

Semester of first course needed to meet
PhD PPA curricular requirements (starts
the **10-year clock**, which goes by **courses** **Clock runs**
not by admit semester to specific program) **out:**

NAME -		DATE -								
YEAR	Rotation v. 12.17.2024	Estimated eligible for benchmark exam?	Taken or Planned?	COURSES OFFERED	Taken or Planned?	COURSES OFFERED	Taken or Planned?	COURSES OFFERED	Taken or Planned?	COURSES OFFERED
2022	SPRING			7310 Org Thy - FW						
	SUMMER					6930 Spec. Topics Qual Meth - FW				
	FALL			7410 Public Policy - RS						
2023	SPRING			7310 Org Thy - FW		7140 Adv Quant - RR				
	SUMMER			7230 Public Budgeting - MES		6930 Spec. Topics Qual Meth - FW				
	FALL			7000 Sem. PA - AS		7130 Res Meth - AP				
2024	SPRING			7310 Org Thy - AP/FAC		7410 Public Policy - RS		6410 Policy Analysis (elect.)		6210 Seminar in PA (elect.)
	SUMMER			7220 Admin Mgmt - KC		6930 Spec. Topics Qual Meth (elect.)		6110 Stats (elect.)		6430 Contemp. Topics Pub. Policy (elect.)
	FALL			7230 Public Budgeting - MES		7140 Adv Quant - CK		6130 Research Meth. (elect.)		6230 Public Budgeting (elect.)
2025	SPRING			7000 Sem. PA - AS		7130 Res Meth - AP		6410 Policy Analysis (elect.)		6210 Seminar in PA (elect.)
	SUMMER			7310 Org Thy - RK		6930 Spec. Topics Qual Meth (elect.)		6110 Stats (elect.)		6430 Contemp. Topics Pub. Policy (elect.)
	FALL			7220 Admin Mgmt - KC		7410 Public Policy - RS		6130 Research Meth. (elect.)		6230 Public Budgeting (elect.)
2026	SPRING			7230 Public Budgeting - MES		7140 Adv Quant - CK		6410 Policy Analysis (elect.)		6210 Seminar in PA (elect.)
	SUMMER			7000 Sem. PA - AS		6930 Spec. Topics Qual Meth (elect.)		6110 Stats (elect.)		6430 Contemp. Topics Pub. Policy (elect.)
	FALL			7310 Org Thy - RK		7130 Res Meth - AP		6130 Research Meth. (elect.)		6230 Public Budgeting (elect.)
2027	SPRING			7220 Admin Mgmt - KC		7410 Public Policy - RS		6410 Policy Analysis (elect.)		6210 Seminar in PA (elect.)
	SUMMER			7230 Public Budgeting - MES		6930 Spec. Topics Qual Meth (elect.)		6110 Stats (elect.)		6430 Contemp. Topics Pub. Policy (elect.)
	FALL			7000 Sem. PA - AS		7140 Adv Quant - CK		6130 Research Meth. (elect.)		6230 Public Budgeting (elect.)
2028	SPRING			7310 Org Thy - RK		7130 Res Meth - AP		6410 Policy Analysis (elect.)		6210 Seminar in PA (elect.)
	SUMMER			7220 Admin Mgmt - KC		6930 Spec. Topics Qual Meth (elect.)		6110 Stats (elect.)		6430 Contemp. Topics Pub. Policy (elect.)
	FALL			7230 Public Budgeting - MES		7410 Public Policy - RS		6130 Research Meth. (elect.)		6230 Public Budgeting (elect.)

This course rotation is subject to change based on staffing and enrollment, but represents our planned course offering schedule. If a 7000-level course is listed to be offered here but it is not offered due to low enrollment or a staffing issue, and you need the course then to avoid delay in your studies, the department will make every effort to offer a substitute or independent study as appropriate for your program.

If a 7000-level course is offered according to this schedule and **you choose not to take it**, that is a different situation and you will need to wait until the next time it is offered to take it. Independent study versions will *not* be offered to students who chose not to take a 7000-level course on the rotation when offered.

The electives shown here are the most important and common choices of our doctoral students, but if you have had similar coursework before you may work with the program advisor to choose a suitable elective from other courses offered in the department or another department (if permission is granted). If you already took other electives based on advising received those still can count. Space is provided to write in the electives you have taken to aid in understand what you have left.

Graduate Catalog:

<https://www.tnstate.edu/graduate/graduatecatalog.aspx>

PhD Handbook:

<https://www.tnstate.edu/cpsua/degrees/phd.aspx#handbookphd>

All PhD students must take 7 7000-level classes plus 5 electives unless had transfer credits approved.

If you take 2 courses every semester, take the prelim after your first four non-7140 7000-level classes and pass, you can complete coursework in 2 years attending Fall/Spring/Summer.

If you do not take a 7000-level class when offered you need to wait till the next time it is offered in schedule (unless it did not make, in which case we make the adjustment).

If you are taking only ONE 7000-level course per semester, choose carefully looking ahead so that you take them in an order that will result in the least gaps (that you can fill with electives till the five slots are exhausted.)

Students should take 6110 Statistics prior to 7140 Adv Quant unless exempted by advisor based on their recent past statistics background or use on the job.

Most students should take 6930 Qual Methods, and **must** do so if they want to use qualitative methods in dissertation.

PhD students completing the 7000-level coursework can receive the Public Policy certificate if they also complete THREE out of the following list as part of their required FIVE electives (the exact choices should depend on your past studies and timing, to be determined through consultation with program advisor — you want to fill in gaps in your knowledge to support the core courses):

Listed in order of priority to support doctoral study, assuming have not had similar course in past:

- PADM6110 Statistics
- PADM6930 Qual Meth
- PADM6210 Seminar in PA
- PADM6130 Research Methods
- PADM6410 Public Policy Analysis
- PADM6230 Public Budgeting
- PADM6430 Contemp Topics Public Policy
- PADM6390 Ethics

Students wanting to seek another certificate must get advising to know what classes they need to include among the 5 electives to get that certificate, and should still be sure to fill gaps or take refreshers (ex. PADM6110 Statistics) in knowledge base among electives too - get advising based on your transcripts from Masters and professional experience. The advisor may require that the student do the public policy certificate if the educational background is not sufficiently close to PA/policy coming in to the program.

FINANCIAL AID ELIGIBILITY - COURSE PROGRAM OF STUDY ("CPOS") VERIFICATION: If you are using Federal financial aid to support your studies note the following: two or more aid-eligible courses must be taken in a semester to use aid. After every registration or change in registration, you must check DegreeWorks (myTSU>DegreeWorks [link]) to make sure you have no registrations that are "Fall-Through" or "Additional". Those will not count towards aid-eligible credits and if your aid credits drops below 6 credits, NO AID will be released. It is the student's responsibility to make sure that all registered courses are counting towards the program of study IN DEGREEWORKS before the start of every semester, even if following advisor instructions for course selection. Any issues contact advisor immediately. All Financial Aid issues including requests for additional documents, CPOS/DegreeWorks issues, etc. must be resolved before the start of the semester. Continue to check your Financial Aid tab in Banner (myTSU>Banner Services>Financial Aid [tab]) including the CPOS link to make sure you have at least six aid-eligible credits for the semester. Act quickly to resolve any missing information or problems. Monitor student account detail and Financial Aid tab in Banner through Day 14 of semester (counting weekends). As of Day 14 enrollment is "frozen" for financial aid purposes and you may not be able to resolve any issues after that. The University may purge your registrations if you have not settled your account by Day 14 of a semester. Monitor your student email address carefully and contact Financial Aid with questions. The Department does not intervene between the Bursar's Office or Financial Aid and the student. If paperwork requiring the advisor or chair's signature is required (ex. SAP appeal, Special Graduate Student form (certificate-only students), the student must request it timely to allow for processing and return to you. You will still submit the finalized paperwork to Financial Aid yourself.

Program of Study Ph.D. Program, Public Policy and Administration

Name: _____ Date: _____
Address: _____ T-No: _____
City/State: _____ Zip: _____
Catalog Year: _____ Degree: PhD
Major: Public Policy and Administration Certificate if applicable: _____

1. Complete the Program of Study form in **consultation with the PhD program advisor**.
2. No graduate program at TSU may be completed with less than a 3.0 cumulative graduate GPA. A course of grade improvement and the second grade replaces first. *Additional* minimum core course grade requirements, and prospectus and dissertation requirements apply in the PhD PPA program. **C grades in 7000-level coursework are not acceptable.** Only up to two courses needed for program completion may be repeated. Review the limits and all requirements in the Graduate Catalog [online](#), in both the front matter applying to the program-specific section pertaining to this degree. Taking courses not in your program curriculum can negatively impact your aid.
3. Review the PhD student handbook [online](#).

Required Courses					Prereq. Courses Required		
Course ID	Course Title	Sem.Hrs	Grade	Semester Completed	Course ID	Sem. Hrs.	Sem. Comp
PADM 7130	Research Methodology in PA						
PADM 7140	Applied Quantitative Tech. in PA						
PADM 7000	Theory & Practice of PA						
PADM 7220	Administrative Management						
PADM 7230	Public Budgeting II						
PADM 7310	Public Organization Th						
PADM 7410	Public Policy Imple						
PADM 8110	Dissertation C	12					

Course ID	Sem. Hrs.	Grade	Semester Completed
PADM			
PADM			
PADM			
PADM			
PADM			

Advisor notes:

Total Number of hours required for degree: 48

Student's Signature _____ Date _____

Recommended by: _____

Advisor _____ Date _____

Dept. Chair _____ Date _____

The 12 regular dissertation credits may be spread over multiple semesters, based on student progress in consultation with the program advisor and chair. Those credits are PADM 8110 sections numbered 80 or above (ex. 98, 98A, etc.) For instance, a student may take 6 such credits in one semester and 6 in another, or 3 each semester for four semesters. How you break them up doesn't matter as long as all 12 are paid for, so plan that in the way that works for you.

Once the cumulative 12-regular credit dissertation requirement is satisfied, if the student is not yet finished, lower-cost "continuation" section credits must be taken to stay in the system and maintain library privileges (PADM 8110 Section 35). You can register for just one of those in each semester till you complete the dissertation (within the 10-year time limit set by the Graduate School). You may not graduate without completing a total of 12 full-price dissertation credits; see catalog. If you look in your registration history in myTSU you can see the section numbers of the dissertation credits you have taken already to double-check.

The 1 grades on your dissertation credits will not be changed to a grade till your dissertation document has been successfully defended and approved both by your chair and committee as to content and academic integrity AND by the Graduate School for Proquest submission. See the Graduate School website.

SAMPLE - USE THE COPY ONLINE TO COMPLETE, at
https://www.tnstate.edu/cpsua/documents/forms/form_phd_programofstudy.pdf