

# Doctor of Philosophy

## Public Administration and Policy (PhD)

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The mission of the Ph.D. in Public Administration & Policy 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 with 37 hours of doctoral level course work and 12 hours of dissertation credit. This program is available on-campus and online.

### Admission

Applications for admission to the program will be considered once per year in March. Students begin classes in the fall.

Prospective students will submit the following for consideration:

- An online graduate application.
- Two (2) letters of recommendation from academic sources (e.g., professors from previous degree work). If it is not possible to secure two academic references, please contact the GPD for advice on acceptable substitutes
- 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 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
- 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.

### Curriculum Requirements

#### Core Courses

PADM 800	Colloquium - 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 Core

PADM 805	Research Design	3
FOUN 722	Introduction to Applied Statistics and Data Analysis	3

PADM 806	Multivariate Analysis in Public Administration	3
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TLCI 814	Qualitative Research Design in Education	3
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#### Research Electives

Select one of the following: 3

CRIM 805	Multivariate Statistics in Criminological Research	
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CRIM 810	Qualitative Methods in Criminology and Criminal Justice	
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CRIM 815	Advanced Quantitative Techniques in Criminology & Criminal Justice	
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CRIM 820	Advanced Research Methods in Criminology & Criminal Justice	
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BNAL 712	Advanced Statistical Models in Business Research	
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FOUN 812	Research Design and Analysis	
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TLCI 815	Advanced Qualitative Research	
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FOUN 823	Analysis of Variance Applied to Educational Research	
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FOUN 826	Applied Structural Equation Modeling in Educational Research	
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FOUN 840	Educational Measurement and Assessment	
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GEOG 502	Geographic Information Systems	
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HLSC 810	Research Design and Application	
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HLSC 811	Quantitative Research Methods in Health Care	
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HLSC 812	Qualitative Research Methods	
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HLSC 813	Health Outcomes Research	
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MKTG 813	Fundamentals of Survey Research	
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GPD approval required for alternative courses.

#### Electives

Choose 3 courses from the following list: 9

PADM 808	Urban and Regional Economic Development	
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PADM 810	Policy and Program Evaluation	
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PADM 814	Public-Private Partnerships	
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PADM 815	Management and Governance of Nonprofit Organizations	
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PADM 816	Introduction to Nonprofit Sector	
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PADM 820	Public Human Resources Management	
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PADM 823	Ethics in Public Administration	
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PADM 825	Government, Society and Business	
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PADM 850	Performance Measurement and Management	
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PADM 860	Collaboration in Public Administration	
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PADM 872	Public Financial Management	
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PADM 881	Intergovernmental Relations	
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PADM 895	Advanced Topics	
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GPD approval required for alternative courses.

#### Dissertation

PADM 899	Dissertation	12
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**Total Credit Hours** **49**

#### 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
- application of credits earned through Prior Learning Assessment credit

Contact the PhD Program Manager (<https://www.odu.edu/public-service/directory/>) 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 (<https://catalog.odu.edu/graduate/graduateregistrationrequirementsandprocedures/>).

With the permission of the PhD GPD (<https://www.odu.edu/public-service/directory/>), 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 and are not permitted 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 (<https://www.odu.edu/public-service/directory/>) 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 (<https://www.odu.edu/admission/graduate/>) for admission as a nondegree seeking student. Nondegree seeking students are not eligible to receive financial assistance.

### ***Student Advising***

The PhD GPD (<https://www.odu.edu/public-service/directory/>) 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 (<http://catalog.odu.edu/applewebdata/FCCD3F4E-98B3-4CC1-B29B-4BE35AF0A4E2>) (attached) to the PhD Program Manager (<https://www.odu.edu/public-service/directory/>) before attempting to register for their 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 Strome College of Business – Appointment of Doctoral Faculty Advisor (<http://catalog.odu.edu/applewebdata/FCCD3F4E-98B3-4CC1-B29B-4BE35AF0A4E2>) form (attached) 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 fulfills 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
- provide the student with advice and counseling to ensure their 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 (<https://catalog.odu.edu/graduate/graduatefinancialaid/>) and Financial Awards for Graduate Students (<https://catalog.odu.edu/graduate/financialawardsforgraduatestudents/>), as well as information provided by the Office of Financial Aid (<https://www.odu.edu/finaidoffice/>).

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 (<https://www.odu.edu/sites/default/files/documents/graduate-financial-assistance.pdf>) 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)
- 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 (<https://catalog.odu.edu/graduate/business/public-service/public-administration-policy-phd/>) and under "Continuance" in the Graduate Policies and Procedures section of the Graduate Catalog (<https://catalog.odu.edu/graduate/policies/graduatepolicies/>).

### 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 (<https://catalog.odu.edu/graduate/graduatepoliciesandprocedures/>).

### 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 (<https://catalog.odu.edu/graduate/business/public-service/public-administration-policy-phd/>). When contemplating their course selection, students should keep in mind that at least 23 credit hours must be completed at the 800 level.

### 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 GPD, 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 (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 (<https://www.aspanet.org/ASPA/ASPA/Code-of-Ethics/Code-of-Ethics.aspx>)
- participation in socialization events
- 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. Students may appeal the faculty decision to the Dean of the Strome College of Business (see Retention Policy).

### **Socialization Requirement**

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 seven (7) designated socialization events during their PhD program. These are non-credit events, but no student will be certified for graduation until this requirement is met as determined by the PhD GPD. The SPS will designate at least 3-4 socialization 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 (<https://sites.wp.odu.edu/careerpathways/>) programs. Additional events that count as socialization events 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.