



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Doctoral Handbook



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INTRODUCTION

This handbook provides prospective and current doctoral students with general information about policies and procedures in the John Glenn College of Public Affairs at The Ohio State University. This handbook is a supplement to the university's [Graduate School Handbook](#). If you are a prospective student with questions about admissions requirements or the application process, please check our [website](#) or contact student affairs (614-292-9633 or [GlennApply](#)). If you are a current or prospective student with questions about the doctoral program or requirements, please contact the director of doctoral studies, Dr. Stephanie Moulton (moulton.23@osu.edu).

The John Glenn College of Public Affairs offers undergraduate and graduate programs leading to the Bachelor of Arts (BA) degree, a two-year Master of Public Administration (MPA) degree, an In-Career Master of Arts in Public Policy and Management (MA) degree, Dual MA and MPA degrees and the Doctor of Philosophy in Public Policy and Management (PhD) degree. At any given point in time, the Glenn College typically has just over 300 undergraduates, approximately 225 master's students and 25 doctoral students. Classes and seminars are kept small to best facilitate interaction between faculty and students. Located in Ohio's fastest growing large city and the state capital, the Glenn College offers students regular interaction with public officials and administrators. This interaction occurs not only in the classroom in the form of faculty members and visiting speakers, but also through research projects, internship opportunities, and special events with our active alumni society.

The John Glenn College of Public Affairs includes a [core full-time faculty](#) accompanied by distinguished [courtesy faculty](#) members who divide their time between public affairs and related academic disciplines. A wide range of academic disciplines and professional fields are represented on the faculty, including public administration and public policy, economics, political science, law, history, geography, engineering, operations research, nonprofit management, food, housing, environmental, innovation policy, and quantitative methods. Many have experience in either government or private research organizations. Read more about our faculty members and their research at: <http://glenn.osu.edu/faculty/glenn-faculty/>.

Professional research conferences in which the College's faculty and doctoral students regularly participate include those sponsored by organizations such as the *Association for Public Policy Analysis and Management*, *National Tax Association*, *American Economic Association*, *Academy of Management*, *Public Management Research Association*, *Association for Research on Nonprofit Organizations and Voluntary Action*, and the *American Society for Public Administration*.

OBJECTIVES

The PhD in Public Policy and Management prepares individuals for university careers in teaching, scholarly research and consulting, and for senior-level research roles in governmental, nonprofit, and other institutional settings. Through our curriculum, we seek to provide graduates with an ability to combine techniques and theory from several disciplines to address public sector problems and to advance the knowledge and technology base for public policy and management.

Specifically, the program seeks to provide students with

- A basic knowledge of the public policy formulation, implementation and evaluation processes
- A thorough preparation in analytical foundations and competence in advanced research methods and quantitative tools required for investigating public policy and management problems
- Competence in public sector economic theory and its application to policy analysis and management problems
- An understanding of the concepts, methods, and techniques of organization theory and administrative processes applicable to the public sector environment
- An intensive concentration in an advanced specialized topic area emphasizing multidisciplinary contributions to addressing public sector problems

PROGRAM LENGTH

The length of time to complete the PhD program will vary with each student, depending on prior academic preparation and the amount of time available for concentrated academic study. Students are expected to be enrolled in the program full-time for the duration of their study. The program requires a minimum of four full-time academic semesters of course work plus an additional two to four semesters for the dissertation. The University and the Glenn College require that all residency and credit-hour requirements be satisfied.

ADMISSION POLICIES

Admission to the PhD program is highly selective. The faculty is committed to maintaining small seminars, individual tutorials, and close student-faculty collaboration on research projects. Talented individuals from the United States and abroad with superior academic records and a strong interest in careers emphasizing research and scholarship are encouraged to apply. Our students come from a variety of academic backgrounds including public administration, the social and behavioral sciences, business administration, accounting, history, engineering, the physical sciences, mathematics, the biological sciences, education, law, and social work. The common bond among our faculty and students is a dedication to addressing public policy and management problems through the integration of multidisciplinary research contributions.

How to Apply

For a step by step guide on how to apply to the PhD program, including important deadlines and resources, please visit the [Graduate Admissions](#) page on our website.

Deadlines:

In order to be considered for **priority funding** (e.g., fellowships, assistantships, scholarships) applicants are strongly encouraged to submit complete applications by **December 1st for domestic applicants** and **November 1st for international applicants**. The final deadline for domestic and international applicants to submit a completed application is **March 15th**. Applications received after this date will be accepted on a case-by-case basis. All doctoral students begin the program in Autumn Term.

Only complete applications are sent for review by the faculty. Applicants are encouraged to check the status of their application and materials online through [Graduate Admissions](#).

Materials:

All applicants for the PhD program are required to submit the following materials to Graduate Admissions via the online application:

1. A completed [Graduate School application](#)
2. Official transcripts of all prior academic work
3. Official results of the Graduate Record Examination ([GRE](#)) General Aptitude Test. GRE scores are required for all PhD applicants, domestic and international
4. At least three letters of recommendation, preferably from faculty or researchers, assessing the applicant's potential for doctoral-level work*
5. An autobiographical statement summarizing the applicant's preparation, career goals, and primary research as it relates to our PhD program*
6. A resume or CV. Be sure to include work experience, volunteer activities, academic and professional honors, honorary societies, extracurricular activities, any publications and other significant activities*

***NOTE:** If you choose not to attach these materials when completing the online application, you may attach them later, using the online uploader.

In addition, all international applicants must submit scores from the Test of English as a Foreign Language ([TOEFL](#)), the International English Language Testing System ([IELTS](#)) or the Michigan English Language Assessment Battery ([MELAB](#)) unless the applicant's native language is English or he/she has received a university-level degree from an English-speaking institution.

International applicants who wish to apply for a U.S. non-immigrant visa for study at Ohio State must also submit a certified statement indicating that financial resources are available to defray the cost of graduate education.

Admission Criteria

An applicant must submit documentation that demonstrates, at a minimum, fulfillment of the following admission criteria:

- An earned baccalaureate or professional degree from an accredited college or university by the expected date of entry
- A minimum of 3.0 cumulative point-hour ratio (on a 4.0 scale) in all previous undergraduate work
- A minimum of 3.3 cumulative point-hour ratio (on a 4.0 scale) in all previous graduate work
- Prerequisite training that will enable the student to pursue the graduate program to which admission is sought
- Graduate Record Examination (GRE) General Aptitude Test scores which, when considered along with the above information, indicate the applicant's ability to complete a rigorous program of doctoral studies. Successful applicants typically score in at least the 75th percentile for verbal and quantitative sections.
- A minimum score on the Test of English as a Foreign Language (TOEFL) of 100 is preferred on the Internet Based TOEFL. This requirement applies to an applicant from a country where the first language is not English, unless a degree was earned from an English-speaking institution (additional TOEFL information and minimum university score requirements may be found [online](#))
- A clear and concise Statement of Purpose that outlines the how the applicant's research interests and career goals and fit with our program
- Strong letters of support, preferably from university faculty members, commenting on the applicant's potential for success in a rigorous academic program

FINANCIAL AID

Various forms of financial aid are available to doctoral students. Students interested in receiving financial aid should indicate so in the appropriate section of the Graduate School Application. Among the most common forms of financial aid are [Graduate School Fellowships](#), and [Graduate Associateships](#), which includes Graduate Research Associateships (GRAs), and a limited number of Graduate Teaching Associateships (GTAs). In addition, [other funding opportunities](#) may be applicable or available depending on academic areas of interest, demographic status, and/or level of graduate study.

Deadlines for Graduate Fellowships

Applicants with high undergraduate grade point averages and strong GRE scores who complete their applications by December 1st (November 1st for international applicants) can be nominated by the College for a university-wide fellowship competition. [Fellowships](#) provide a waiver of academic tuition and fees, a monthly stipend without work commitment and a subsidy of the student health insurance premium.

Graduate Associateships

Graduate Associates are hired for research, teaching, and administrative positions in the College. Students supported through John Glenn College of Public Affairs funds must be full-time students pursuing the PhD degree. The awards are academically based. Academic credentials as demonstrated by grade point average and GRE scores are initial criteria used in evaluating candidates. Additional consideration is given to pertinent work experience and special skills. Graduate Associateships are also available campus-wide. Students may be apprised of new positions through our PhD email listserv and Buckeye Careers Network, our web-based searchable job/internship database linked from our [Career Services](#) web page. Many of the Glenn College faculty members also have funded projects in various policy areas. Students interested in working with a particular faculty member on a funded project are also encouraged to reach out to the faculty member directly.

Critical Difference for Women

In an effort to become a national leader in creating an institutional environment for women to study and work which allows each to reach her full potential as a scholar and/or professional, The Ohio State University has established the [Critical Difference for Women](#) program. There are several scholarships funded under this program, including Professional Development Grants, Re-entry Scholarships, and Research on Women Grants.

Loans

Federal Direct PLUS Loan for Graduate Students

To qualify for the Federal Direct PLUS Student Loan, you must demonstrate financial need through filing the Financial Aid Form (FAFSA) and then submitting a Graduate PLUS Application to the [Student Financial Aid Office](#).

Guaranteed Student Loans

This student loan is obtained through your local bank or lending institution. Loan repayment commences six months after leaving school at which point you will begin to pay interest and repay principal. These interest rates have been less than conventional loan rates, but more than the National Direct Student Loan rates. The processing of the application for the Guaranteed Student Loan usually takes six weeks or longer for out-of-state students. Consult your local lending institution for applications and guidelines.

Short-Term and Long-Term University Loans

These loans are designed for emergency needs related to educational expenses and require an application. For more information about application processes, borrowing limits, and repayment terms for short- and long-term University loans please see the Student Financial Aid Office's information on [Loan Programs](#).

AWARDS

As a student, it is your responsibility to seek out awards that can help finance your graduate education. The Glenn College frequently informs our student body of relevant opportunities via electronic communications, but it is to your benefit to regularly seek

resources for awards and scholarships such as the Student Financial Aid Office's [Scholarship Programs](#) and the Graduate School's [Funding](#) web pages. Some awards of particular interest to you may include the following:

Presidential Fellowship

The **Ohio State Graduate School's [Presidential Fellowship](#)** is the most prestigious award given by the Graduate School to recognize the outstanding scholarly accomplishments and potential of graduate students entering the final phase of their dissertation research or terminal degree project.

K. Patricia Cross Future Leaders Award

The [K. Patricia Cross Future Leaders Award](#) recognizes graduate students who show exemplary promise as leaders of higher education, whose work reflects a strong emphasis on teaching and learning, and who demonstrate a commitment to developing academic and civic responsibility in themselves and others. Deadline: October 1. Contact: [Suzanne Hyers](#), (202) 387-3760.

Alumni Grants for Graduate Research and Scholarship

The [Alumni Grants for Graduate Research and Scholarship](#) (AGGRS) provides up to \$2000 for dissertation research support to doctoral candidates without any other research support from their department or advisor due to lack of funds.

Ray Travel Award for Scholarship and Service

The **Edward J. [Ray Travel Award for Scholarship and Service](#)** (Ray Award) provides reimbursement or partial reimbursement for expenses incurred during travel to conferences and meetings to present original research. The Ray Award gives substantial weight to the applicant's service to his/her department, the university, and the surrounding community.

Graduate Student Pelotonia Fellowship Program

The [Pelotonia Fellowship Program](#) provides two-year research fellowships for up to 16 of the best and brightest Ohio State graduate students who want to help cure cancer. Cancer is a complex disease and curing it will take a multidisciplinary effort. So, no matter what the field of study, from traditional scientific fields to fields such as business, history and engineering, all graduate students may apply.

Robert W. Backoff Research Award

Each year, the Robert W. Backoff Research Award recognizes outstanding scholarship by a doctoral student in the John Glenn College of Public Affairs.

Eligibility:

- Eligibility is restricted to students in good standing by April 15th who do not yet hold the degree of PhD.

Papers either submitted for publication or accepted for publication during the current academic year are eligible.

- Co-authored papers are eligible, but a letter from one of the nominated student's coauthors detailing the nominee's contribution should be included with the paper submission.

The paper will be judged primarily on the following:

- Advancement of knowledge
- Significance of the topic for public affairs
- Quality and implementation of the research
- Analysis and interpretation of the findings (if applicable)
- Clarity and organization of the writing
- Selectivity/quality/reputation of the publication
- Builds upon the nominee's progress through the doctoral program

PROGRAM SUPPORT

Page Hall Computing Facilities

A state-of-the art computer lab and student work space dedicated for exclusive use by doctoral students is available in room 230. An additional computer lab available to all Glenn College graduate students is located in room 030. Further, the computers in classroom 040 are available when classes are not scheduled. Computer labs are typically available 24 hours a day and include printers.

Library

Ohio State's [Library](#) is one of the largest in the nation, with a comprehensive collection of over six million volumes. These holdings, housed in the campus' Main Library and 15 on-campus branch libraries are supplemented by over 100,000 serial subscriptions, including all of the important scholarly journals essential to advanced research. The University's library system is augmented by the [State Library of Ohio](#), [OhioLINK](#), the [Columbus Metropolitan Library](#), and the research library of [Battelle Memorial Institute](#), all located within minutes of campus. Additionally, the library system employs one of the world's most sophisticated information search and retrieval systems which offers both standard and customized searches of information and data bases throughout the world. This system permits students to determine quickly the location, circulation status, and availability of all materials. Materials may also be checked out and delivered to campus addresses quickly via electronic request from collections of cooperating research libraries throughout Ohio and the nation. In addition, the Glenn College has a dedicated librarian representative, David Lincove, to assist with customized searches, orders, and training. Mr. Lincove's office is 155C Thompson Library, and he can be contacted at 614-292-2393 or lincove.1@osu.edu. He also maintains a web page of [Public Affairs Resources](#).

Travel

The faculty strongly encourages student participation in professional organizations as a means of career development. The Glenn College has a fund to provide some financial support for student participation in scholarly meetings to present papers, to participate in Doctoral Consortia or other activities if the student is on the conference program. Requests for such support are to be made to the Director of Doctoral Studies. For more information on what to include in a funding request, please see the College's [website](#).

Students presenting at conferences are encouraged to first apply for alternative funding opportunities, such as with the Council of Graduate Students. The Glenn College may be more generous in its support of student travel for students who have sought Ray Travel Award or any other funding external to the College. Please visit the [Doctoral Program](#) page on the Glenn College website for more conference funding opportunities.

Students are responsible for having all the necessary permissions and University paperwork submitted before incurring any expenses related to the conference.

Health Services

Ohio State offers [Student Health Insurance](#) which provides coverage for students who wish to use the University Health Service clinics. Insurance premiums are paid each term along with instructional fees. Cost of premiums varies with type of coverage. Students may request individual, individual plus spouse, or family coverage. It is the responsibility of the student to stay informed and up to date about his/her chosen health care benefits.

Housing

Housing is available on-campus in two residence halls reserved for graduate, professional, and non-traditional students. The residence halls provide single furnished rooms with access to vending machines, laundry and kitchen facilities. Information and applications can be obtained by contacting the [University Housing](#).

In addition, students may seek off-campus or family housing. [Off-Campus and Commuter Student Services](#) maintains a listing service of over 300 area apartments, including students searching for roommates. Limited family housing is available in university-owned [Buckeye Village](#), approximately one mile from campus. A [university bus service](#) is available for students to travel to and from campus at no charge. The [Office of International Affairs](#) also provides additional assistance to international students in need of temporary housing upon arrival. The Public Affairs Student Association (PASA) Facebook page also serves as an informal resource for housing and other tips.

Parking

Parking without a parking permit is not permitted in any OSU parking lot. Students may purchase an OSU parking permit at the CampusParc Customer Service Center located in the South Campus Gateway at 1560 N. High St. Customer Service Center Hours are as follows:

Autumn/Spring Semester: 7:30 a.m. – 6:00 p.m., weekdays

Summer Term: 7:30 a.m. – 5:00 p.m., weekdays

Please refer to [CampusParc](#) for full details about permit eligibility and prices. Permits may also be purchased online.

CampusParc also offers discounted garage [vouchers](#), referred to as “Visitor Garage Passes,” for students who may not be on campus regularly enough to justify the full cost of an annual pass. The ten-packs of vouchers, providing ten garage-exits, are available for \$77.50, a cost-savings of up to 340%. Please contact CampusParc for more information.

Child Care

Child care is available for OSU students and employees. Please visit the Office of Human Resources's Child Care Program website (<https://hr.osu.edu/childcare/>) for more information.

Research Centers

Other resources are available to doctoral students on the Columbus campus of Ohio State. Some of the research centers on the Ohio State campus that have relevance for Public Policy include:

- [Battelle Center for Science and Technology Policy](#)
- [Center for Enterprise Transformation and Innovation](#)
- [Center for Interdisciplinary Law and Policy Studies](#)
- [Center for Health Outcomes, Policy, and Evaluation Studies](#)
- [Center for Higher Education Enterprise](#)
- [Center for Human Resources Research](#)
- [Center for Urban and Regional Analysis](#)
- [Criminal Justice Research Center](#)
- [Institute for Population Research](#)
- [Kirwan Institute for the Study of Race and Ethnicity](#)
- [Mershon Center for International Security Studies](#)
- [Ohio Education Research Center](#)
- [Ohio State Center for Real Estate](#)
- See <https://www.osu.edu/centers.html> for a full listing

CURRICULUM AND REQUIREMENTS

PhD Curriculum

In developing the intellectual foundation necessary to advance the knowledge and practice of public policy and management, the PhD curriculum incorporates a wide array of courses and doctoral seminars. The doctoral seminars offered through the Glenn College are concentrated in five core areas of instruction: public affairs foundations and inquiry, public policy processes and analysis, public sector economics, public sector organizational theory and management, and research design and methods for public affairs. These core areas provide a common body of knowledge and skills for all doctoral students with an eye toward careers in multidisciplinary research environments.

Students are also required to complete four elective methods courses, at least two of which should be in statistics or econometrics. Most of these courses are offered outside of the Glenn College, with the exception of PUBAFRS 7571, "Multivariate Data Analysis, an introductory econometrics course that is taught at the graduate level. This course is an appropriate first course for students without a strong prior background with regression analysis.

In addition, students choose a set of three or more elective courses to develop advanced specialized knowledge in a field (or fields) that complements their core coursework. Examples of specialization topic areas selected by PhD students include public sector economics, public finance, information technology policy, energy and environmental policy, education and workforce policy, housing policy, health policy, food policy, and management science. Methods courses in a specialization area do not count towards this three course requirement. Considerable flexibility is afforded to each student in designing a program of study leading to the doctoral degree. A (non-exhaustive) listing and description of courses appears below.

Upon entering the program, each student initially works with the Director of Doctoral Studies, who assists the student in scheduling courses and in becoming familiar with the College and its doctoral program. By the end of his/her second semester of enrollment in the PhD program, the student selects a faculty advisor and, together with that advisor, plans a program of study designed to complete the core curriculum and specialized course work.

General Requirements

It is crucial to keep apprised of the structures and requirements in place for graduate study at The Ohio State University. The most important resource is the [Graduate School Handbook](#), which is the authoritative source on all enrollment, residency, examination, form, and deadline requirements. While some are described below, *it is the responsibility of the student to be aware of and adhere to all University and Graduate School policies, procedures, and deadlines.*

Credit Hours and Residence Requirements

(Excerpted from the [Graduate School Handbook, 2014-15](#))

Minimum Hours: A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was earned at another university, it must be transferred to this university. Students should complete the top half of the [Transfer of Graduate Credit form](#) and then turn it in to the Glenn College's 110 desk for the appropriate signatures. A student must be registered for at least three graduate credit hours during the semester(s) or session(s) of the candidacy examination and all semesters subsequent to gaining candidacy.

Master's Credit: When a doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the doctoral degree. This notification must occur no later than the end of the first semester or session of enrollment beyond completion of the master's degree. Such graduate credit hours would be those normally earned as part of the doctoral degree program.

Residency: The purpose of the residency requirements is to give students the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The following residency requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. A minimum of 24 graduate credit hours required for the PhD must be completed at The Ohio State University
2. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at The Ohio State University
3. A minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy at The Ohio State University
4. Earn a graduate cumulative point-hour ratio of at least 3.0.

Course Load

The course load is determined by the nature of the courses taken, the student's academic record, and employment/funding status. Course loads for full-time students typically range from 8 to 15 credit hours per semester (usually 3 to 5 courses). A student may not enroll for more than 18 credit hours in autumn or spring semesters, exclusive of audit courses. A student may not enroll for more than 12 credit hours for summer term.

In order to maintain full-time continuous enrollment status during autumn and spring semesters, most students (including those with GAA, GTA, or GRA funding) must register for at least 8 credit hours, Fellowship students 12 hours, and post-candidacy students 3 credit hours. (This is the maximum number of credits for which post-candidacy students may register.) For students choosing to take classes during summer term, full-time status for funded students requires enrollment for at least 4 hours, fellowship students 6 hours, and post-candidacy students 3 hours.

See Appendix IV for more information about credit hour requirements, and Appendix VI for information on important dates.

Major Milestones in the PhD Program

Doctoral students must successfully complete the Candidacy Examination within four years of entering with a master's degree in public administration or within five years of entering without a master's degree in public administration, although most students complete the candidacy exam by the beginning of their third year in the program. Students are admitted to candidacy upon successfully completing the Candidacy Examination.

Once admitted to candidacy, students have five years to successfully defend their doctoral dissertation. However, students are expected to make timely progress on their dissertation research and most finish within 1 to 3 years after attaining candidacy. In this process, an important milestone is the dissertation proposal. It is expected that the dissertation proposal will be presented and approved by the end of the 3rd academic year.

Reasonable Progress – Milestone/Timeline

	Milestone	Timeline
1.	Successful completion of Glenn College Coursework	Within 4 consecutive semesters during the course work phase of the program
2.	Complete and present the first year paper	By the end of Autumn semester of the 2 nd academic year
3.	Successful completion of the Candidacy Examination	Summer of the 2 nd academic year
4.	Dissertation Proposal presented and approved	By the end of the 3 rd academic year
5.	Defend Doctoral Dissertation	By the end of the 5 th academic year (the graduate school requires the defense within 5 years after being admitted candidacy)

GUIDELINES

Guidelines for Reasonable Progress Pre-Candidacy in the Doctoral Program

The doctoral program is designed - through coursework, examinations, and collaborative and independent research - to help students acquire skills and competencies necessary to flourish as independent researchers.

Obtaining a doctoral degree entails demonstration of the student's deep and thorough understanding of academic and other literatures relevant to the student's area of research. Through the writing of the doctoral dissertation, the student is expected to further our knowledge and extend our understanding of the literatures by addressing public affairs problems. Achieving these objectives requires that the student be well versed in the literature, be able to take an unstructured problem and formulate it in a form that lends itself to research, implement the research, report, in writing and verbally, on the research process and findings, and discuss the implications of these findings for public affairs.

Competencies and Skills

The core courses for the doctoral program are designed to familiarize students with basic concepts underlying:

- the history of and main trends in public affairs intellectual thought;
- public policy processes and policy analysis, including policy formulation, implementation and evaluation, public economics and public finance and their application to public affairs;
- public management and organizational theory as applicable to the public and nonprofit sector environments;
- research design and methods and techniques necessary to obtain, evaluate, analyze and synthesize evidence to inform and support decision making.

An important function of assessment of students in the doctoral program is to determine their ability to master and critically assess these concepts and ascertain whether they

can apply their understanding to address problems and issues commonly encountered in the community and in public and nonprofit organizations.

First Year Paper

First year coursework lays the foundation for detailed study of public affairs and helps prepare students to develop skills necessary to conduct and report on original research.

During their first year of doctoral study, students are also expected to demonstrate on a basic level their ability to conduct original research and to report upon their work in a format suitable for publication in a scholarly journal. To remain in good standing, it is expected that students will submit their research paper to their first year paper advisor and doctoral director by the end of the summer of their first year in the doctoral program. Upon certification by the first year paper advisor and doctoral director that this work is suitable for general dissemination, it is to be presented to the students in the First Year Seminar in the fall. Successful completion and presentation of the paper fulfills the requirements for PUBAFRS 8890.03: Second Year Doctoral Seminar.

Refer to Appendix I for a detailed description of the First Year Paper requirements.

Candidacy Examination

Students are admitted to candidacy for the doctoral degree upon successful completion of the candidacy examination. The candidacy examination is to be taken after the student has completed the first year paper, all the course requirements in the College and has satisfied the University's minimum credit hour requirements. This examination consists of a written and an oral portion.

The candidacy examination will be offered in late summer each year. Refer to Appendix II for a detailed description of the Candidacy Exam requirements.

Dissertation Proposal

Defense of the dissertation proposal typically occurs during the third year of the program. See Appendix III for more details.

Dissertation Defense

Students should familiarize themselves with [section 7.9](#) – Dissertation, and [section 7.10](#) – Final Oral Exam of the Graduate School Handbook. Glenn College defenses are open to the public. The doctoral candidate typically provides an overview of the dissertation in approximately 20-30 minutes, which is followed by a question-and-answer period such that the total time for the examination is approximately two hours.

The doctoral defense in the Glenn College is loosely structured like a seminar with a few important differences. Students and faculty, in addition to the doctoral committee, are welcome to attend. At the start of the examination, the committee members and the Graduate School representative meet in private to discuss whether any of the members has any specific concerns regarding the written document and to determine how the examination will be conducted, including deciding upon the order in which the committee members will ask questions. After the doctoral candidate and the audience is informed of how the examination will proceed, the candidate makes a 20-30 minute presentation without interruption, except for clarifying questions from the committee members. At the end of the presentation, the chair of the dissertation committee may allow some time for non-committee members from the audience to ask questions after

which the committee members and the representative from the Graduate School proceed with their questions based on the oral presentation and the written document. At the completion of the question and answer period, the committee members and the Graduate School representative once again meet in private to discuss and certify the outcome of the oral defense.

Guidelines on Good Practice

Beyond the curricular requirements for getting a PhD from the Glenn College and Ohio State, there are activities that students should undertake to both enhance the experience of earning a PhD and to prepare for their careers. It is not too early to begin to establish a record of research, service and teaching. Some of these activities include the following:

Research

- Present a paper in the Glenn College Seminar Series
- Present a paper at a conference prior to being on the academic job market
- Submit a paper to a journal for consideration for publication
- Submit a grant proposal
- Attend seminars or colloquia in other departments or Colleges on campus

Teaching

- If interested in an academic career, seek out opportunities to lead recitation sessions or teach
- Consult with director of student services to conduct a needs assessment
- Attend workshops at the University Center for the Advancement for Teaching (UCAT)
- Participate in the Graduate School's [Preparing Future Faculty program](#)

Wellness

- Be sure to treat your body well by developing and practicing healthy exercise, dietary, sleep, financial, and relaxation habits.
- Ohio State offers many centralized services to aid in wellness. Visit the Glenn College's [Graduate Resources](#) page to learn more.
- Ohio State offers counseling and support groups specifically designed to assist doctoral students. For information, visit the [Office of Student Life's Counseling and Consultation Service](#) page.

Service and Involvement

- Get involved in the life of the College
 - Become an active member in the Public Affairs Student Association (PASA)
 - Attend seminars, classmates' proposal and dissertation defenses, job interviews/talks
 - Volunteer to meet with job candidates, transport speakers
 - Volunteer to serve on a committee
- Get involved in the University
 - Attend seminars or take classes in other departments
 - Get involved in one of the interdisciplinary centers on campus

- Get involved with the Council of Graduate Students by serving and/or applying for Ray Travel Awards and the Hayes Graduate Research Forum
- Participate in social, enrichment or family-friendly events held by the OUAB Graduate and Professional Programming Committee
- Participate in multicultural events sponsored by the OSU Multicultural Center
- Below are links to websites that include opportunities for getting involved on campus
 - [Council of Graduate Students](#)
 - [Student Activities/Ohio Union](#) (Discount tickets/student organizations, and activities)
 - [OUAB Graduate and Professional Programming Committee](#)
 - [Wexner Center for the Arts](#)
 - [Athletic Events and Teams](#)
 - [Recreation Facility and Sports](#)
 - [Multicultural Center](#)
 - [Office of International Affairs](#) (programs and services)
- Experience Columbus
 - Below are links to different sites and events in Columbus
 - [Experience Columbus](#) (guide for events)
 - [Columbus Commons](#) (riverfront park, restaurants and entertainment)
 - [Downtown Columbus](#)
 - [The Short North](#) (shopping and restaurants)
 - [Arena District](#) (sporting events, concerts, restaurants)
 - [North Market](#) and [Farmer's Markets](#)
 - [South Campus Gateway](#) (shopping, restaurants, movies)
 - [Columbus Blue Jackets](#) (Hockey)
 - [Columbus Clippers](#) (Baseball)
 - [Columbus Crew](#) (Soccer)
 - [Easton Mall](#) (shopping, entertainment and restaurants)
 - [Columbus Zoo](#)
 - [COSI](#) (Center of Science and Industry)
 - [Columbus Metro Parks](#)

COURSE DESCRIPTIONS AND LISTINGS

Described below are the course requirements for the PhD in Public Policy and Management. These courses are organized into four parts: **foundation courses**, **content area courses**, **research design and methods courses** and **specialization courses**. The foundation courses are taken by all students. Among the content area course requirements, some courses typically will have been taken in a master's curriculum and, therefore, may be waived. These are indicated by an asterisk (*). In addition, for some core course requirements, substitutions may be warranted, especially where there is significant overlap with more advanced work in the student's area of specialization. Students are required to take all three doctoral-level core classes, PUBAFRS 8030, 8040 and 8050. Students are also required to take at least four methods courses and three specialization courses. Methods and specialization course offerings vary from year to year. Listed below are indicative of the courses taken by former students in these areas. Each student must take the initiative to seek out current

information and to work closely with his or her adviser to decide on a set of methods and specialization courses appropriate for the dissertation and future research interests.

The objective of the doctoral program is to develop scholars whose research focuses on furthering the public interest through the study of the formulation, implementation, and evaluation of policies and programs. Formulation includes research on the design of policies and processes, and the ways in which policy problems are defined. Implementation includes analyses of the networks, organizations and individuals that create and carry out public programs, and the study of the alignment of resources and processes to achieve policy objectives and outcomes. Evaluation includes assessment of the effects of a given intervention or policy, and analyses of policy and program outcomes to understand the factors that affect performance. Also included is research that advances conceptual frameworks and methods within the context of formulation, implementation, and evaluation of policies and programs.

For more information on the lay-out of the curriculum, please see Appendix V: Graduation Requirement Checklist.

FOUNDATION COURSES

- PUBAFRS 8000 Public Policy and Management: Foundations and Approaches
In-depth introduction to research and theory of public administration intended to familiarize students with major research streams in the field and issues and debates involved therein. Assists students in planning research directions. *3 credit hours*
- PUBAFRS 8890.01 First Year Doctoral Seminar I
First in a sequential series of four, develops skills and capacities for first-year Glenn College doctoral students to succeed and thrive as scholars. *1 credit hour*
- PUBAFRS 8890.02 First Year Doctoral Seminar II
Second in a sequential series of four, develops skills and capacities for first-year Glenn College doctoral students to succeed and thrive as scholars. *1 credit hour*
- PUBAFRS 8890.03 Second Year Doctoral Seminar I
Third in a sequential series of four, develops skills and capacities for second-year Glenn College doctoral students to advance in the field as scholars and prepare for academic and non-academic careers. *1 credit hour*
- PUBAFRS 8898 Graduate Research Non-Dissertation
(Second Year Doctoral Seminar II)
Last in a sequential series of four, reviews the literature, theories and techniques from the foundation and core classes in preparation for the candidacy exam. To be taken in Spring term prior to exam. *1 credit hour*
- PUBAFRS 8890.04 College Teaching in Public Affairs
This interactive seminar assists advanced graduate students in developing the necessary skills for college level teaching in public affairs: pedagogical strategies; theoretical and interdisciplinary practices; instructor professional development. *2 credit hours*

CONTENT AREA COURSES

Public Policy

- PUBAFRS 8030 Seminar in Public Policy.
Designed to heighten graduate students' ability to think critically about public policy processes and policy analysis. It emphasizes the critical assessment of public policy research on policy formulation, implementation, and evaluation. *3 credit hours*
- PUBAFRS 6000* Public Policy Formulation and Implementation.
Equips students with knowledge and skills to evaluate public policies and programs. Students learn about different types of evaluations and research design for conducting evaluations. Exposure to ethical considerations in conducting evaluations. *4 credit hours*

Public Sector Economics

- PUBAFRS 8050 Seminar in Public Sector Economics
The applications of rational choice modeling to public policy analysis, and organizational decision-making. *3 credit hours*
- PUBAFRS 6030* Public Sector Economics
Economic analysis in the public sector; application of economic and analytical techniques to identify and frame public policy problems; analysis of policy solution trade-offs; efficiency; market failure; public choice. *4 credit hours*
- PUBAFRS 6040* Public Budgeting and Finance
Survey and analysis of government fiscal activities; taxation principles, intergovernmental relations, fiscal problems; public sector budgeting; budgets as mechanism for planning/allocating/controlling resources; tools for program and results evaluation. *4 credit hours*

Management and Organizational Theory

- PUBAFRS 8040 Seminar in Public Management and Organizational Theory
Provides an in-depth introduction to research and theory about public management. Survey of the major perspectives in organizational theory and their application to public management. *3 credit hours*
- PUBAFRS 6050* Managing Public Organizations
Learn to manage public sector organizations with a focus on the external environment: context of public sector organizations, their structure, how they operate; managing organizational performance, innovation, and change. *4 credit hours*
- PUBAFRS 6060* Managing Human Resources in Public Organizations
Management of public sector organizations with focus on internal operations, processes, and resources; human resource management, information technology; other aspects of internal capacity. *4 credit hours*

* Students without a strong background in policy formulation and implementation should take PUBAFRS 6000 prior to PUBAFRS 8030, and students without a strong background in public economics should take PUBAFRS 6030 prior to PUBAFRS 8050. Similarly, PUBAFRS 6050 and 6060 are applied management courses, and are only appropriate for students without an MPA who plan to specialize in public management. There may be other elective management courses within the Glenn College that are a better fit depending on the student's interests (e.g., nonprofit policy or management, or strategic management).

RESEARCH DESIGN AND METHODS COURSEWORK

Research Design & Methods for Public Affairs

PUBAFRS 8782 Policy Modeling Seminar.
Survey of methods and tools underlying scholarly products to help students plan a doctoral dissertation or a paper publishable in an academic journal. *3 credit hours*

Note: The prerequisites for this sequence are undergraduate courses in statistics and college math.

PUBAFRS 6080* Public Affairs Program Evaluation
Survey of the conceptual, methodological, bureaucratic, political and organizational issues surrounding evaluation research. *4 credit hours*

Methods Elective Courses (students are required to take at least 4)

Students are required to take at least four additional methods courses, two of which should be statistics or econometrics courses. Students without a strong background in econometrics should begin with PUBAFRS 7571, "Multivariate Data Analysis" (ECON 5410, "Econometrics I" may be substituted for PUBAFRS 7571 if a scheduling conflict prevents a student from enrolling in PUBAFRS 7571). The second course should be an advanced econometrics course such as Econometrics II in the Economics Department (ECON 5420) or a comparable course in another department. Many departments on campus offer methods classes. Students should work with their advisor to select courses that fit with their research interests and provide the skills needed for the completion of their dissertation. For some, this may mean advanced work in econometrics; for others, it may mean more specialized study in areas such as survey research methods, qualitative research methods, or experimental design.

PUBAFRS 7571 Multivariate Data Analysis
Provides an understanding of regression techniques, both from a "producer's" and a "consumer's" perspective. Regression, a statistical method used to study the relationships between variables, is used in public policy analysis. *3 credit hours*

Other Methods Electives:

Course Number	Course Title	Credit Hours
PUBAFRS 7572	Policy Simulation and Modeling	3
PUBAFRS 7573	Public Affairs Methods	3
PUBAFRS 5194	Risk and Decision Analysis	3
ECON 5410	Econometrics I	3
ECON 5420	Econometrics II	3
POLITSC 7553	Quantitative Political Analysis III	3
POLITSC 7788	Selected Topics in Political Methodology	3
PSYCH 6810, 6811	Statistical Methods in Psychology I & II	4
PSYCH 7820	Fundamentals of Factor Analysis	3
PSYCH 7821	Covariance Structure Models	3
PSYCH 7816	Action and Decision-Making	3
STAT 6610	Applied Nonparametric Statistics	3
EDUPL 7627	Sampling Designs and Survey Research Methods	3
EDUPL 7648	Univariate Experimental Design	4
EDUPL 8648	Multivariate Experimental Design	4
EDUPL 8657	Factor and Cluster Analysis	3
EDUPL 8658	Applied Multilevel Data Analysis	3
EDUPL 8659	Structural Equation Modeling	3
SOCIOL 6608	Qualitative Methods in Sociology	3
SOCIOL 6708	Design and Analysis of Qualitative Sociological Research	3
SOCIOL 6649	Intro to Quantitative Regression/Multiple Regression	3
SOCIOL 6650	Categorical Data Analysis	3
SOCIOL 7752	Principles and Techniques of Scale Construction	3
SOCIOL 8505	Construction and Verification of Theory	3
SOCIOL 8607	Causal Modeling	3
SOCIOL 8632	Analysis of Longitudinal Data	3
SOCIOL 8651	Hierarchical Linear Models	3
HIST 7900	Colloquium in the Philosophy of History, and the Historian's Skills I	1
HIST 7901	Colloquium in the Philosophy of History, and the Historian's Skills II	1
IND ENG 5770	Cognitive Engineering Systems: Design and Evaluation	3
BUSMHR 8780	Introduction to Micro Research Methods in Management	1.5
BUSMHR 8781	Introduction to Macro Research Methods in Management	1.5

SPECIALIZATION COURSEWORK

With the approval of his or her advisor and in consultation with the Doctoral Studies Committee, each student identifies specialized course work that will advance his or her own research pursuits. The objective is for students to develop sufficient depth in a topical area to be able to work successfully as researchers and scholars in the field. With the core curriculum serving as a foundation, this requires that students do more advanced study in the theoretical foundations of a field or topic area so as to be able to fully access and eventually contribute to the scholarly literature.

Whatever the topic area, a significant share of each student's specialized coursework should be directed to advanced work in a particular area. More specifically, it is

expected that within the framework of the PhD curriculum, every student will take at least **three specialization courses**, and these courses will constitute in-depth study of a particular research area. What is to be avoided is a specialization courses made up of a mix of widely distributed survey courses or excessive use of independent studies.

It is also advisable for students to develop some diversity in their specialization coursework. For example, a student wishing to conduct research in public finance may choose to complement this with advanced study in regional or urban economics. Such a combination is entirely feasible within the framework of the seven specialization courses. Again, the objective is to provide students with the necessary foundation for successful research careers.

In designing their program of study, students are expected to take the initiative to search out the best available courses currently available throughout the University. The courses listed below are selections, and do not encompass the full range of specialization courses available at Ohio State.

Listed below are some illustrative specialization courses available by topic area.

Examples of Specialization Coursework

Students may select specialization coursework in a specific policy area (e.g. health, education, or housing policy) or complimentary field (e.g. economics, sociology, organizational theory, or political science). Before finalizing any specialization coursework, it is imperative that students contact any departments where a class is listed to confirm that a particular course is being offered and when.

Below are examples of coursework that students have taken, grouped by topic area:

Political Institutions

Course Number	Course Title	Credit Hours
POLITSC 7130	Judicial Politics	3
POLITSC 7120	Legislative Politics	3
POLITSC 7160	Public Opinion	3

Education and Workforce Policy

Course Number	Course Title	Credit Hours
PUBAFRS 7503	Higher Education Policy for Public Leaders	3
PUBAFRS 7506	Workforce Planning and Policy	3
PUBAFRS 7537	Education Policy for Public Leaders	3
SOCIOL 7820	Sociology of Education	3

Energy and Environmental Policy

Course Number	Course Title	Credit Hours
PUBAFRS 5800	Environmental Policy	3
AEDE 6300	Environmental and Resource Economics	3

Health Policy

Course Number	Course Title	Credit Hours
SOC 7830	Medical Sociology	3

PUBHHMP 7624	Economic Evaluation of Health Care Programs and Services	3
PUBHEPI 6431	Design and Implementation of Health Surveys	3

Housing

Course Number	Course Title	Credit Hours
CRP/PUBAFRS 5400	Planning for Housing	3
CRP 7400	Contemporary Topics in Planning*	3
CRP 6460	Real Estate Finance for Planners	3
BUSFIN 7241	Real Estate II	1.5

*Class offered infrequently

Food Policy

Course Number	Course Title	Credit Hours
PUBAFRS 5900	Food Systems Planning & the Economy	3
FDSCTE 5320	Food Laws and Regulations	2

Economics (Foundations)

Course Number	Course Title	Credit Hours
ECON 6700	Survey of Mathematical Methods in Economics	3
ECON 6701	Survey of Statistical Methods in Economics	3
ECON 6711	Survey of Microeconomics	4
ECON 7700	Mathematics for Economics I	3
ECON 8711	Microeconomic Theory IA	3
ECON 8712	Microeconomic Theory IB	3
ECON 8713	Microeconomic Theory IIA	3
ECON 8714	Microeconomic Theory IIB	3
ECON 8731	Econometrics I	4
ECON 8732	Econometrics II	4
ECON 8733	Econometrics III	3

Public Finance

Course Number	Course Title	Credit Hours
ECON 8841	Public Econometrics I	3
ECON 8842	Public Econometrics II	3
AEDE 5330	Benefit Cost Analysis	5

Urban Economics and Transportation

Course Number	Course Title	Credit Hours
ECON 7790	Urban Economics	3
GEOG 8501	Seminar in Urban Geography: Spatial Organization of the City	3
CRP 5700 & 6820	Urban Transportation Demand Forecasting	3
CRP 6810	Non-Motorized Transportation Planning	3

Location Analysis

Course Number	Course Title	Credit Hours
GEOG 6271	Advanced Location Analysis	3
GEOG 8271	Seminars in Location Analysis: Location Theory	3

Organizational Theory

Course Number	Course Title	Credit Hours
BUSMHR 8203	Seminar in Organizational Theory	1.5
BUSMHR 8401	Management Seminar - Seminar in Strategic Management	1.5
PSYCH 6860	Personality and Its Disorders	2
SOC 7862	Seminar in Complex Organizations	3

Human Resource Management

Course Number	Course Title	Credit Hours
BUSMHR 7301	Conceptual and Historical Foundations of LHR Management	1.5
BUSMHR 7302	Markets, Organizations, and HRM	1.5
BUSMHR 7310	Labor Relations	1.5
BUSMHR 7313	Total Rewards/Compensation	3
BUSMHR 7335	Managing Diversity	1.5

Management Science

Course Number	Course Title	Credit Hours
ECON 8733	Econometrics III	3
STAT 6510	Survey Sampling Methods	3
STAT 6540	Applied Stochastic Processes	3
STAT 6550	The Statistical Analysis of Time Series	2
STAT 6560	Applied Multivariate Analysis	3
STAT 6610	Applied Nonparametric Statistics	3
STAT 6650	Discrete Data Analysis	2
STAT 6730	Introduction to Computational Statistics	2
STAT 7789	Survey Research Practicum	3
SOC 8607	Causal Modeling	3
AEDE 6110	Applied Quantitative Methods I	4
AEDE 7120	Quantitative Methods II	3
AEDE 7130	Applied Econometrics I	3
BUSMGT 8235	Seminar in Operations Research Applications to OM	1.5
ISE 7250	Operations Research Models and Methods	3

Minors

Students may also wish to pursue a graduate minor or graduate interdisciplinary specialization (GIS) in another related university department. Courses taken as part of a minor or GIS may count towards the four required methods courses or three required specialization courses, depending on the content. Please visit the Graduate School's Graduate Minors and Interdisciplinary Specializations page to learn more about the minors and specializations available, as well as the process for declaring: <http://www.gradsch.osu.edu/graduate-interdisciplinary-specializations.html>. Some illustrative minors are as follows:

Economics Minor

The graduate minor in economics will benefit graduate students who wish to improve their substantive knowledge of theory, empirical methods and model analysis in the

areas of microeconomics, macroeconomics, econometrics and their applications. Such training is intended to complement the student's chosen graduate major field. The Director of Graduate Studies (DGS) in economics cannot advise prospective graduate minor students how the graduate minor in economics can *specifically* complement students' home graduate program. A student should therefore consult the advisor in the home/major department as to how the graduate minor in economics can enhance the student's major academic goal. For more information and to apply for the minor, please visit <https://economics.osu.edu/files/EconGradMinorPP2012Semester.pdf>

Statistics Minors

There are two minors in statistics – the Graduate Minor in Statistics, and the Graduate Minor in Statistical Data Analysis. Please see pages 5 and 7 in the Program Guide to Undergraduate and Graduate Studies in Statistics and Biostatistics (http://www.stat.osu.edu/sites/default/files/prog_guide_20140624.pdf) for more information on these minor programs.

Research Methods Minor

There is a [Research Methods Minor](#) available through the Department of Agricultural Communication, Education and Leadership, which aims to provide students with the knowledge and skills to conduct systematic inquiry and effectively interpret research results. Please visit <http://acel.osu.edu/graduate/research-methods-minor> for more information.

Graduate Interdisciplinary Specialization in Demography

Demographic issues encompass some of the most pressing social issues of our time including population aging, unprecedented changes in the structure and functioning of the family, social inequality, and environmental challenges, to name a few. Please visit <http://ipr.osu.edu/gisd> for more information.

SEMESTER DOCTORAL PROGRAM SCHEDULE

(Sample)

Year	Autumn Semester	Spring Semester	May Term / Summer Term / May-Summer Combined Term
1	<p>PA 8890.01: First Year Doctoral Seminar I (1)</p> <p>PA 8000: Public Policy and Management: Foundations and Approaches (3)</p> <p>PA 8040: Seminar in Organizational Theory and Management (3) [offered every other year in Fall] OR Specialization Course(s) chosen with help of faculty advisor (3)</p> <p>Methods Elective I: PA 7571 Multivariate Data Analysis & Mgt. (3) [or equivalent – see Advisor for help]</p> <p>[Students without a strong background in public policy should audit PA 6000; students without a strong background in public economics should enroll in PA 6030; students interested in budgeting and finance without an MPA can also enroll in 6040 as space permits]</p> <p>TOTAL = 10-14 semester credits</p>	<p>PA 8890.02 First Year Doctoral Seminar II (1)</p> <p>PA 8030: Seminar in Public Policy (3) [offered every other year in SP] OR PA 8050: Seminar in Public Sector Economics (3) [offered every other year in SP]</p> <p>PA 8782*: Seminar in Policy Modeling (3) [offered every other year in SP] OR PA 8890.04: College Teaching in Public Affairs (2) [offered every other year in SP]</p> <p>Methods Elective II (3)</p> <p>Optional: Specialization Course(s) chosen with help of faculty advisor (3)</p> <p>TOTAL = 10-13 semester credits</p>	<p>PA 8193 Individual Studies (variable credit hours)</p> <p>and/or</p> <p>Specialization Course(s) chosen with help of faculty advisor</p> <p>[Students on fellowship during their first year are required to enroll in 4 credit hours during the summer; students appointed as a GRA are required to enroll in 3 credit hours during the summer. Students appointed as GTAs or not funded during the summer are not required to enroll in summer courses].</p> <p>TOTAL = 0-4 credits</p>

NOTE: For the 2015-2016 year only, PA 8782 will not be offered in spring semester. Students will take PA 8782 during spring semester of their second year.

Year	Autumn Semester	Spring Semester	May/Summer Session or Summer Term
2	<p>PA 8890.03: Second Year Doctoral Seminar (1)</p> <p>PA 8040: Seminar in Organizational Theory and Management (3) [offered every other year in Fall]</p> <p>OR</p> <p>Specialization Course(s) chosen with help of faculty advisor (3)</p> <p>Specialization Course(s) chosen with help of faculty advisor (3)</p> <p>Methods Elective III (3)</p> <p>TOTAL =10 semester credits</p>	<p>PA 8030: Seminar in Public Policy (3) [offered every other year in SP]</p> <p>OR</p> <p>PA 8050: Seminar in Public Sector Economics (3) [offered every other year in SP]</p> <p>PA 8782*: Seminar in Policy Modeling (3) [offered every other year in SP]</p> <p>OR</p> <p>PA 8890.04: College Teaching in Public Affairs (2) [offered every other year in SP]</p> <p>Methods Elective IV (3) and/or</p> <p>Specialization course chosen with help of faculty advisor (3)</p> <p>TOTAL = 10-12 semester credits</p>	<p>PA 8898 Research for Non-Dissertation (Candidacy Exam Prep class) (1-3) and/or</p> <p>PA 8193 Individual Studies (variable credit hours)</p> <p>Milestone: Candidacy Exam</p> <p>(credit hours depend on funding; see advisor for help)</p> <p>TOTAL = 0-4 credits</p>
3	<p>Specialization course chosen with help of faculty advisor (3)</p> <p>OR</p> <p>PA 8999: Research in Public Affairs: Dissertation (3)</p> <p>REGISTER ONLY FOR 3 CREDITS PER TERM AFTER PASSING CANDIDACY EXAM</p> <p>TOTAL = 3 credits</p>	<p>PA 8999: Research in Public Affairs: Dissertation (3)</p> <p>TOTAL = 3 credits</p>	<p>PA 8999: Research in Public Affairs: Dissertation (variable credit)</p> <p>Milestone: Proposal Defense</p> <p>TOTAL = 0-3 credits</p>
4	<p>PA 8999: Research in Public Affairs: Dissertation (variable credit)</p> <p>TOTAL = 3 credits</p>	<p>PA 8999: Research in Public Affairs: Dissertation (variable credit)</p> <p>Milestone: Dissertation Defense</p> <p>TOTAL = 3 credits</p>	

APPENDIX I: First Year Paper

Glenn College doctoral students begin writing a research paper during the first year of their program. They are expected to complete the paper during the summer between their first and second year and present to the First Year Seminar in the autumn term of their second year. Successful completion and presentation of the paper fulfills the requirements for PUBAFRS 8890.03: Second Year Doctoral Seminar. Typically, the paper will be an extension of a paper written for a class, a project that works with an advisor's data, or an investigation of some other research question of interest to the student.

Objectives

The first year paper is an early introduction to the research process that culminates in a published paper. The intent is to engage students in this process early in the doctoral program and to avoid having students begin the writing process only after completing courses and candidacy examinations. Instead, students should be thinking about and conducting research early in their careers as doctoral students. This is also an opportunity for students to begin a working relationship with a faculty member in a mentorship model.

Expectations

For students with little prior academic paper writing experience, this paper is an opportunity to work on research topics with no expectations that the work will be part of the dissertation. It is, however, expected that students will seek to submit their papers for publication, which will make students more competitive on the job market both by virtue of having publications and by displaying some breadth in the research agenda. Students who have some previous academic publishing experience may want to consider the first year paper as an addition to their research portfolio or as an early foray into their dissertation research.

Implementation

The core first-year doctoral curriculum is designed to help the students with the process of writing the paper. In the "First Year Doctoral Seminar," students will focus more on the paper writing and presentation process, and, by the end of the term, students will be expected to orally present a draft of their paper in class that lays out the primary research issues (informed by the literature) and methodological approach. Over the summer, students will work with their first year paper advisor to finish any modeling and data collection activity, and write up the results.

Timeframe

First semester:	Identify potential faculty first year paper advisors
By the end of the first semester:	Identify a research topic and a first year paper advisor
By the end of the second semester:	Prepare and present an early draft of the paper
Summer of the first year:	Work on completing the paper
Autumn of the second year:	Present paper

Criteria for paper completion

- 1) The student shall provide the completed paper to the instructor of PUBAFRS 8890.03 no fewer than three days before scheduled presentation. The instructor will ensure that the paper is distributed to the class, a first year student discussant, and the Glenn College community.

The paper should demonstrate:

- Ability to structure a problem such that it lends itself to systematic study
- Appropriate application of methods to the substantive area
- Some methodological and substantive competence

The faculty advisor and the director of doctoral studies will evaluate the paper to determine the extent to which it meets these criteria. While students are encouraged to work with a faculty advisor on their first year paper, the student should be expected to take the lead in the initial draft of the first year paper.

- 2) The student shall present the paper orally to First Year Seminar (and open to the public) in a 30 minute session, followed by 5-7 minutes of discussant comments and leaving at least 30 minutes for discussion and audience participation.

The presentation should demonstrate:

- Ability to articulate a research problem of interest to the public affairs community
- The placement of the research in the extant literature
- An understanding of the implications of any conclusions or empirical findings

Faculty in attendance at the presentation, including the student's first year paper advisor and the director of doctoral studies will verify that the student has demonstrated these competencies.

The student's first year paper advisor and director of doctoral studies will develop a remedial course of action for any student who does not successfully meet these criteria. A student may not take the candidacy examination without successful completion of the first year paper requirement.

APPENDIX II: Candidacy Examination

The candidacy examination is offered at the end of summer semester of the student's second year in the program.

Expected Skills and Competencies

There are four basic skills and competencies that a student should possess and that needed to be tested through an examination before the student could move towards doctoral candidacy status:

1. Knowledge of the material (reproduce from memory);
2. Understanding of the material (logically reason, compare and contrast, limitations of the theory);
3. The ability to go beyond the existing literature to suggest new empirical research questions or conceptual solutions to theoretical problems; and
4. The ability to apply theory to a particular theoretical or practical problem.

Specific Details on the Candidacy Examination

The Candidacy Examination consists of a two-part examination. Part A tests the student's knowledge of public affairs content, and the ability to think critically about important research areas that pertain to public affairs. Part B tests the student's ability to think critically and independently about a research design to explore a question of their choosing. In short, Part A focuses relatively more on items one, two and three. Part B necessarily, to some degree, requires the student to display competency for item one and two, but focus relatively more on items three and four.

Part A and Part B are written examinations. In addition, all graduate students at OSU are required to complete an Oral Examination as part of the candidacy exam process. The Oral Examination will be conducted shortly after the completion of the written exam (Part A and B), and will be based on the content of the written exam. Please review the OSU Graduate School guidelines for the Candidacy Exam for additional details:

<http://www.gradsch.osu.edu/candidacy-exams.html>

Within the Glenn College, a faculty committee is appointed by the Dean each year to administer the candidacy exam. The Director of Doctoral Studies will coordinate the exam with the faculty exam committee, and will oversee all aspects of the exam process.

Part A

Part A is an in-depth test of students' command of the literature in the core areas of instruction: public affairs foundations and inquiry, public policy processes and analysis, public sector economics, and public sector organizational theory and management. Specifically, all students will respond to three questions:

All students will respond to one public affairs field question related to public affairs foundations and inquiry.

Students will then be required to respond to two additional questions in two out of the three content areas: (1) public policy processes and analysis; (2) public sector economics; and/or (3) public sector organizational theory and management. For each content area, students will be presented with two questions, from which they can choose to respond to one. Students must respond to two questions in two different content areas.

Part A of the examination will not exceed six hours in length. Students will be provided with a candidate list of questions in each of the four content areas ahead of the examination. This bank of questions will serve as the basis of the actual examination question. The faculty members appointed to the examination committee for a given year are responsible for updating the working list of study questions, with the assistance of the doctoral committee. While the exam is “closed book,” students are allowed to bring in a list of references to the examination. Students will complete the examination at the Glenn College in a designated examination area, using a computer that is disconnected from the internet, provided by the College.

Part B

Part B of the exam asks students to think critically and independently about a research question of their choosing. Specifically, students will use either their first year paper or another research paper on which they are the lead author as the foundation of their response to Part B. Students will respond to a series of questions about their research paper that assess the students’ ability to:

- a. Formulate a problem in a way that lends itself to implementable research (including key constructs and their relationships, research questions and theoretical expectations); and
- b. Construct an appropriate research design, and identify and critique alternative methods that can be employed within the context of the research design.

Logistically, Part B of the exam will be 2 hours in length and will also be closed book. Students will complete the examination at the Glenn College in a designated examination area, using a computer that is disconnected from the internet, provided by the College. Students will be permitted to bring either their first year paper OR a research paper that will form the foundation for their future work, that they will be required to turn in the document at the end of the exam.

Oral Examination

The oral examination will take place approximately two to three weeks after students complete the written portion of the candidacy exam (Parts A and B). The members of the exam committee will review the student responses to the written portion of the exam, and will provide written feedback to the students using the Written Feedback Form provided by the Glenn College at least one week prior to the oral exam. The format of the oral examination follows the format specified by the OSU graduate school. The date is scheduled in advance, and is two hours in length.

APPENDIX III: Dissertation Proposal Guidelines

A doctoral dissertation represents the first large-scale effort at developing and executing a research project from start to finish that does, minimally, one or more of the following:

- addresses a gap in existing knowledge;
- identifies and addresses a gap in existing knowledge that we did not realize needed addressing;
- improves upon the current understanding and explanation of the issues;
- corrects errors in our explanations or understanding of the issues;
- offers another look at issues that were hitherto considered settled.

Thus, a doctoral dissertation in our school almost always finds its origins in practical problems where current approaches to addressing them are found wanting. Although description of particular public affairs concerns can often involve research, mere description is not sufficient in and of itself for a dissertation. The purpose of the dissertation proposal is to lay out a research agenda and an implementation plan for the months and – sometimes – years following the successful completion of written and oral exams.

A dissertation proposal, when successfully defended, becomes an implicit contract between the student and the dissertation committee members that stipulates that if the student does what is being proposed, to the satisfaction of the committee members, then the likelihood of a successful doctoral defense is high. An important caveat to accompany this last statement is that over the course of working on the dissertation, the student may encounter issues not foreseen in the proposal that when addressed might yield a stronger final product. Making adjustments in the light of such learning is both feasible and desirable, subject to mutual agreement between the student and the committee members.

Proposal Content

A proposal must clearly describe the nature and scope of the public affairs issues or concerns that will be investigated. The first task is to demonstrate how this issue or concern can be converted into a researchable problem that can be adequately addressed in a reasonable length of time. Formulating that research problem includes, though is not limited to addressing questions such as

- Why is this issue or concern of interest to other scholars and practitioners?
- What is the nature of the challenge for public servants, scholars and/or other affected or interested individuals or groups of individuals?
- How is this specific problem a special instance of a more general concern or issue?

Having formulated the problem, the student must discuss the academic literature and locate the problem in that context. Although the proposal will not include a comprehensive review of the literature, it must give the reader of the sense of

- The relevant literature
- The current understanding of such problems in the literature
- A critical assessment and the student's understanding of the main topics in the relevant literature
- The location of the proposed dissertation in the literature just discussed

For some students, the proposal may be first time they actually have to think about where they position themselves in the existing literature and what is their critical assessment of that literature. The discussion of the substantive literature can be provided in combination with that of theoretical literature. The discussion of different theoretical approaches to a comparable substantive problem and even of theoretical approaches to different problems can be provided.

Having formulated the problem and located it in the literature, the third element is a description of the conceptual frameworks that provide the lens through which this particular issue will be studied and is then further elaborated through a discussion of selected methods of research. In other words, the proposal should next describe how the research will be implemented. Again, this section of the proposal should include, but not be limited to the following:

- A description of the general approach to the problem
- A description of the conceptual framework that will underlie the dissertation
- A description of the evidence that will inform the claims being made in the dissertation (Although a doctoral dissertation can be philosophical document consisting entirely of arguments and claims, it is rare for a public affairs dissertation to be devoid of any data)
- A description of the methods that will be used to make sense of the evidence and draw inferences to support the claims made in the dissertation

The selection of conceptual frames and methods should always be done with an eye towards the nature of the issues. The issue, the conceptual frames, and the methods should be aligned so that they collectively enhance the likelihood of adequately addressing the issues without paying undue attention to preconceived notions of an ideal methodological approach.

It is incumbent upon the student to outline the contributions of the proposed dissertation. The contributions can be to any one or more the items addressed above. So, the contributions can be to:

- Problem formulation: How formulating the problem as proposed improves upon earlier formulations
- Conceptual framework: How the proposed framework might yield new conceptual insights
- Data: How the database you have developed or the data you plan to use are novel
- Methods: Extensions to available methods to address idiosyncrasies of the data
- Knowledge and practice: How the dissertation adds to our understanding and explanations of the underlying issues and promises potential approaches that practitioners might be able to implement

Format

How much detail is included in the proposal depends upon the advisor. Different advisors have different levels of need for the amount of progress the student must have made in reviewing the literature, developing the conceptual framework, acquiring the data, conducting preliminary analyses of the data and so forth, before defending the proposal. There are no specific guidelines as to the gap between the proposal and the final dissertation defense. In general, it should be early enough so that the committee members may provide proper guidance before the student has made substantial progress and committed to a specific research approach and set of data. It should not be so early in the student's thinking that it lacks sufficient detail for the committee members to judge the feasibility of the proposed research.

Regardless of the level of detail, the proposal must clarify

- (1) the main research issues (which some advisors like to see in the form of testable hypotheses)
- (2) conceptual framework
- (3) data sources and availability (some advisors like to see the data in hand with some preliminary analysis and results)
- (4) the methods used to organize and make sense of the data
- (5) potential contributions to knowledge and practice.

These five points can be laid out in sufficient detail in approximately five to seven thousand words. Additional supporting materials can always be relegated to appendices (literature review, detailed data description, preliminary analyses, etc.).

The proposal should include an outline of the tentative table of contents. In the past four to five decades a rather standard template has developed: introduction; literature review and methods; empirical analysis and discussion; conclusion and suggestions for future research. Of course, such a template is neither mandatory nor necessary. Originality is welcomed.

You will note that no mention has been made of the actual structure of the dissertation, that is, will it consist of multiple essays on related topics? Will it be a seamless discussion of a single issue in book length form? The answer to those questions lies with the student and the members of the committee. If someone is proposing multiple essays, then each essay need not incorporate all the items mentioned in the template. For instance, there could be a conceptual essay that develops a framework that does not include an empirical section.

Keep in mind that there is not, cannot be, and ought not to be one preferred template for a doctoral dissertation proposal. The doctoral student is encouraged to work closely with the advisor and committee members when:

- (a) determining range and scope of the research topic (it has to be manageable and doable within a reasonable amount of time)
- (b) defining the nature of the problem
- (c) Considering different frameworks and conceptualizations
- (d) Selecting appropriate conceptualizations and methods

Criteria for any doctoral committee to consider when judging the proposal include, among other factors, the likelihood of the dissertation adding to our current explanations for and understanding of the issues, coherence and consistency of the proposed arguments, and the candidate's familiarity with the literature.

Above all else, a doctoral dissertation is a creative act and must therefore allow for originality and flexibility. Hence, the above should be construed as what they are described to be. They are guidelines.

Logistics

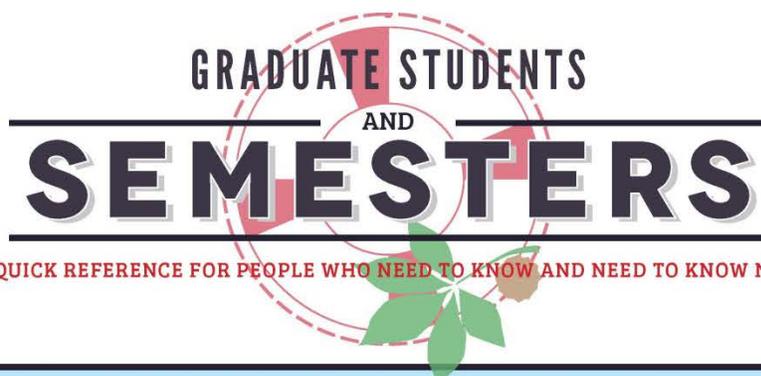
The time and date of the proposal defense must be announced at least two weeks before the day of the examination so that other students and faculty may attend. Anyone may ask questions of the candidate, at the discretion of the advisor. No one other than the members of the committee may be present during the discussion of the student's performance and the decision regarding the student's readiness to proceed with the proposed dissertation.

A copy of the proposal to be defended should be distributed at least five (5) business days before the day of the defense. The committee chair, members of the committee, and director of the doctoral program should receive a copy.

The student is responsible for ensuring that all committee members are available for the defense, scheduling the room, setting the time, and sending out the announcement in collaboration with the advisor.

The defense is to last no more than two hours. Students generally present a 20 to 30 minute overview of the proposed research. The advisor and the student should agree upon the length and format of the presentation.

APPENDIX IV: Graduate School Reference



CREDIT HOUR REQUIREMENTS FOR FULL-TIME STATUS*		
	AUTUMN/SPRING	SUMMER
MOST STUDENTS	8 HOURS	4 HOURS
FELLOWSHIPS/TRAINEESHIPS	12 HOURS	6 HOURS
POST-CANDIDACY STUDENTS	3 HOURS	3 HOURS
VETERANS	6 HOURS	4 HOURS

* Additional credit hours may be required under conditions set by financial aid, student loans, grants and scholarships, military service, etc. Graduate students are expected to review their individual circumstances to make sure that they are registered for the appropriate number of credits. The numbers above reflect the Graduate School's minimum requirements.

RESOURCES		
GRADUATE SCHOOL HANDBOOK http://www.gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf	GA APPOINTMENT DOCUMENT http://www.gradsch.osu.edu/DEPO/PDF/GA2.pdf	GRADUATE SCHOOL WEBSITE http://www.gradsch.osu.edu/semesterconversion1.html

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FAQ—GRADUATE ASSOCIATE AND FELLOW APPOINTMENTS

APPOINTMENT DATES

- Students on a 12-month appointment will be appointed from September 1-August 31, with the stipend paid in 12 equal installments.
- Students on a nine-month appointment will be appointed from September 1-May 31, with the stipend paid in nine equal installments.

WORKLOAD & DISTRIBUTION OVER THE ACADEMIC YEAR

- Graduate associate appointments under the semester calendar should reflect the same work effort as they did under the quarter calendar.
- A typical graduate associate appointment is for autumn and spring semesters. However, work patterns are determined locally and may vary due to the May session.

Sample Scenario: A unit might hire a 50% GTA to teach during autumn semester and during May session, with no expectation that the GTA will teach during spring semester. Such a student will remain on appointment as a GTA for spring semester, which ensures that the student will receive a fee authorization, stipend, and benefits during spring and will be eligible for a summer fee authorization. In such situations, there is no expectation of additional compensation for May session.

- A GTA fulfilling his or her teaching obligations during the autumn and spring semesters may be hired on a supplemental appointment to teach during the May session.
- Graduate associates on appointment are not required to enroll in May session to meet the conditions of their appointment.

SUMMER FEE AUTHORIZATION

- A graduate associate appointed at 50 percent time for both autumn and spring semesters will receive a summer session fee authorization.
- A graduate associate appointed at 25 percent time for both autumn and spring semesters is entitled to a summer fee authorization at half the full fee authorization rate.
- A graduate student who elects not to enroll during the summer session immediately following his or her autumn and spring semesters GA appointment may not defer the use of the summer session fee authorization.

ENROLLMENT IN MAY SESSION AND SUMMER TERM

- Graduate students may enroll for up to three credit hours for May session without charge if they were enrolled fulltime for the spring semester.
- Eligible students will receive three free credit hours in the May session only if they enroll in a four-week May session course.
- The maximum number of credit hours students may enroll in during May session is 4.
- Total summer enrollment will be based on the sum of May and summer session credits.
- Some programs will combine May and summer sessions for a 12-week summer term.
- There is no tuition credit for courses that begin in May and continue through the summer regardless of whether or not the student was enrolled in spring semester. Therefore, the credit hours taken during the 12-week summer term cannot be differentiated into May session hours and summer hours.

GRADUATE COURSES

4000-4999 COURSES

- These are advanced-level undergraduate courses. Graduate students may enroll in and receive graduate credit for 4000-level courses outside their own graduate program. These courses cannot be taught by a GA if graduate credit is to be awarded.

5000-5999 COURSES

- These courses are offered regularly for both graduate credit and undergraduate credit. They are advanced level courses providing undergraduate credit that may be counted toward a major or field of specialization or course work and research providing graduate or professional credit.

6000 LEVEL COURSES AND ABOVE

- 6000 level courses and above offer instruction of a highly advanced nature and therefore are available only for graduate credit. Enrollment in these courses is restricted to graduate students, combined program students, and undergraduates taking courses under Senior Petition, and honors students by petition.

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HEALTH INSURANCE INFORMATION

- <http://shi.osu.edu>

APPENDIX V: Graduation Requirement Checklist

Progress in Program		Graduation Check																
Check off/list courses taken																		
PA Foundation Courses																		
8000 (3)		8890.03 (1)																
8890.01 (1)		8898 (1-3)																
8890.02 (1)																		
Public Economics		Public Management																
8050 (3)		8040 (3)																
Public Policy		PA Research Methods																
8030 (3)		8782 (3)																
Optional MPA Courses (see doctoral handbook)																		
6000		6030																
6040		6080																
6050		6060																
Elective Methods (Fill Blanks)		Elective Specialization (Fill Blanks)																
PA7571 or equivalent		I: _____																
II: _____		II: _____																
III: _____		III: _____																
IV: _____																		
<p style="text-align: right;">Foundation Credit Hours: _____</p> <p>PA Content Area and Methods Credit Hours: _____</p> <p style="text-align: right;">Methods Elective Credit Hours: _____</p> <p style="text-align: right;">Specialization Elective Credit Hours: _____</p> <p style="text-align: right;">Total Graduate Credit Hours: _____</p> <p style="text-align: right;">Total Graduate Credit Hours Beyond Master's: _____</p> <p>Dissertation Advisor: _____</p> <p>Committee Members: _____</p> <p>_____</p> <p>_____</p>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Completed Item</th> <th style="width: 20%;">Date</th> <th style="width: 50%;">Advisor's Signature</th> </tr> </thead> <tbody> <tr> <td>First Year Paper</td> <td></td> <td></td> </tr> <tr> <td>Candidacy Exam</td> <td></td> <td></td> </tr> <tr> <td>Dissertation Proposal</td> <td></td> <td></td> </tr> <tr> <td>Dissertation Defense</td> <td></td> <td></td> </tr> </tbody> </table>				Completed Item	Date	Advisor's Signature	First Year Paper			Candidacy Exam			Dissertation Proposal			Dissertation Defense		
Completed Item	Date	Advisor's Signature																
First Year Paper																		
Candidacy Exam																		
Dissertation Proposal																		
Dissertation Defense																		
		<p>1. Was degree completed within five years after being admitted to candidacy? _____</p> <p>2. Has Application to Graduate been filed? (No later than the third Friday of the semester in which graduation is expected): _____</p> <p><u>Hours, Credits & Grades</u></p> <p>3. Completion of a minimum of 80 graduate credit hours, at least 50 of which must be beyond the master's level?</p> <p>_____</p> <p><input type="checkbox"/> Student earned a master's degree <input type="checkbox"/> at OSU</p> <p><input type="checkbox"/> Student earned master's credit which is able to count for hours beyond the master's level _____</p> <p>4. Was student registered for at least three graduate credit hours during the semester when the candidacy examination was taken and all semesters subsequent to gaining candidacy? _____</p> <p>_____</p> <p>5. Cumulative graduate GPA at least 3.0? _____</p> <p>6. Are there any incomplete or missing grades? _____</p> <p>7. If needed, were GND hours approved by GNC (with letter to Graduate School) to count toward the degree? _____ (^needed?)</p> <p>8. Any transfer credits from other programs? _____</p> <ul style="list-style-type: none"> • Non-OSU? _____ • OSU? _____ • Counted towards degree? _____ <p><u>Residency</u></p> <p>9. After the Master's degree or after the first 30 hours of graduate credit:</p> <ul style="list-style-type: none"> • Were a minimum of 24 graduate credit hours completed at the university? _____ • Were a minimum of two consecutive full-time pre-candidacy semesters (or one semester and a summer session with full enrollment) completed at the university? _____ • Were a minimum of 6 graduate credit hours over at least two semesters (or one semester and one summer session with full enrollment) completed at the university after admission to candidacy? _____ 																

