

Ph.D. Handbook
Procedures and Requirements for the
Ph.D. in Public Administration and Policy
Askew School of Public Administration and Policy
Florida State University
Effective May 10, 2021

“Pursuing scholarship, integrity, and democratic governance”

PH.D. HANDBOOK

This handbook outlines the procedures and requirements for the Ph.D. in Public Administration and Policy. It is intended to provide information both to current doctoral students and to individuals seeking information about the program. For students who entered the Ph.D. program prior to the effective date of this handbook, it is the student’s choice to follow the curricular changes in this revised handbook or to follow the curriculum outline in the handbook under which they entered the Ph.D. program. The student is responsible for notifying the Ph.D. Director at least four (4) weeks prior to the written preliminary examination process regarding the handbook they are following. Students that entered after the effective date of this handbook must follow the curriculum outlined in this document.

PROGRAM OBJECTIVE

A research-oriented degree, the Ph.D. in Public Administration and Policy prepares students for careers in advanced teaching, research, and administration. The curriculum affords the highest level of education in theory and methods. Graduates will be able to move comfortably through academic, governmental, consulting, and research organizations in the United States and abroad.

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ADMISSION

The program admits students for the fall, spring, and summer semesters. In order to be considered for university-wide awards and assistantships, applications must be for the Fall term and should be received by January 5th; for department awards and assistantships, applications for Fall term should be received by January 5th.

Applications received after March 15th are not guaranteed consideration for the fall admission. Minimum admission standards include a score of 302 on the Graduate Record Examination Verbal and Quantitative sections (a minimum score of at least 153 on the Verbal and 144 on the Quantitative is preferred), except under exceptional circumstances. Other Minimum admission standards include a GPA of at least 3.0 (i.e., "B") in undergraduate work after the first 60 hours, as well as a 3.5 GPA in previous graduate work, and at least three letters of recommendation, preferably written by faculty who are familiar with the applicant's academic ability. Professional experience is encouraged but not required for admission. Applicants are also encouraged to submit a writing sample in addition to a personal statement outlining the reasons for pursuing a Ph.D. Occasional deviations from these standards are allowed for applicants who possess exceptional qualities that are not reflected in these criteria. Higher attainment on one measure may offset lower attainment on another. Academic attainment will receive primary emphasis in admission decisions. Because admission is competitive based on the applicant pool, no particular GRE score and/or grade point average guarantees acceptance. The average score of admitted students for every semester is higher than the minimum standard.

International applicants must take the Test of English as a Foreign Language (TOEFL) exam. The following score is recommended: A minimum of 570 on the paper-based test, 230 on the computer-based test, or 88 on the Internet-based test. The average score of our admitted students is much higher than the minimum standard. These scores can also be used in funding decisions, so all international applicants are encouraged to take the exams.

Transfer Credits.

Once admitted, it is the student's responsibility to petition the Ph.D. Committee in writing if s/he wishes courses to be waived or transfer credits to be allowed. This must happen immediately upon matriculation. Under no circumstance should it occur later than the student's first semester in the program. The petition should state the course name and number, date the course was taken, and institution where it was taken. A syllabus of the course from the institution where it was taken should be attached to the petition, along with any available supporting documents, such as course papers or exams. A waiver is an indication that the student has taken a similar course at another institution, but credit hours are not transferred. A transfer of credit hours from another institution or program requires that the credit hours were not applied to another degree obtained by the student. No more than six credit hours may be transferred from another university.

English Language Competency.

The Askew School values the enrichment provided by international students and understands when international students are not fluent in spoken English upon their arrival at FSU. English language proficiency is essential for the student's full participation and ultimate success, however. Because of this, those accepting admission must be willing to undertake, if necessary, the additional expense and effort required to become competent in written and conversational English skills. There are classes available at FSU for improving English language proficiency. These cannot be counted toward degree requirements.

State of Florida Residency Status.

For tuition purposes, a Florida resident is a person who has established and maintained legal residence in Florida for at least twelve months. Multiple forms of proof are required. Call the University Registrar (850-644-197) or visit the Registrar's office at A-3900 University Center to inquire about procedures for becoming reclassified as a Florida resident.

STRUCTURE OF THE DOCTORAL PROGRAM

The Ph.D. Program Director is responsible for the day-to-day administration of the program. The Director is advised by the Askew School's Ph.D. Committee, which consists of the Ph.D. Program Director and three faculty members appointed by the School Director. The Committee, which includes the Program Director, makes determinative decisions on admissions, examinations, and preliminary suggestions on program requirements. Ph.D. students advise the Program Director through the Public Administration Graduate Association (PAGA) representative to the Ph.D. Committee. All significant program revisions must be approved by the School Director and the faculty. Information on registration dates, applications status, course scheduling, and university requirements is provided by the Academic Program Specialist.

Academic Adviser

Upon entering the program, a student will consult with the Ph.D. Program Director, who will serve as academic adviser until the student has selected a major professor. As soon as practical, but no later than completion of the (written) Qualifying Exam, the student should select a Major Professor from among the public administration faculty who have graduate faculty status (GFS). The Major Professor must have expertise in the area in which the student intends to specialize and write the dissertation, and must have the rank of Associate Professor with tenure or Professor with tenure at the time of the dissertation defense. See *Supervisory Committee* for additional information about selecting committee members.

Supervisory Committee

Once students have determined their interests and have a general idea of their dissertation topic, they must determine their supervisory committee for the preliminary oral exam. The most important member is the major professor, who helps the student prepare the Preliminary Examination strategy. A student is not allowed to proceed to the Preliminary (oral) Exam until the Major Professor as well as all members of the Supervisory Committee have been named. The student should first select a Major Professor and then, in consultation with the Major Professor, select the other members of the supervisory committee. The Supervisory Committee must have at least four (4) members. In addition to the Major Professor, the Supervisory Committee must include at least two (2) members from the Askew School faculty, and an outside representative-at-large from the University graduate faculty. The major professor, the outside faculty member, and one other Askew School faculty member must each have graduate faculty status.

The committee is formalized by their signatures on the Doctoral Supervisory Committee form, which is available from the Academic Program Specialist. It is the student's responsibility to obtain the required signatures and to return it to the Academic Program Specialist. Upon the approval of the composition of the supervisory committee by the Ph.D. Program Director and the Director of the School of Public Administration and Policy, the Major Professor will serve as the student's principal academic adviser, and together with the other professors, will supervise the work of the student until all requirements for the degree have been completed.

Course Load

The University considers a full-time load to be 12 semester hours for domestic students. Nine semester hours is defined as a full-time load for graduate assistantship holders on a quarter-time appointment or larger or for international students. Having said this, note that doctoral work is demanding. Students who do not need to have full-time status should consider enrolling for 9 hours instead in order to have time to concentrate and do their best in each of their courses.

Credit Hour Requirement

Students must complete the 18 hours of Ph.D. core coursework beyond the MPA to be eligible to take the Qualifying Exam. Upon completion of the 18 hours of core coursework, students must take the qualifying exam (written and comprehensive) the next semester in which they are enrolled for coursework and the exam is offered. Students must complete an additional 27 hours of coursework beyond the MPA and the 18 hours of Ph.D. core coursework requirement (a total of 42 hours) to be eligible to take the Preliminary Exam. Upon completion of both the Qualifying and Preliminary Exams, students must earn a minimum of 24 additional hours for dissertation credit.

Dissertation Credit Hours

A minimum of 24 hours of dissertation credit will be counted toward the Ph.D. degree.

Time Limit

The Preliminary Examination (Oral Paper) must be taken within five calendar years from the time the student passes the Qualifying Examination, or the student must retake the Qualifying Exams. All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the Preliminary Examination, or the student's supervisory committee will require that both the Qualifying and Preliminary Exams be retaken and passed. Guaranteed departmental funding (provided the student is making good grades and progress) is available for four years.

Scholarly Engagement

In order to meet the university's expectations for scholarly engagement, all doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending and presenting at seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and publishing academic articles, book chapters, book reviews, and other non-refereed publications. The program will evaluate each student's ongoing scholarly engagement through the annual evaluation.

Annual Evaluation

There is an annual review of doctoral students' progress (Appendix A). Students review their own performance in the past calendar year and then meet with the Major Professor to review their progress. Students who do not have a Major Professor can choose a public administration faculty member with whom they took a doctoral course in the past year, preferably the immediate past semester. The Major Professor or the chosen faculty member will fill out the *Evaluation* section of the form and send it back to the student. Students who have achieved candidacy should obtain evaluation and signature from each of their dissertation committee members in the second *Evaluation* section. The Ph.D. committee will schedule student evaluation meetings in the Spring semester and meet with each pre-candidacy student to review progress with the student after the evaluation has been completed. For students who have achieved candidacy, the major professor submits the evaluation to the Ph.D. committee, but the committee is not required to meet with the student. Annual evaluation is a major criterion for funding decisions.

Funding

Departmental assistantships are assigned at the discretion of the Askew School Director with recommendations from the Ph.D. Director and committee. Assignments will be based on the availability of funds, previous assistantship performance, and the progression of program milestones by the student. Desk space will be granted to funded students in the Bellamy Building. Space is extremely limited. Funded students that do not use their assigned desk

space will not receive space in the following academic year. Guaranteed departmental funding is available for four years after the student is *enrolled* in the doctoral program provided the student is making good grades and progress in program milestones. Students enrolled in the program after year four may have the opportunity to teach undergraduate classes, but these positions do not provide a graduate tuition waiver.

CURRICULUM AND SPECIALIZATION

The Askew School doctoral curriculum provides a foundation in both public administration and public policy for all students. There are three specializations available to all students: Institutions and Governance, Public Management, and Public Policy. For their specialization, each student designs, in consultation with their Major Professor, what area they wish to specialize in, with the expectation that some portion of specialization coursework will be taken outside of the Askew School.

Course Requirements

Those who enter the Ph.D. program without a Master of Public Administration or equivalent degree must satisfy the requirements of part of the MPA core curriculum before proceeding to doctoral courses. The course requirements are specified below. Such students should consult with their Major Professor or the Ph.D. director to determine what MPA core course they should take. Newly admitted students who are unsure of their readiness for doctoral level statistics, regardless of whether they hold an MPA or not, are advised to take PAD 5701 as a refresher course before advancing to PAD 6705.

I. The Master of Public Administration Requirement

1. Substantive (6 hours)

PAD 5227 Public Financial Management

PAD 5417 Human Resource Management

2. Methods (6 hours)

PAD 5700 Research Design in Public Administration

PAD 5701 Quantitative Analysis in Public Administration

Those who enter the program with an MPA degree or those who have completed the 12 credit hours described above, will proceed to the following courses:

II. Core Courses

a. Ph.D. Substantive Core (12 hours)

PAD 6025 Theoretical Perspectives in Public Policy

PAD 6054 Intellectual History and Future of Public Administration

PAD 6102 Administrative Behavior in Public Organizations

PAD 6109 Institutions and Society

b. Methods Requirements (6 hours)

PAD 6707 - Logics of Inquiry

PAD 6705 - Analytic Techniques for Public Administration

These 18 core course hours of Ph.D. core courses encapsulate the Written Qualifying Exams. As with the MPA core courses, a grade of (B-) or better is required in each course to be eligible to take the Written Preliminary Exam.

c. Seminar Requirements (6 hours)

PAD 6136-Seminar: Management Studies in Government

PAD 6721-Seminar: Public Policy Analysis

d. Supervised Research (3 hours)

PAD 6915-Supervised Research

The student works under the supervision of a faculty member in her/his specialization to produce a paper of original research or a critical review of existing research and theory on a topic of interest to the student. Students should enroll in this course prior to the Preliminary Exam. This paper is required to be an individual work of the student. Three hours of graded (S/U) Supervised Research credit will be given. Enrolling in this course is not required, but strongly encouraged.

IIC. Additional Methods Requirements (6 hours)

Two advanced methods electives are required. Students may enroll in their choice of advanced methods courses from the Askew School or other departments around the University. These courses should go beyond the subjects covered in the Methods Core. Possible classes are listed below.

If interested in qualitative methods, take:

PAD 6103 Cultural Analysis and Organizations and another course under faculty advisement. If interested in quantitative methods,

select among the following:

SYA 5407 Advanced Quantitative Methods (intro to S.E.M. & pooled time series)

POS 5747 Advanced Quantitative Analysis in Political Science (pooled time series, event history analysis, categorical data analysis)

STA 5207 Applied Regression Analysis

Students may choose alternative courses upon written permission of their Major Professor or the Ph.D. director.

IIId. Political Process Requirements (3 hours)

Students without prior graduate work in political processes and institutions must take at least one course (3 credit hours) that focuses on political processes or institutions. Students should consult the Ph.D. Director or Major Professor to identify the course that will develop competencies appropriate to their career objectives. The following courses are suggested but by no means exclusive:

PAD 6300 Government Administration in Florida

POS 5045 Seminar in American Politics

POS 5127 State Government and Politics

PUP 5005: Public Policy: Process and Institutions

PUP 5006: Policy Implementation and Evaluation

PUP 5007: Models of Public Policy Making.

Students may exempt the Political Process requirement to the extent they have appropriate graduate work in American government, democratic theory, or political processes and institutions.

III. Field of Specialization (Minimum 18 hours)

All students will have to choose a substantive field of specialization. Courses within the student's chosen field of specialization are decided upon in consultation with the student's Major Professor. Students should take a foundational course in the specialization and a minimum of two (2) additional courses (6 hours) that are at the 6000 level in Public Administration. In consultation with their Major Professor, students may select the remaining

minimum of six (6) hours from any department on campus to complete the specialization. Students must complete the Field Specialization form and submit to the Ph.D. Director by the third semester.

IV. Professional Topics in Public Administration

Ph.D. students, before admitted to candidacy, are required to enroll in PAD 6930 for zero (0) credit hours each semester. This course serves as a continuous proseminar, introducing students to topics that will help build their careers. In an informal setting, students and speakers make research presentations, lead discussions on cutting edge issues for the field, and give tips on academic norms and processes and how to build a successful career. They also provide information on how to develop research projects, how to choose a dissertation topic, how to write for publication, how to search for the right job, and other topical issues of relevance that are not otherwise covered in coursework.

To successfully complete the course, all students must attend a minimum of four events each semester. Additionally, all students, in at least their second year of study, are expected to present their work at the colloquia. This is an opportunity for students who are presenting papers at professional conferences, presenting papers on the job market, or who would like feedback on their scholarly or practice research to receive constructive feedback prior to presenting in an external forum or sending the paper out for publication. In addition to regularly scheduled colloquia, approved events include dissertation defenses, research presentations by candidates for faculty positions, and national and regional meetings of professional societies. Students must notify the Ph.D. Director at least one week before the end of the semester of the date and nature of the events attended. The notification must be in writing or via e-mail. The course is graded pass or fail (S/U).

V. Suggested Course Plan for Students who already hold an MPA

As guidance, we highly suggest the following course work plan for students in their first two years of study in preparation for the Qualifying and Preliminary Examinations:

	Fall	Spring	Summer
1 st Year	PAD 6025 PAD 6054 PAD 6707 PAD 6930	PAD 6102 PAD 6109 PAD6705 PAD 6930	1 methods elective 1 field Course
2 nd Year	Qualifying Exam at the beginning of Fall semester 1 field courses 1 methods elective PAD 6721	2 field courses PAD 6136 PAD 6930 or PAD 6915	PAD 6915 or Preliminary Exam

As guidance, we suggest the following course work plan for students after completion of the Qualifying Examinations:

3 rd Year	Preliminary Exam Develop Prospectus	Defend Prospectus	Dissertation Research Supervised Teaching
4 th Year	Continue Dissertation Research/ Defend Dissertation		

EXAMINATIONS

All Askew School doctoral students will take two program exams: the Qualifying (Written) Exam and the Preliminary Exam. The Qualifying Examination will be required when students have completed the Ph.D. core courses (PAD6025, PAD 6054, PAD 6102, PAD 6109, PAD 6705 and PAD 6707) and will normally follow the completion of a doctoral student's first year of coursework. The Preliminary Exam will normally follow completion of the student's entire coursework plan.

Qualifying Exam

The written qualifying exam is normally taken at the conclusion of the six Ph.D. core courses at the beginning of year two. Three of the courses will be examined on day one of the exam, and the other three courses will be examined on the second day of the exam. Students will have a total of seven hours for each day of the exam. The exam is proctored either in-person in a secure testing site or using online proctoring software. No outside notes or other materials can be used during the exam; and, students are not permitted to access online materials while taking the exam.

The written exam will be evaluated by all Askew School faculty. The grading process usually requires about 3 to 4 weeks. Each reader will grade responses on a scale of 1 to 3, with '3' equivalent to a "strong pass," '2' equivalent to a "pass," and '1' equivalent to "failure." Individual faculty members will report their evaluations to the Ph.D. Director, who will tabulate the results. Students will receive a median score for each question, and a median score of 2.0 or better is considered a passing score. Performance will be reviewed by the Ph.D. committee, which will make an independent determination of whether the student passed or failed the qualifying exam. Students fail a given day (Day 1 or Day 2) if one or more questions of the day are failed. Students who pass both Day 1 and Day 2 are allowed to advance in their studies, eventually leading to the preliminary examination. Those who fail Day 1 and/or Day 2 are allowed to retake it a second time, provided that they do so within 12 months. Students who fail the exam a second time will be dismissed from the program. This decision is final and may not be appealed.

Preliminary Examination

The University requires that all Ph.D. students pass a preliminary examination before they can be admitted to candidacy for the degree. In the Askew School, the preliminary examination consists of a paper on a topic approved by the student's supervisory committee. The paper should be completed in a manner that demonstrates integration of theory, management and/or policy issues and research capabilities, and should be of professional publishable quality consistent with the supervisory committee's requirements. Students are encouraged to extend the paper produced in the supervised research to fulfill the preliminary examination requirement and subsequently to employ the preliminary examination paper as part of the prospectus and dissertation. The student and major professor will schedule an oral defense of the paper, allowing committee members at least two weeks to review the manuscript.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g., medical or other emergency situations, prevent the participation of a committee member then it is necessary to arrange for an additional appropriately qualified colleague to attend the defense. The committee may choose to pass the oral examination, fail it, or request revisions. If rescheduled, the re-examination must follow University policy as outlined

below. The preliminary exam must be scheduled before the end of the 12th week of the semester, and must be defended no later than the seventh week of the semester in order to convert preliminary examination credits to dissertation study credits within the semester the paper is defended. When the preliminary examination has been successfully defended, the student obtains signatures from all committee members on the Preliminary Examination form and submits it to the Academic Program Specialist.

University Preliminary Examination Policy

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the “Academic Calendar” in the Registration Guide.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student’s subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student’s examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student’s permanent record.

If a student fails the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student’s supervisory committee or other relevant decision making body within each department or unit, per that department or unit’s doctoral student handbook. The Academic Dean’s office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined

as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process.

THE DISSERTATION

All But Dissertation Phase (ABD)

Once students have passed their Oral Preliminary Exam, they are officially admitted to Candidacy for the Ph.D. degree. All that remains to be completed is the dissertation – the most challenging yet rewarding phase of doctoral study. During this period, the student is referred to as “ABD.”

Dissertation Prospectus

After passing the preliminary examination, students must submit a dissertation prospectus. The prospectus must be approved by the supervisory committee after a formal meeting of the student and the committee. This should be accomplished as promptly as possible, ordinarily not later than four months after the successful completion of the oral preliminary examination. The prospectus must be signed by the committee and by the Ph.D. Program Director. The required contents of the prospectus are described in Appendix C, “Required Contents for the Ph.D. Dissertation Prospectus.” The student and the major professor shall be responsible for obtaining the required signatures on the Defense of Dissertation Prospectus form, which can be obtained from the Academic Program Specialist.

Dissertation

Ph.D. Candidates must complete a dissertation that makes an original contribution to knowledge. During the period that students undertake the dissertation they must regularly enroll for dissertation credit for a minimum of 9 semester hours per term if they are in residence and serve as graduate assistants, 9 semester hours per term if they are on fellowships, or 3 semester hours if they are not in residence. Dissertations are expected to be of publishable quality, either in whole or in part, according to the standards of the journals in the study field. A minimum of 24 hours for dissertation research will be counted toward the total number of credit hours for the degree. A student must be enrolled in a minimum of 2 thesis hours in the final semester. The prospectus and dissertation cannot be defended in the same semester.

Dissertation Progress Review

If the dissertation is not yet completed one (1) year after passing the Oral Preliminary Exam, a meeting or conference call with the student and their supervisory committee will be held the following semester to evaluate progress toward completion of the dissertation. If the major professor certifies that the dissertation will be defended in the following semester, the student is exempted from this review. Based on the dissertation progress review meeting, the student will submit a detailed work plan and timetable for completion of the dissertation. This must be approved by the major professor and Ph.D. Program Director and placed in

the student's file. Under University rules, the student has five (5) years to complete the dissertation after passing the Preliminary Exam. If the student has not completed the dissertation after five (5) years after passing the Preliminary Exam, the student will be required to retake the Written and Oral Preliminary Exams.

Defense of Dissertation

At the direction of the major professor and in consultation with other members of the supervisory committee, the student shall schedule the dissertation oral examination, called the "defense" of the dissertation. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must defend by no later than the Format Approval Deadline in the semester of intent to graduate.

Consult the Graduate School site for more information. A preliminary draft of the dissertation must be submitted to each member of the supervisory committee at least four weeks before the date of the Defense. At least two weeks prior to the Defense, the student must submit the defense announcement form in the Graduate School Manuscript Clearance Portal (<https://clearance.fsu.edu/>). The content of the abstract of the dissertation should be submitted to the supervisory committee for approval at least one week before the date of the defense. The abstract should conform to appropriate examples in *Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers*. The Office of Graduate Studies holds an electronic dissertation question and answer workshop each semester. Students should attend this no later than the semester in which they will graduate. For more information and for a link to the *Guidelines*, see https://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/Manuscript%20Clearance/Guidelines_Requirements_CV-August2019.pdf.

The supervisory committee will conduct the examination. The Director of the Askew School must be notified in advance. The Director's attendance at the Defense is at the option of the Director. All members of the graduate faculty are invited to attend. The major professor presides over the defense. Members of the supervisory committee and the Askew School Director are the only people who can ask questions during the defense.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member then it is necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

The supervisory committee will certify in writing the results of the Defense: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of PASS requires at least a majority approval of the committee.

If the student passes, each member must sign the Manuscript Signature Page in the Manuscript Clearance Portal to substantiate the results of the defense. It is the responsibility of the major professor to submit this completed form. A written critique of the conduct of the

examination in defense of the dissertation should be submitted by the university representative (who must be tenured) from the graduate faculty to the appropriate academic dean and the Dean of the Graduate School within one week after the date of defense. A non-tenured faculty can serve as an outside member but not the university representative. The degree cannot be awarded until both forms have been received by the Graduate School and the final version of the manuscript has been submitted to and approved by the Clearance Advisor.

When the defense is successful, and the dissertation is approved by the supervisory committee, the student must submit the Official Final Manuscript Clearance, as required by the University. Again, this can be found in the Manuscript Clearance Portal (<https://clearance.fsu.edu/>) . The student should submit the final manuscript electronically to the manuscript Clearance Advisor within sixty days of the defense date or the student must be re-examined. A manuscript processing fee is charged.

ADDITIONAL INFORMATION

Conferences

Students are strongly encouraged to attend conferences and present their research in papers or poster sessions. The following list of associations that hold regular conferences and issue calls for papers. To gain more information, access the website for each to learn the dates and deadlines for conferences. You may apply for departmental and university funding that will defray your travel costs.

- American Political Science Association (www.apsanet.org) American Society for Public Administration (www.aspanet.org)
- Association for Research on Nonprofit Organizations and Voluntary Action (www.arnova.org)
- Academy of Management, Public & Nonprofit Division (division.aomonline.org/pnp)
- Association for Budgeting and Financial Management (www.abfm.org)
- Association for Public Policy and Management (www.appam.org)
- Southeastern Conference on Public Administration
- International City/County Management Association (<http://icma.org>)
- Public Management Research Association (<https://pmranet.org/>)
- Public Administration Theory Network (patheory.asu.edu)
- Public Administration Teaching Conference (www.teachingpa.org)
- Conference of Minority Public Administrators (www.natcompa.org)
- National Forum for Black Public Administrators (www.nfbpa.org)

A Minor in Public Administration and Policy

Students from other disciplines may take a minor in public administration and policy. The requirement is that five courses must be taken (normally 15 credit hours) at the graduate level in the School from the MPA and Ph.D. core. All students must take a graduate course that introduces them to the field of public administration (i.e., PAD 5050 The Profession of Public Administration). In addition, they must take at least one course in the doctoral core. Two courses may be exempted based on work taken at another college or university.

Those taking a minor in public administration must maintain a 3.5 point GPA in the courses used to satisfy the five-course requirement. If the 3.5 GPA is not maintained in the minor, a qualifying examination will be required; the exam content will be determined by the minor professor. The faculty member serving as the minor professor will attend the Dissertation Defense and may ask questions.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University." (For more details see the FSU Academic Honor Policy and procedures for addressing alleged violations (<http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>))

AMERICANS WITH DISABILITIES ACT

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable,

inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

- (1) must register with and provide documentation to the Office of Accessibility Services (OAS);
- (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
- (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

For more information about services available to FSU students with disabilities, contact the

Office of Accessibility Services

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

<https://dsst.fsu.edu/oas>

Student Accessibility Services (Panama City Campus)

Dr. Kimberly Leath

Office of Student Affairs

2nd Floor Barron Building (Room 215)

Email: kleath@fsu.edu or sds@pc.fsu.edu

(850) 770-2172 (office)

(866) 693-7872 (toll free)

Sex Discrimination and Sexual Misconduct

The School, in compliance with the FSU Sex Discrimination and Sexual Misconduct Policy (<https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>), aims to:

- provide a safe and supportive environment for all community members,
- provide educational, preventative, and training programs regarding Sex Discrimination and Sexual Misconduct ;
- encourage reporting of incidents;
- take appropriate action to prevent incidents that deny or limit an individual's ability to participate in or benefit from the School's programs
- make available timely service for those who have been affected by incident; and
- provide prompt, thorough, and impartial methods of investigation and resolution to stop discrimination remedy any harm, and prevent its recurrence.

The faculty fully supports the University and College policies related to Sex Discrimination and Sexual Misconduct. As such, all School faculty and staff have a mandatory duty to report known or suspected incidents of Sex Discrimination and Sexual Misconduct to the Title IX Director or designee, regardless when or where the incident occurred. In addition to the processes and procedures provided in the University's policy on Sex Discrimination and Sexual Misconduct, additional channels of reporting violations of this policy are to report to the Director of the School or to the Dean of the College. The full range of sanctions available to the School, the College, and the University will be considered available when a faculty member or staff violates this policy.

