on campus.

*Student Orientation*

Prior to their first semester, new students in the PhD program will be required to attend an SPS orientation session to discuss program requirements, course scheduling, advising requirements, and other pertinent information. Orientation sessions are announced at least two weeks in advance and typically last about 90 minutes.

*Deferment*

Students accepted into the program may begin their course work in the fall term following successful admission to the program. Students may choose to defer their admission for no more than two full semesters beyond the first fall semester of admission. Students choosing to defer admission must notify both the PhD GPD and the Office of Graduate Admissions of their decision to defer. Students offered financial assistance who choose to defer are not guaranteed funding in the future.

*Prerequisites*

Upon being admitted into the PhD program, students may be informed they are required to complete prerequisite courses. Such courses must be completed with a grade of B or better and will not count toward the 49 semester credit hours (37 hours of doctoral level course work and 12 hours of dissertation credit) required to complete the doctoral program. Prerequisites will be determined by the admissions committee based on a student's prior public administration coursework and professional experience. The prerequisites are as follows:

PADM 651    Introduction to Public Administration
PADM 671    Public Budgeting and Financial Management

*Transfer Credits*

Students may be able to transfer up to 6 credits—earned outside of the PhD in Public Administration and Policy program—to satisfy course credit requirements for their doctoral degree. Students may be eligible for the following:

- transfer of credits earned as a non-degree graduate student at ODU, earned while pursuing a graduate certificate at ODU, or earned through another program of study at ODU;
- transfer of credits earned at another accredited university that were not previously counted towards an earned degree; or
- application of credits earned through Prior Learning Assessment credit.

Contact the PhD Program Manager to discuss a potential transfer of credit. All transfer credits must be approved by the PhD GPD, SPS Director, and SCB Dean.

*Nondegree Seeking Students*

Prospective students who wish to take courses prior to being formally admitted to the PhD program are considered nondegree seeking students. For more information on nondegree seeking options, see the Graduate Catalog section on Graduate Registration Requirements and Procedures.

With the permission of the PhD GPD, nondegree seeking students may take a maximum of two

800-level courses, but no more than one per semester, as well as select 600- or 700-level courses. However, these students are not permitted to register for courses until all current (admitted) students are accommodated or to register for any core Public Administration (PADM) courses (PADM 800, PADM 801, PADM 802, PADM 803, PADM 804, PADM 805, or PADM 806).

If a student is considering taking courses as a nondegree seeking student, they should note the limit for transfer credits earned as a nondegree student (see above section on Transfer Credits) and the SPS requirement that at least 23 of 37 course credits applied towards the doctoral degree must be from 800-level courses. Grades earned in courses taken by nondegree seeking students will not be considered by the admissions committee during an application review.

Prospective nondegree seeking students should contact the PhD Program Manager to discuss course options and the student's suitability to take courses, including their demonstrated academic achievement and motivation for full admission to the PhD program. If permission to take courses is granted, students should apply through Graduate Admissions for admission as a nondegree seeking student. Nondegree seeking students are not eligible to receive financial assistance.

## Student Advising

The PhD GPD will serve as the initial academic advisor for all new students. Students are required to meet with the PhD GPD to discuss academic goals, interests, class schedules, and registration requirements prior to registering for classes. Students must also submit a completed Advising Form (attached to this handbook) to the PhD Program Manager before attempting to register for the first class; students will be unable to register for classes until the Advising Form has been submitted and processed. Students may register only for courses approved by the PhD GPD and will be dropped from any course for which they registered without prior permission.

By no later than the end of a student's first nine hours of coursework in the PhD program, the student must select an advisor who is within SPS and is certified for graduate instruction at Level I or Level II. Students will be informed once per year about those eligible to serve as advisors, but students can check any time with the PhD Program Manager for the certification level of faculty members. Once a faculty member has been chosen and has agreed to serve as an advisor, the Appointment of Doctoral Faculty Advisor form must be completed and submitted to the PhD Program Manager. The PhD Program Manager can provide all forms.

A doctoral student's advisor serves many purposes, including but not limited to the following:
- assist the student in developing a plan of study that fulfils course requirements and follows appropriate course sequencing;
- approve registration selections for each semester while ensuring the student remains on an appropriate track to fulfill course requirements;
- provide mentorship regarding expectations of performance, behavior, values, and integration into the discipline of public administration and public policy;
- encourage and assist the student with preparing manuscripts for presentation at scholarly conferences and for publication;
- evaluate the student's performance and progress toward the doctoral degree through an annual performance review; and

- provide the student with necessary advice and counseling to ensure the student's success in the PhD program.

Students should meet with their advisor at least once per semester. Each PhD student will also undergo a performance review by their advisor and/or the PhD GPD at the end of each academic year, as described below.

The role of the advisor is completed when the student selects a comprehensive exam committee. A student may choose to include or not include the advisor as an exam committee member. A student may also choose a new advisor at any time by submitting a new Appointment of Doctoral Faculty Advisor form to the PhD Program Manager.

## Student Funding

Doctoral students may apply for a variety of need-based and merit-based financial support offered by the school, university, and outside sources, including teaching, administrative, and research assistantships; fellowships, tuition grants, and scholarships; Federal Direct Stafford Loan Programs; and part-time student employment. For general information on funding options and requirements, please see the Graduate Catalog sections on Graduate Financial Aid and Financial Awards for Graduate Students, as well as information provided by the Office of Financial Aid.

SPS doctoral students may receive an assistantship, or less commonly a fellowship, or combination of both. Assistantship awards are typically $20,000 per academic year. Additionally, tuition is waived for PhD assistants (for a maximum of 9 credit hours each semester). Please note that student funding is generally not available during the summer term.

SPS research assistantships require students to work 20 hours per week with an assigned faculty member(s). Teaching assistantships require 20 hours per week, which may include assisting faculty in the classroom, teaching independent sections of a course in the Public Service Minor, or a combination of activities. Students with an assistantship position may not hold other full-time or part-time employment positions.

Students seeking an assistantship or tuition grant should complete the Application for Institutional Graduate Financial Assistance when submitting their admission packet. Offers of financial assistance are generally made at the beginning of a student's program of study, however students may apply for financial assistance at any point during their course of study.

Award decisions are made during each admissions cycle when the SPS Admissions Committee reviews applications and submits funding recommendations to the SPS Chair. Award decisions are made based on merit and the academic qualifications of the applicant, as well as the program's available financial resources. Students are not guaranteed any funding while completing their doctoral studies.

A student in good standing in the PhD program who has been granted a financial award may expect up to three years of funding. In exceptional circumstances, and pending availability of funds, students may apply for a limited amount of funding beyond the three-year limit. A student's financial award is contingent on funding being available from the college and the university, or through grant funding available within the SPS, as well as the student meeting the following requirements:

- the student maintains a GPA of 3.20, as described in the Retention Standards section of this

handbook, and continues to make satisfactory progress toward completion of a doctoral degree;

- the quality and quantity of the student's work as a research or teaching assistant is deemed acceptable by the faculty member(s) to whom the student is assigned, and the PhD GPD;
- the student makes satisfactory progress toward completion of their dissertation (for students working on a dissertation); and
- the student does not hold other full-time or part-time employment while receiving financial assistance, unless approved by the PhD GPD and SPS Chair.

A student's assistantship or fellowship performance is evaluated once per year by the student's supervising faculty member and the PhD 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.

## Additional Requirements

### *Retention Standards*

Students must maintain a minimum 3.00 Grade Point Average (GPA) to remain in good standing in the Graduate School and PhD program. Students must also earn at least a B- in each course; if a student receives less than a B- grade in one course, they must repeat the course and receive a B- or higher on the second attempt. Students may not receive a B- in more than one course and may never receive an F in any course. Funded students must maintain a minimum 3.20 GPA to retain their funding. See additional details on grade requirements and ramifications under "Retention Standards" in the School of Public Service section of the Graduate Catalog and under "Continuance" in the Graduate Policies and Procedures section of the Graduate Catalog.

### *Time Limit for Degree Completion*

All doctoral degree requirements must be completed within eight (8) calendar years of the student's first semester in the PhD program. This time limit may be extended under exceptional circumstances but will require re-validation of any course credit that is more than eight years old at the time of graduation. Re-validation should occur after successful completion of the dissertation requirements. Students should work with their dissertation committee chair and/or the GPD to ensure re-validation. See additional details under "Re-Validation of Out-of-Date Graduate Credit" in the Graduate Policies and Procedures section of the Graduate Catalog.

### *Continuous Enrollment*

This policy outlines the requirements for continuous enrollment in the PhD program to ensure that students remain active in their academic pursuits and make steady progress toward the completion of their doctoral degrees.

**1. Continuous Enrollment Requirement:** All PhD students are required to maintain continuous enrollment from the time they are admitted to the program until they successfully defend their dissertation and receive their degree.

**2. Registration for Coursework:** Students are expected to register for a minimum of 1 credit hour per semester (including summer). This may include coursework, directed readings, or research/dissertation credits.

**3. Leave of Absence:** In exceptional circumstances, a student may request a leave of absence. A leave of absence can be granted for reasons such as medical issues, family emergencies, or military service. Students must submit a formal request for a leave of absence to the department, providing a clear explanation of the reason and expected duration.

**4. Readmission After Leave of Absence:** Students who have taken a leave of absence must apply for readmission to the program.

**5. Continuous Dissertation Enrollment:** After successful completion of coursework, students are required to maintain continuous enrollment in dissertation research credits until the dissertation is successfully defended.

**6. Financial Obligations:** Students must meet all financial obligations, including tuition and fees, to maintain continuous enrollment. Failure to do so may result in a hold on the student's account, which can affect their ability to register for courses or access university resources.

## Coursework

Lists and descriptions of the required and elective courses to satisfy the PhD program's 37 hours of coursework may be found under "Doctor of Philosophy – Public Administration & Policy" in the [School of Public Service section of the Graduate Catalog](). When contemplating their course selection, students should keep in mind that at least 23 credit hours must be completed at the 800 level.

### *Prerequisite Courses*

Students who are required to complete prerequisite courses must complete these courses with a grade of B or better. Prerequisites will not count toward the 49 semester credit hours required to complete the doctoral program. Potential prerequisites include the following courses:
- PADM 651 Introduction to Public Administration
- PADM 671 Public Budgeting and Financial Management

### *Core Courses (13 semester credit hours)*

The core courses offer an important theoretical framework for the PhD program. These 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.

### *Research Core Courses and Research Elective Course (15 semester credit hours)*

Research courses are 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 are exposed to the philosophy undergirding social inquiry, statistical techniques, qualitative methodologies, research design, and program evaluation.

### *Electives (9 semester credit hours)*

Students are encouraged to use electives to develop their area of research interest and expertise. Electives must be at the 600 level or above and may be taken outside of the SPS with the approval of the PhD GPD or the student's advisor. With the approval of the PhD GDP, students may also complete 3-credit hours of directed research (PADM 898) to fulfill an elective requirement.

## Student Performance Review

Each PhD student undergoes a performance review by their advisor and/or the PhD GPD at the end of each academic 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 American Society for Public Administration (ASPA) Code of Ethics.
- Socialization activities
- Collegiality and personal behavior
- Non-academic performance (e.g., publication efforts, conference papers, participation in SPS 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 PhD 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 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 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 Strome College of Business.

## Socialization Activities

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 PhD

student, whether they seek a career in academia or elsewhere. All PhD students are required to attend at least <u>seven</u> designated socialization events during their PhD program. This is a non-credit program, but no student will be certified for graduation until this requirement is met as determined by the Graduate Program Director. The SPS will designate at least 3-4 of these events each year, and the events will be advertised in PhD classes and via email. Events may also be held during the summer term.

Students can meet some of the socialization requirement by participating in the Graduate School's Career Pathways programs. Additional activities that count as socialization activities include attendance at prospectus and dissertation defenses, local ASPA chapter events, conference research presentations, and Dean's Research Seminars. Students must maintain records and ensure documentation of these events with the PhD GPD by the end of the semester in which they occur.

## Comprehensive Candidacy Exam

The Comprehensive Candidacy Exam consists of written and oral components, both of which take place after a student has completed all coursework and prior to, or in conjunction with, the writing of the dissertation prospectus. The structure and format of the exam is intended to support PhD students' transition from coursework to the dissertation through the development and defense of an empirical research paper that is specific to an individual student's planned dissertation topic. The entire comprehensive exam process requires the application of concepts, literature, and methodology of the public administration and public policy field to the distinctive research interests of the student.

The comprehensive candidacy exam is led by a faculty committee created by the student. The exam committee is responsible for evaluating both the written and oral portions of the comprehensive exam. Students should select and meet with their exam committee prior to the completion of their 37th credit hour of coursework.

An exam committee must be comprised of at least three faculty members, with the majority being School of Public Service faculty. Exam committee member must be certified for graduate instruction at Level I or II; Level III faculty members may be permitted on the committee with the approval of the PhD GPD. Additionally, the chair of the committee must be a SPS faculty member graduate certified at Level I. Students can contact the PhD Program Manager to determine the level of graduate certification of proposed committee members.

Once committee members have been selected, the student must complete the <u>D1 - Appointment or Change of Doctoral Candidacy Examination Committee</u> form and submit it to the PhD Program Manager. If the comprehensive exam is also serving as a student's dissertation prospectus defense (as described below), the student must also complete and submit the <u>D2 - Appointment or Change of Doctoral Dissertation Committee</u> form.

### *Written Comprehensive Examination*

Students will write an empirical research paper with the following content: (1) introduction, (2) literature review, (3) theory/conceptual framework, (4) research design, data collection/availability, proposed analysis, limitations, and (5) contributions. The student and her/his exam committee will determine when to commence the comprehensive exam research paper.

Students have a maximum of three semesters (excluding summer) to submit the written exam

following completion of coursework. The three-semester timeframe begins at the conclusion of the term where the student registered for her/his 37th credit hour. Students may submit as many drafts to the committee as deemed appropriate by the committee but can only submit one official written exam to the Test Administrator (by the end of the 3rd semester, excluding summer, following coursework completion). For either the written or oral examination, more than one negative vote from the examining committee will result in a failure. A failed written examination must be retaken successfully within one year. A student who passes the written examination on the first attempt need not repeat the written exam in the event of failing the oral exam. A failed oral exam, which also may be attempted a second time, must be retaken prior to the end of the next semester. The exam committee can test for plagiarism, and any student whose exam fails the plagiarism test will result in dismissal from the PhD program. Failure to meet any deadlines as described in this handbook or the Graduate Catalog will result in exam failure and dismissal from the PhD program.

### *Oral Candidacy Examination*

The oral exam is completed with a presentation and oral defense of the written exam to the exam committee. Students must complete the oral examination prior to the end of the semester after the written exam is completed (excluding summer). A student who completes the oral exam and fails must retest prior to the end of the next semester. Failure to meet the deadline will result in exam failure and dismissal from the PhD program.

### *Combining the Oral Defense with the Dissertation Prospectus Defense*

The oral exam may also serve as the dissertation prospectus defense, if the exam committee is comprised of the student's dissertation committee, the student's written candidacy exam meets the standards of the dissertation prospectus, and all guidelines of the prospectus are followed. The chair of the dissertation committee and chair of the exam committee (if not the same person) must determine if the conditions are met to satisfy both exam and prospectus requirements.

### *Advancement to Candidacy*

Candidacy confers the informal status of "ABD" (All but Dissertation) onto the candidate. Admission to candidacy occurs after the student has:
- Completed formal course work;
- Passed all parts of the comprehensive examinations
- Submits a dissertation topic that is approved by the dissertation committee chair

Upon admission to candidacy, candidates must register for a minimum of one credit hour for each term, including summer (typically Dissertation Research credit). Failure to comply with this requirement will result in charges to the student's account for one graduate credit hour plus required fees for each semester after advancement to candidacy. The D9 Advancement to Candidacy form is completed after the student has completed all of the above requirements for candidacy.

## The Dissertation Process

The dissertation process involves the appointment of a dissertation committee (may differ from exam 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 (PADM 899) prior to graduation. Under university requirements, students must be continuously enrolled until graduation. Students who fail to maintain continuous enrollment in fall, spring, and summer terms are billed for additional credit hours at the time of graduation. If satisfactory progress is not made on the dissertation, the student is dismissed from the program. 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*

Membership of the dissertation committee may overlap with the advisory committee if one has already been established (see section under Student Advising). Faculty who agree to serve on a dissertation committee understand that they are committed to serve until the dissertation is completed.

The student selects a dissertation committee chair and may consult with the GPD for assistance in doing so. The committee chair must be full-time Old Dominion University faculty, be certified for graduate instruction at Level I, and be an authority in the field of specialization of the proposed dissertation. Research faculty based in the University's research centers may also service in the role of chair when graduate certified at the appropriate level with a University department or school. Researchers or faculty at affiliated external research institutions may also serve in the role of chair when specifically permitted by memoranda of understanding.

The dissertation committee chair, in consultation with the student, appoints a dissertation committee of at least three members who are graduate certified at Levels I, II, or in some cases Level III and who have the academic backgrounds and research interests necessary to counsel, direct, and evaluate the student's proposed research and progress. At least two committee members must be full-time current SPS faculty members. At least one member must be from outside the student's department/school at ODU or a non-ODU academic or professional with special knowledge of the dissertation subject area. To include a committee member from a different institution, students should submit the CV of the proposed member to their dissertation chair. The dissertation chair will consult with the SPS Director and the Strome College Graduate Certification Committee to determine if the proposed member meets the requirements for graduate certification and is eligible to serve on the committee. Faculty may not serve as the outside committee member in the department/school of their primary appointment. A majority of the committee's membership must be ODU faculty. The GPD approves the constitution of the committee. The dean of the college or designee approves the final constitution of the committee and ensures that all committee members are graduate certified.

External, adjunct, and/or emeriti faculty committee members may serve in the role of committee co-chair with the approval of the graduate program director and the dean or designee.

Emeriti faculty who were appointed to the committee while they were full-time faculty may continue to serve as one of the members after receiving emeritus status but cannot continue as chair of the committee although co-chairing is permissible. This or another replacement of the dissertation committee chair or any other substantial change in the composition of the dissertation committee initiated by the student may require that the reconstituted dissertation committee re-evaluate and re-

approve the dissertation prospectus. Committee changes that occur outside of the student's control (e.g., faculty retirement, faculty loss of graduate certification) may or may not require a prospectus re-evaluation pending a discussion among the student, new and continuing committee member(s), and graduate program director.

Decisions to determine whether or not the dissertation prospectus, final dissertation written document, or oral defense of the dissertation passes must have the majority approval of the dissertation committee. All committee members sign where relevant on University forms reporting the dissertation outcomes.

### *Change in Dissertation Committee*

Changes must be made in advance of the oral dissertation defense. Changes made in the dissertation committee are made only with the approval of the graduate program director and the college dean.

### *Dissertation Prospectus*

The candidate will select a topic for dissertation research under the guidance of her/his dissertation committee. Then, the dissertation prospectus is completed either as part of the candidacy exam (as described above) or as part of a separate process. The dissertation prospectus is a plan detailing the need for the study and methods and procedures to be employed in implementing it. The document should be prepared according to university guidelines. 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 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, 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 their 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 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 prospectus and dissertation.

The prospectus must be approved by the student's dissertation committee. The Result of the Doctoral Examination or Requirement Graduate Form (D3) must be completed at this time.

### *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; 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 is 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.

### *Dissertation Style*

With the approval of the dissertation committee, students may pursue one of two styles of the dissertation: a traditional style and a three-essay style. The determination of approach should be made at

or prior to the dissertation prospectus defense.

*Traditional Style*

The traditional dissertation style results in a comprehensive, stand-alone document that reports on the student's thesis project. A traditional dissertation should be a complete work that fully details the research project. The style usually includes, at minimum, the following chapters:

1. Preliminary Material
    a. Copyright Information
    b. Abstract
    c. Acknowledgement and Dedication (optional)
    d. Table of Contents (Each article should be specified in the Table of Contents)
    e. List of Tables and List of Figures (if applicable and follow citation guide)
    f. List of Abbreviations (if applicable and follow citation guide)
2. Introduction
3. Literature Review
4. Methodology/Methods
5. Presentation of Findings
6. Discussion and Conclusion
7. References
8. Appendices

If a traditional style is chosen, the student will work with the dissertation committee to determine the appropriate layout and content within these broad guidelines.

*Three-Essay Style*

An alternative to the traditional dissertation is the three-essay dissertation. This style entails unique preparation and formatting considerations. It also includes its own set of requirements and special considerations to follow.

The three-essay dissertation is not the ideal format for all students and is not suitable for all disciplines. To produce an acceptable three-essay dissertation, there must be coherence between the articles that make up the dissertation, and the rationale and purpose for grouping the three essays together must be clear. Questions about the three-essay dissertation format should be directed to the GPD and the dissertation committee chair.

Key Requirements

1. The three-essay dissertation must be approved by the student's advisory committee. Please note that three is the minimum number of essays. Students may need to include more to achieve coherence between the three essays with may require additional material, as determined by the committee.

2. The essays are expected to be of publishable quality. The student's dissertation committee decides whether the essay meet this standard. Students should identify target journals for each of

the essays during the dissertation defense.

3. The essays do not need to be published in order to defend the dissertation, but students who opt for this format are expected to pursue publication of the essays during and/or after the dissertation process. While the essays submitted for the dissertation are expected to be the student's solo work, students may enlist co-authors (either from the committee or their professional network) to assist them during the publication process.

4. The dissertation must follow the Old Dominion University Guide for the Preparation of Theses and Dissertations formatting requirements, and the same style guide must be used throughout the entirety of the dissertation, even if the journals to which you have submitted or plan to submit utilize different style guides. In the event of a discrepancy between style guides, the Old Dominion University Guide for the Preparation of Theses and Dissertations formatting standards will take precedence, as our standards comply with the requirements provided by ProQuest.

5. Deadlines are the same for both three-essay and traditional dissertations. Submission and graduation deadlines must be confirmed ahead of time with your dissertation committee.

The three-essay style is similar to the traditional style, but lays out the central sections differently.

1. Preliminary Material
    a. Copyright Information
    g. Abstract
    h. Acknowledgement and Dedication (optional)
    i. Table of Contents (Each article should be specified in the Table of Contents)
    j. List of Tables and List of Figures (if applicable and follow citation guide)
    k. List of Abbreviations (if applicable and follow citation guide)
2. Introduction (Student must include a rationale for linking and differentiating the three essays; the crosscutting themes and what makes the essays standalone)
3. Article/Essay/Chapter 1 (Subsections including Introduction, Review of Literature, Method, Results, and Conclusions)
    a. Essay 1 Reference List
    b. Essay 1 Appendices (if applicable)
4. Article/Essay/Chapter 2 (Subsections including Introduction, Review of Literature, Method, Results, and Conclusions)
    a. Essay 2 Reference List
    b. Essay 2 Appendices (if applicable)
5. Article/Essay/Chapter 3 (Subsections including Introduction, Review of Literature, Method, Results, and Conclusions)
    a. Essay 3 Reference List
    b. Essay 3 Appendices (if applicable)
6. Compiled Conclusion (for all three essays)

7. References (for all the general sections of the paper excluding the three essays and following the same citation style as the articles
8. Appendices (for general areas of the dissertation)

Important Note: The 'Three Essay Dissertation' can, and often will, have more than three essays. Decide with your committee on the number of articles that is most appropriate for your research.

### *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 could include data collection (including any required travel), software licenses, photography, photocopying, and interlibrary loans. 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.

### *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 is 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 defense will be officially announced, including an electronic copy of the dissertation draft.

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 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.

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the already approved dissertation. Majority approval by the examiners constitutes successful completion of the defense of the dissertation. In case of failure, the dissertation committee may recommend that the candidate be dropped or be allowed re-examination no earlier than three months after the first examination. Satisfactory performance on this examination and adherence to the regulations outlined above complete the requirements for the degree. The Dissertation Acceptance and Processing (D5) Form must be submitted to the Office of the Registrar with the completed dissertation upon completion of requirements for the degree. The dissertation is submitted in accordance with the most recent Dissertation Guide found on the Graduate School website. It is the responsibility of the Dissertation Chair to ensure that the student has followed the latest Dissertation Guide. The dissertation must be submitted via the Electronic Theses and Dissertations website.

### *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 and student are charged with reviewing the student's file in Degree Works to ensure that all requirements have been fulfilled.

## General Program Policies

### Student Code of Conduct

Doctoral students are expected to conduct themselves with professionalism towards fellow students, faculty, and staff at all times, including being courteous of others' time. Ethical and respectful treatment of others is expected regardless of status or demographic identifications. It is an ethical violation for a student to seek an advantage by telling mistruths or misleading peers, faculty, or staff to gain an unfair academic or employment advantage. All students should review the ODU Code of Student Conduct. Students may contact the Office of Student Conduct & Academic Integrity if they have any questions or wish to file a complaint.

### Student Email Accounts

A student's ODU email account will be the official means of contact between the student and the PhD program, the SPS, and the university. Students should access their ODU email account regularly to check for important information, announcements, etc.

### Responsible Conduct of Research Training

All students must complete the Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research (RCR) course. The course must be completed prior to the completion of 12 semester hours. Failure to meet this requirement results in a registration hold and shows up in Degree Works as an unfulfilled requirement, which can delay graduation

### Student Travel Funds

All PhD students are encouraged to submit paper proposals to professional conferences in the field. If travel money for students is made available by the Dean's Office or by the SPS, those funds are allocated to PhD students to help offset travel costs, 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 submit their application to the PhD GPD no later than December 15; after this date, funds are distributed only as available. Students will only be eligible for travel assistance for a conference if they can demonstrate their proposal for a single-authored or co-authored conference paper, roundtable session, or poster session has been 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 university travel regulations to receive reimbursement for allowable travel expenses; the PhD Program Manager can assist with these issues.

*Re-Validation of Out-of-Date Graduate Credit*

Academic credit granted outside the time limit established for graduate degrees must be re-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 falls on the student.

*SPS Student Association (SPSSA)*

The School of Public Service Student Association promotes the educational, professional, social, and general welfare of its members, as well as friendly relations between students, alumni, faculty, and a community of academics and practitioners. The association also promotes and upholds the highest levels of credible, ethical, and professional practices; and fosters empirical and normative study and research in public administration. The association provides members with information, mentoring, professional development, social activities, and facilities.

Membership in the association is open to all part-time and full-time Public Administration and Policy graduate students in good standing and to graduate program alumni. Dues are determined collectively by the members of the association and are assessed at the beginning of each semester. Dues are used to support the association's various brown bag discussions, luncheons, and social functions. Certain association events will be designated as socialization meetings, and active attendance at these functions may be counted towards meeting the PhD program's socialization requirements.

## PhD Program Timeline

Earning a PhD in Public Administration and Policy involves the successful completion of 49 credit hours—comprised of coursework (37 credit hours) and dissertation work (12 credit hours)—as well as a number of additional requirements and milestones. Students should carefully review the School of Public Service section of the Graduate Catalog for additional details regarding the below listed requirements and milestones.

| Requirement/Milestone | Description | Form |
|---|---|---|
| **Select advisor** | ・ Must be a tenure-track SPS faculty member who is certified for graduate instruction <br> ・ Must be selected prior to the completion of 9 credit hours of coursework | D1 – Appointment or Change of Doctoral Candidacy Examination Committee |
| **Take Responsible Conduct of Research training** | ・ Must be taken prior to the completion of 12 credit hours of coursework <br> See → Responsible Conduct of Research (RCR) Training | |
| **Complete 37 hours of coursework** | ・ Prerequisite courses (if required) <br> ・ Core courses (13 credit hours) <br> ・ Research core & research electives (15 credit hours) <br> ・ Electives (9 credit hours) <br> ・ Dissertation (minimum of 12 credit hours) <br> See → School of Public Service section of the Graduate Catalog | |

| Requirement/Milestone | Description | Form |
|---|---|---|
| **Create doctoral candidacy examination committee** | ・ Member #1 (Chair): SPS faculty member; Graduate Level I certified<br>・ Member #2: SPS faculty member; Graduate Level I or II certified (or Level III with approval of the GPD)<br>・ Member #3: ODU faculty member (SPS or other); certified for graduate instruction | D1 – Appointment or Change of Doctoral Candidacy Examination Committee<br><br>If exams are also serving as a dissertation prospectus defense:<br><br>D2 - Appointment or Change of Doctoral Dissertation Committee |
| **Write comprehensive written examination** | Empirical research paper that includes:<br>・ introduction<br>・ literature review<br>・ theory/conceptual framework<br>・ research design, data collection/availability, proposed analysis, limitations<br>・ contributions | |
| **Submit official written exam to Test Administrator** | ・ Must be submitted by the end of the 3rd semester following completion of coursework<br>・ Must pass plagiarism test | |
| **Pass oral candidacy examination** | ・ Presentation and oral defense of the written exam to the candidacy exams committee<br>・ Must be completed prior to the end of the semester after the written exam is completed | |
| | NOTE, the oral candidacy exam may also serve as the dissertation prospectus defense if:<br>・ the doctoral candidacy exam committee has the same members as the dissertation committee;<br>・ the written comprehensive examination meets the standards of a dissertation prospectus;<br>・ all dissertation prospectus guidelines are followed; and<br>・ the chairs of both the exam committee and the dissertation committee are the same. | |
| **Create dissertation committee** | ・ Member #1 (Chair): SPS faculty member; Graduate Level I certified<br>・ Member #2: SPS faculty member; Member #2: SPS faculty member; Graduate Level I or II certified (or Level III with approval (consult GPD in these cases));<br>・ Member #3: ODU or external faculty member (non-SPS); Graduate Level I or II certified (* see note below) | D2 - Appointment or Change of Doctoral Dissertation Committee |
| **Advance to candidacy** | Status changes to PhD Candidate or PhD ABD (all but dissertation) | D9 - Advancement to Candidacy<br><br>D4 - Doctoral Candidates 1-Hour Full-Time Notification |

| Requirement/Milestone | Description | Form |
|---|---|---|
| **Write dissertation prospectus** | Research plan that includes:<br>· research problem (with clear research question)<br>· theoretical framework<br>· research Design and Methodology | |
| **Defend dissertation prospectus** | Presentation to demonstrate:<br>· originality of research<br>· contribution to the literature of the discipline<br>· requisite literature review<br>· methodology that will be used | D3 - Result of Doctoral Examination or Requirement |
| **Get approval for human subjects research (if relevant)** | → See Research Using Humans for laws and approval procedures related to research involving human subjects | |
| **Conduct dissertation research/write dissertation document** | Maintain continuous enrollment of at least one credit in each semester in PADM 899<br>Dissertation must:<br>· make a clear contribution to knowledge in the discipline;<br>· address some aspect of the field of public administration or public policy; and<br>· document and respond to a managerial or policy problem in the field.<br>→ See Thesis & Dissertation Preparation & Submission for ODU dissertation requirements<br>→ See School of Public Service Theses & Dissertations for examples of SPS dissertations | |
| **Schedule defense** | · In consultation with dissertation committee and GPD | |
| **Defend dissertation** | · Follow appropriate Graduate School procedures for submission of dissertation<br>· Present a summary of each section of the dissertation document<br>· Answer questions from dissertation committee members and other attendees<br>· Receive pass/fail decision from dissertation committee | UPDATED D3 - Result of Doctoral Examination or Requirement |
| **Submit final dissertation** | · Make final revisions<br>· Ensure that 12 credits of dissertation research have been completed<br>· Receive approval from dissertation committee<br>· Submit to PhD GPD for approval<br>· Submit a final, error-free pdf version of the document to Proquest ETD (Electronic Thesis & Dissertation)<br>→ See Thesis & Dissertation Preparation & Submission for submission instructions | D5 - Doctoral Dissertation Acceptance and Processing |
| **Participate in socialization events** | · Attend at least seven (7) designated socialization events during PhD program<br>· Maintain records and provide documentation to the PhD GDP at the end of each semester | NA |

| Requirement/Milestone | Description | Form |
|---|---|---|
| **Get Certification for Graduation** | ・ During the semester of the final defense date<br>・ Review file in Degree Works to ensure all requirements have been met<br>・ File a formal Graduate Degree Application | Graduate Degree Application |

\* Exceptions may be made regarding the requirement that the third dissertation committee member is an ODU faculty member. See details under "Dissertation Committee" in the School of Public Service section of the Graduate Catalog.

## Other Resources

| | |
|---|---|
| Counseling Services | https://www.odu.edu/counselingservices |
| Disability | https://www.odu.edu/life/diversity/problem/disabilites |
| Forms | https://www.odu.edu/graduateschool/forms<br><br>D1 - Appointment or Change of Doctoral Candidacy Examination Committee<br>D2 - Appointment or Change of Doctoral Dissertation Committee<br>D3 - Result of Doctoral Examination or Requirement<br>D4 - Doctoral Candidates 1-Hour Full-Time Notification<br>D5 - Doctoral Dissertation Acceptance and Processing<br>D7 - Leave of Absence from Doctoral Program<br>D9 - Advancement to Candidacy |
| Graduate Admissions | https://www.odu.edu/admission/graduate |
| Graduate Policies & Procedures | https://catalog.odu.edu/graduate/graduatepoliciesandprocedures/ |
| Graduate Student Resources | https://www.odu.edu/graduateschool/graduate-student-resources |
| Health Insurance | https://www.odu.edu/graduateschool/graduate-student-health-insurance |
| Health Services | https://www.odu.edu/studenthealth |
| International Student Services | https://ww1.odu.edu/visa |
| ITS Help Desk | https://ww1.odu.edu/its/helpdesk |
| Library Guides | https://guides.lib.odu.edu/ |
| Military Info | https://ww1.odu.edu/set/studentorgs |
| Registrar | https://ww1.odu.edu/registrar |
| Student Success Center | https://ww1.odu.edu/sees/student-success-services |
| Technology Resources | https://ww1.odu.edu/ts/new-student |
| Thesis & Dissertation Preparation & Submission | https://www.odu.edu/graduateschool/thesis-dissertation-preparation-submission |

| Student Name: | | UIN: |
|---|---|---|
| | **ADVISING FORM** | |
| **Content Areas** | **PhD in Public Administration and Policy 49 credits [37 credits of coursework]** | **Semester/Year (when course will be taken)** |
| **Core** | PADM 800 Colloquium in Public Admin & Policy (1 credit) | |
| | PADM 801 Policy Theory (3 credits) | |
| | PADM 802 Public Administration I (3 credits) | |
| | PADM 803 Public Administration II (3 credits) | |
| | PADM 804 Multi-Sector Administration (3 credits) | |
| **Research Core** | PADM 805 Research Design (3 credits) | |
| | PADM 806 Multivariate Quantitative Analysis (3 credits) | |
| | FOUN 722 Intro to Applied Stats & Data Analysis (3 credits) | |
| | TLCI 814 Qual Research Design in Education (3 credits) | |
| **Research Elective** | One (1) course selected from restricted list (3 credits) | |
| **Electives** | Three (3) courses selected from a restricted list (9 credits) | |
| **Dissertation** | PADM 899 Dissertation (minimum of 12 credits) | |

**Old Dominion University**
**School of Public Service**
**Ph.D. in Public Administration and Policy**

**Student Record**

UIN: _____

**Name:** _____    **Admission Date:** _____

**Address:** _____
(Street)                                  (City)              (State)            (Zip)

**Phone:** _____    **Email:** _____

**Prerequisites:** As required by the Ph.D. Graduate Program Director or the student's advisory committee.

| Course Number | Course Name | Semester | Grade |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Core Courses (13 credit hours):**

| Course | | Credits | Semester | Grade |
|---|---|---|---|---|
| PADM 800 | Colloquium in Public Adminsitration and Policy | 1 |  |  |
| PADM 801 | Policy Theory | 3 |  |  |
| PADM 802 | Public Administration I | 3 |  |  |
| PADM 803 | Public Administration II | 3 |  |  |
| PADM 804 | Multi-Sector Administration | 3 |  |  |

**Research Courses (15 credit hours):**

| Course | | Credits | Semester | Grade |
|---|---|---|---|---|
| PADM 805 | Research Design | 3 |  |  |
| PADM 806 | Multivariate Quantitative Analysis | 3 |  |  |
| FOUN 722 | Intro to Applied Statistics and Data Analysis | 3 |  |  |
| FOUN 814 | Qualitative Research Design in Education | 3 |  |  |
|  |  | 3 |  |  |

**Electives (9 credit hours):**

| Course | Credits | Semester | Grade |
|---|---|---|---|
|  | 3 |  |  |
|  | 3 |  |  |
|  | 3 |  |  |

**Examinations:**

Written Exam          Semester Completed: _____          Oral Exam          Semester Completed: _____

**Dissertation (12 credit hours):**

| Course | Credits | Semester | Grade |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |