Public Administration and Policy

OLD DOMINION UNIVERSITY

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 TO OLD DOMINION UNIVERSITY & SCHOOL OF PUBLIC SERVICE

The mission of the doctoral program is aligned with the vision and mission of Old Dominion University, Strome College of Business, and the School of Public Service. The vision for Old Dominion University 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".

The Strome College of Business 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 community challenges in a global arena to accelerate success". The vision of the School of Public Service is (SPS) "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".

INTRODUCTION TO THE DOCTOR OF PHILOSOPHY IN PUBLIC ADMINISTRATION AND POLICY

These mission and vision statements of the larger organizations that house the Doctor of Philosophy in Public Administration and Policy program reflect a need for solutions and interactions in a multi-sector environment for addressing complex issues and problems. Therefore, the mission of the doctoral program is to "develop expert leaders and scholars in public and non-profit administration and policy who are capable of creating and disseminating knowledge that advances public service in a multi-sector environment".

The learning outcomes for the PhD in Public Administration and Policy are specific to graduate level knowledge, skills, and abilities that students should acquire. Faculty worked with staff members in Old Dominion University's Office of Assessment to develop learning outcomes.

<u>Learning Outcomes</u>

Students will be able to:

1. apply the theoretical foundations of public administration and policy to actual public sector contexts;

2. synthesize existing knowledge, identify, and access appropriate sources of information, and critically analyze and evaluate public administration and policy research studies;

3. select and apply research to analyzing public sector issues in the multi-sector environment;

4. demonstrate skills in designing research studies to answer relevant questions in public administration and policy;

5. produce written and oral communications that apply and convey high quality research; and

6. demonstrate quantitative and qualitative research skills in measurement, data collection, analysis, and synthesis of results.

REQUIREMENTS FOR ADMISSION

Applicants to the doctoral program should apply electronically through the university's web site. The application should be filled out completely and submitted to the Office of Graduate Admissions. Applicants may submit application materials at any time during the year, however, to be considered for the immediate fall admission, all application materials must be on file with the Admissions Office no later than March 1. Application decisions for admission to the program are made once per year in April. Students accepted in the program may begin their course work in the fall term following successful admission to the program.

Students may choose to defer their admission up to two semesters beyond the first fall semester of admission. Students choosing to defer admission must notify both the Graduate Program Director and the Office of Admissions of their decision to defer. Students offered financial assistance who choose to defer are not be guaranteed the availability of that funding at a

later date. Applications must contain the following materials and should be included with the online application.

- Two 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 resume that reflects academic and professional achievements and experience.

- 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 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 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 will be considered 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. The GRE waiver is evaluated at the same time that the application is reviewed. Email your GRE waiver request to either gradadmit@odu.edu or intladm@odu.edu. The form is found on our webpages.

- For students whose native language is not English, a minimum score of 79 on the TOEFL, or 6.5 on the IELTS is required.

Transfer of Credit Policy

Students may transfer up to 6 credit hours of approved course work from a regionally accredited institution. Coursework must be beyond the master's degree and taken prior to admission to the Ph.D. program. Students may also be required to submit syllabi from those courses. Transfer of credit is not final without the signed approval of the GPD and the Dean on the Evaluation of Credits form. 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 nor by exemption through an examination;
- Must have been completed within eight years. 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 Policy program must be validated. 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 six-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 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 PADM courses (PADM 800, PADM 801, PADM 802, PADM 803, PADM 804, PADM 805, or PADM 806). Students may continue to register for additional 600- or 700-level courses consistent with existing SPS policy. The grades earned in these classes will not be considered by the admissions committee during application review but may count toward the six-credit limit for transfer courses (see Transfer of Credit Policy, above). At least three-fifths of course work (23 credit hours) towards degree must be at the 800 level.

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 apply, through the Graduate Admissions Office, for admission as a non-degree seeking student. Non-degree seeking students are not eligible to receive financial assistance.

STUDENT FUNDING

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 required to work 20 hours per week with an assigned faculty member(s). Teaching assistantships require 20 hours per week as assigned by the GPD. This work may include assisting faculty in the classroom, teaching independent sections of a course in the Public Service Minor, or a combination of activities. Students seeking financial should complete the 'Application for Institutional Graduate Financial Assistance' form as part of their admission packet.

Students may receive an assistantship or fellowship or sometimes a combination of both. Amounts for research assistantships are typically $10,000 to $15,000, and teaching assistantships are typically from $12,000 to $15,000. Additionally, tuition is waived for Ph.D. research and teaching assistants (for a maximum of 9 credit hours each semester). Please note that student funding is generally not available during the summer term.

In keeping with the requirements of the Graduate School, student funding is awarded strictly on the basis of merit and is used to attract and retain the best students into the Ph.D. program. Award decisions are made during each admissions cycle. The Admissions Committee makes recommendations for funding to the SPS Chair. The committee has the ability to recommend the award of all available assistantship positions or may withhold funding 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 the awarding of any available assistantship money to a worthy student that has exhausted their normal eligibility for financial assistance or who had not previous been funded.

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 three 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 SPS;

- the student maintains a GPA of 3.20, as described in the Retention Standards section of this manual, and continues to make satisfactory progress toward completion of the degree;

- the quality and quantity of the student's work as research or teaching assistant 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 (for students working on dissertation); 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 is 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 is 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 three-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.

RETENTION STANDARDS

The University has established 3.00 as the minimum Grade Point Average (GPA) for continuance in a graduate program and graduation. Probation by the University occurs when a

student's GPA falls below 3.00. Suspension occurs when the student is unable to raise the GPA above 3.00 within the next 12 credit hours taken. In order to remain in good standing in the Ph.D. program, students must maintain a GPA of at least 3.00. 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 is 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 is indefinitely suspended from the program.

If a full-time funded student falls below a GPA of 3.20 (but above 3.00), he or she is placed on probation by the academic program for a period of one semester. If, at the end of the probationary semester, the student's GPA remains below 3.20, the student's funding is terminated. If a student's GPA falls below a 3.00, the student's funding is terminated.

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 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 SPS, 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 Strome College of Business.

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. The Advising Form must be completed. Students are blocked electronically from registration until this form is completed and the student meets with the GPD. Students may register only for the courses approved by the GPD

and are 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 first nine hours in the program, the student must identify an advisor who is a tenure-track faculty member within SPS who is certified for graduate instruction. Once chosen, the Appointment of the Advisory Committee form (D1) must be completed and submitted to the GPD. The purposes of the advisor are to:

- Assist the student in planning the balance of the Plan of Study, including fulfilling specific course requirements and course sequencing;

- Approve registration selections for each semester while ensuring that the student fulfills course requirements;

- Provide mentorship in terms of expectations of performance, behavior, values, and integration into the discipline of public administration and public policy;

- 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 should meet with their advisor at least once per semester. A student may choose a new advisor at any time, but a new Appointment of Doctoral Advisory Committee D1 form must be completed and submitted to the GPD. 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.

Student Performance Review

Each Ph.D. student undergoes a performance review by his/her Advisor and/or 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

ASPA Code of Ethics, Student Code of Conduct.

- 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 is brought before the faculty to discuss the student's past performance as well as the student's 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 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 is automatically dismissed. If a student improves but then receives a second unacceptable review, the student is automatically placed on a one-semester suspension from the program; if there is a third occurrence, the student is 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 Ph.D. student, whether they seek a career in academia or elsewhere. All Ph.D. students are required to attend at least <u>seven</u> designated socialization events during their Ph.D. program. This is a non-credit program, but no student is certified for graduation until this requirement is met. The SPS 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.

Students can meet some of the socialization requirement by participating in the Graduate School's Career Pathways certificate programs, Preparing Future Faculty (PFF) and Preparing Future Professionals (PFP), by completing one of the Certificates or attending the professional

development events required for the Certificates. Additional activities that count as socialization activities include attendance at prospectus and dissertation defenses, local ASPA chapter events, conference research presentation, and Dean's Research Seminar. Students must maintain records and ensure documentation of these events with the GPD by the end of the semester in which they occur.

PROGRAM ORGANIZATION AND PLAN OF STUDY

The program requires 49 credit hours for completion, including 37 hours of coursework. The program is organized as follows:

- Prerequisites (does not count towards required 49 credit hours. Credit hours varies)
- Core courses in Public Administration and Policy (13 credit hours)
- Research component (15 credit hours)
- Electives (9 credit hours)
- Dissertation process (minimum of 12 credit hours)

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

Prerequisites

Depending on a student's prior academic preparation and work experience, additional prerequisite courses may be required by the GPD. Such courses must be completed with a grade of B or better and will not be included in the 49 semester credit hours required to complete the doctoral program. The prerequisites are as follows:

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

Core Courses (13 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 required core courses, and their credit hours, are:

PADM 800	Colloquium in Public Administration 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 Component (15 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 are exposed to the philosophy undergirding social inquiry, statistical techniques, qualitative methodologies, research design, and program evaluation.

Research Core Courses

PADM 805	Research Design	3
FOUN 722	Introduction to Applied Statistics and Data Analysis	3
FOUN 822	Applied Linear Models or select a course marked by an asterisk from the research list below or PADM 806 when offered	3
TLCI 814	Qualitative Research Design in Education	3
Electives	One course selected from restricted list	3

Restricted Research Elective List

CRIM 805*	Multivariate Statistics in Criminology*	3
CRIM 810	Qualitative Methods in Criminology	3
CRIM 815	Advanced Quantitative Techniques in Criminology	3
CRIM 820	Advanced Research Methods in Criminology	3
BNAL 712*	Advanced Statistical Methods in Business Research*	3
FOUN 812	Advanced Research Design and Analysis	3
FOUN 823	Analysis of Variance Applied to Educational Research	3
FOUN 826	Applied Structural Equation Modeling	3
FOUN 840	Educational Measurement and Assessment	3
GEOG 502	Geographic Information Systems	3
HLSC 810	Research Design and Application	3
HLSC 811*	Quantitative Research Methods in Health Care*	3
HLSC 812	Qualitative Research Methods	3
HLSC 813	Measurement of Health Phenomena	3
MKTG 813	Fundamentals of Survey Research	3

| TLCI 815 | Advanced Qualitative Research | 3 |

Electives (9 semester credit hours)

PADM 808	Urban and Regional Economic Development	3
PADM 810	Policy and Program Evaluation	3
PADM 814	Public-Private Partnerships	3
PADM 815	Management of Nonprofit Organizations	3
PADM 816	Introduction to Nonprofit Sector	3
PADM 820	Public Personnel Administration	3
PADM 821	Transportation Policy	3
PADM 823	Ethics in Public Administration	3
PADM 825	Government, Society, and Business	3
PADM 830	Theories of Conflict Resolution and Problem Solving	3
PADM 837	Digital Government	3
PADM 850	Performance Measurement and Management	3
PADM 860	Collaboration	3
PADM 872	Public Financial Management	3
PADM 881	Intergovernmental Relations	3
PADM 895	Advanced Topics	3

Students are encouraged to use electives to develop their area of research interest and expertise. Electives may be taken outside of the SPS with GPD or Advisor approval and must be at the 600 level or above. With GPD approval, students may complete up to 3-credit hours of directed research (PADM 898) to fulfill an elective requirement. At least three-fifths of coursework (23 credit hours) must be completed at the 800 level.

COMPREHENSIVE CANDIDACY EXAMINATIONS

The Candidacy Exams take place at the end of coursework and prior to the writing of the dissertation prospectus. The proposed structure and format are intended to better support Ph.D. students' transition from coursework to dissertation by focusing on written and oral exams in the form of an empirical research paper proposal that is specific to an individual student's planned dissertation topic, as opposed to more general concepts. It is a committee-led exam with the student identifying an exam committee comprising of at least three University

faculty of which at least 2 must be School of Public Service faculty members. Exam committee members must be certified for graduate instruction. The student works with the committee during the exam process. The chair of the committee must be SPS faculty member graduate certified at Level I. The D1 Appointment of the Doctoral Advisory Committee form must reflect the composition up of this committee.

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. Furthermore, the exercise of completing the proposed comprehensive exam process provides a more valid testing of the student's ability to use the knowledge gained from coursework.

The exam consists of two portions, written and oral. The exam committee will evaluate both 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.

In the interim, Graduate Assistants must register for dissertation research credit during the Fall and Spring semesters, which would count towards the three years of funding. All students must be registered during the semester(s) in which they are scheduled to take the comprehensive exams.

Written Comprehensive Examinations

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 3 semesters (excluding summer) to submit the written exam following completion of coursework. The 3 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). Due to the allowance for draft submissions, no retake of the written exam is permitted. The Test Administrator will test for plagiarism, and any student whose exam fails the plagiarism test will result in dismissal from the Ph.D. program. Failure to meet the deadline will result in exam failure and dismissal from the Ph.D. 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. 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 research meets the standards of the dissertation prospectus, and all guidelines of 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.

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 from the semester they complete the candidacy examinations and prospectus defense 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

After the comprehensive examination process has been completed, the examination committee is dissolved, and the student creates a dissertation committee. The dissertation committee may or may not have members who previously served on the student's examination committee (*see **Oral Candidacy Examination** section for exception to the chronology of events*). The dissertation committee is formed to supervise the student's dissertation research. The

Appointment of the Doctoral Dissertation Committee form (D2) must be completed and submitted to the GPD. Refinement and final approval of the topic and the dissertation prospectus is the first responsibility of the dissertation committee.

The dissertation committee may not be formed until all course work is completed and the comprehensive examinations have been successfully completed. The dissertation committee shall have at least three full-time Old Dominion University faculty, 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 SPS and must meet the requirements to be certified as Graduate Level II faculty or higher. The dissertation committee chair must be SPS faculty and certified as Graduate Level I faculty.

Adjunct and/or emeriti ODU faculty who are certified for graduate instruction at the appropriate level may serve as voting members of the committee upon the recommendation of the chair of the dissertation committee and approval of the GPD and the college dean or dean designee. Adjunct and/or emeriti ODU faculty and externally affiliated faculty may serve in the role of dissertation committee co-chair if graduate certified at the appropriate level AND with the approval of the GPD and the dean or dean designee. External, non-ODU faculty may serve on a doctoral dissertation committee if they have special knowledge of the dissertation topic area AND upon the recommendation of the dissertation committee chair and approval of the GPD and college dean or dean designee. All external ODU faculty serving on doctoral dissertation committees must meet standards for Graduate Certification set by the by the College Graduate Committee.

Dissertation Prospectus

The candidate will select a topic for dissertation research under the guidance of her/his 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. 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 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 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.

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 may retain full-time student status by registering 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.

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.

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 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 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 constitutes successful completion of the defense of the dissertation and is so reported by the dissertation committee Chair to the GPD with the updated Result of Doctoral Examination or Requirement D3 form. Any final revisions must be made after the defense and approved by the dissertation committee. Final acceptance of dissertation is reported to the GPD and the Dean with the Doctoral Dissertation Acceptance and Processing D5 form, which is submitted to the Office of the Registrar. In the event that the candidate fails to pass the dissertation defense, the dissertation committee may recommend that the candidate be dismissed from the program or allowed one additional chance at re-examination at least 3 months after the failed defense.

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

Availability of Doctoral Forms

Doctoral forms discussed in this manual are available on the ODU Graduate School website (https://www.odu.edu/graduateschool; https://www.odu.edu/graduateschool/forms). See other ODU webpages of the offices requiring any other needed forms (e.g., https://www.odu.edu/visa). SPS maintains copies of all completed forms in each student file.

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 https://www.odu.edu/impact/responsible-conduct-of-training.

Student Orientation Sessions

Prior to the beginning of each fall semester, the SPS schedules an orientation session to discuss program requirements, course scheduling, 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 are announced at least two weeks in advance, and typically last about 90 minutes.

Time Limit 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 re-validation of any course credit more than eight years old at the time of graduation.

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.

Ph.D. Student Association (PAAPERS)

The SPS' Ph.D. student association is designed to promote the educational, professional, social, and general welfare of its members. It promotes friendly relations between students, alumni, faculty, and community of 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, the Association provides information, mentoring, professional development, social activities, and facilities to its members.

Membership in the Association is open to all part time and full time Public Administration and 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 Association events will be designated as socialization meetings, and active attendance at these functions will serve towards meeting 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. If travel money for students is made available by the Dean's Office or by the SPS, those funds are 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 are distributed only as available. Only 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 is 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 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 is the official means of contact between the student and the Ph.D. program, the SPS, 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 Information Technology Services (ITS) at ODU (https://www.odu.edu/its).

Student Code of Conduct

Doctoral students are expected to conduct themselves with professionalism towards fellow students, faculty, and staff, which includes all forms of interaction and being courteous of others' time. Ethical and respectful treatment of others is expected regardless of status or demographic identifications. It is a violation of ethics for a student to seek an advantage by telling mistruths or misleading peers, faculty, or staff to gain an unfair academic or employment advantage. In general, students are to abide by the University's Code of Student Conduct https://www.odu.edu/about/policiesandprocedures/bov/bov1500/1530.

Relationship between the ODU Graduate Catalog and This Manual

Each year the university publishes the Old Dominion University Graduate Catalog. The Catalog 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.

OTHER RESOURCES

Counseling Services https://www.odu.edu/counselingservices

Disability https://www.odu.edu/life/diversity/problem/disabilites

GI Bill Rates https://www.odu.edu/admission/military-admission/educational-aid/gi-bill-rates

Graduate Student Organization http://orgs.odu.edu/gso/

Health Insurance https://www.odu.edu/graduateschool/graduate-student-health-insurance

Health Services https://www.odu.edu/studenthealth

International Student Services https://www.odu.edu/international/services

Outreach & Support Services (Ombudsperson) https://www.odu.edu/life/support/student-outreach

Registrar https://www.odu.edu/registrar

Veterans Services https://www.odu.edu/military/students/veterans-services

Visa https://www.odu.edu/visa

Student Name:			UIN:
	ADVISING FORM		
Content Areas	**PhD in Public Administration and Policy** **49 credits [37 coursework]**		**SEMESTER/YEAR PLAN TO TAKE COURSE**
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) FALL/SPRING/SUMMER		
	TLCI 814 Qual Research Design in Education (3 credits) FALL/SPRING/SUMMER		
Research Elective	One course selected from restricted list (3 credits)		
Electives	Three 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