Policy Manual and Student Handbook
Advanced Studies in Public Administration

Doctorate in Public Administration (DPA)

Hamline University

2013

Hamline University
School of Business
570 Asbury Street
Suite 305
Saint Paul, Minnesota 55104

Anne McCarthy, Dean
651-523-2335
Amccarthy02@hamline.edu

Kristen Norman-Major, Director, Public Administration Programs
651-523-2814
kmajor@hamline.edu

Reid Zimmerman, Assistant Director, Public Administration Programs
651-523-2869
rzimmerman03@hamline.edu

Erin McCoy, Graduate Programs Advisor
651-523-2325
emccoy02@hamline.edu

Hamline School of Business
651.523.2284
Fax number 651.523.3098

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Section I
Scope and Application of These Policies

The *Advanced Studies Policy Manual and Student Handbook* outlines the policies and procedures governing the degree of Doctorate in Public Administration (DPA) at Hamline University for all students in the Advanced Studies program who matriculated in the cohort entering after September 1, 2013. The rules here supplement all-university and graduate school-wide rules found in Hamline University's *Guide to Graduate Programs*. This policy manual also provides information regarding requirements for the degree of DPA, including procedures and expectations for the dissertation.

Interested parties should review all of the policies and procedures presented here. They establish expectations for advanced studies education that exceed expectations for master's-level education.

Except as noted below the policies in this *Policy Manual* apply to all students in the Advanced Studies program who matriculated in a cohort entering after September 1, 2013. Students enrolled before this date are governed by the *Policy Manual* for their class and year of matriculation.

Section II
Overview of the Advanced Studies Program

A. Goals

Advanced Studies in Public Administration is a part-time program directed toward practicing public and nonprofit administrators and those working in closely related areas. It offers an educational opportunity for professionals who wish to build on their experience and knowledge and who anticipate much greater future responsibilities. The Advanced Studies program empowers students to undertake significant research in public administration and apply this knowledge as a practitioner. Holders of the DPA will add to the ranks of those able to generate, evaluate, interpret and share knowledge of public administration and its related fields, thus expanding their skills for effective public leadership.

The Hamline University School of Business (HSB) is committed to an adult model of learning. The Advanced Studies program has been structured around learning communities that provide mutual support for students in both their coursework and dissertation preparation. Entering students become members of a learning community (known as a cohort) that moves through the program's core courses together.

The program is interdisciplinary, intersectoral, and intercultural in scope, recognizing that the field of public administration, as well as the larger field of governance, increasingly demand these perspectives.

The Advanced Studies program embodies Hamline University's commitment to life-long learning and public service through the following objectives:

To explore a wide range of contemporary ideas and practices related to the administration and leadership of public and nonprofit organizations.

To examine the critical issues and challenges facing senior managers in the complex and changing environment of governance and politics.

To create the opportunity for experienced, reflective practitioners to contribute new knowledge to the field of public administration through applied research.

To develop an expanded community of reflective public administration practitioners, thereby improving the quality of public service.

The DPA faculty have set learning goals for the DPA program and will assess outcomes in the program based on the following list of things students will be or have by the end of the program students will:

- be critical and analytical thinkers
- have advanced research skills
- have the skills and knowledge to work with diverse groups and individuals
- have a mastery of public administration concepts and theories

B. Degree Offered

Hamline University offers the degree of a Doctor in Public Administration (DPA). Students who complete all the requirements except completion of a dissertation (ABD) may opt to receive a Certificate in Advanced Public Administration (CAPA).

C. Program Requirements

The DPA degree requires 48 semester credits beyond the master's degree-- ten courses (40 semester credits) of doctoral-level course work; the successful completion of a take-home final comprehensive exam; and the completion and defense of a dissertation involving 8 semester credits (four 2-credit dissertation research courses).

The DPA is designed as a part-time program where students generally take one class per semester but may take up to two. The DPA program is not intended to be full-time program.

D. Joint DPA/JD

Hamline University offers the option of pursing a DPA while simultaneously obtaining a law degree from the Hamline University School of Law. The joint DPA/JD Program is tailored to meet the specific needs of individual students. JD students accepted to the DPA may have up to 8 law school credits transferred in as DPA electives. The program director will review the JD transcript to determine acceptable courses.

E. The Learning Community Model

The Advanced Studies program is structured according to a learning community model. This reflects an educational philosophy that encourages and promotes cooperative, adult learning at the doctoral level. New Advanced Studies students entering in the fall semester will complete many of their required core courses together.

F. Academic Advisor

The academic advisor for all DPA students is Erin McCoy. Erin is available for help with issues regarding registration, grading issues, policies, and general questions about the DPA program and the School of Business. If you are uncertain who to contact with your question, please start with Erin and she can guide you to the correct person.

G. Program Diversity

The Advanced Studies program welcomes professionals with diverse professional and career backgrounds, including (but not limited to) health care, education, social services, environmental management, and public safety. The program also welcomes learners??? from diverse social backgrounds.

Hamline University does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, affectional preference, or veteran status. We have created a program with students from a wide range of backgrounds and believe that education is enhanced by a diversity of views, backgrounds, and interests.

The Advanced Studies program works with a broad range of learners to strengthen their academic knowledge of public administration before entering the program, during the program (especially in the first course, “Historical Foundations and Professional Development”), or both if necessary. This diversity of students’ academic backgrounds and work experiences is one of the strengths of the program, which dovetails with its interdisciplinary foundation and Hamline University’s rich liberal arts tradition.

Section III
Admission to the Advanced Studies Program

Admission to the program is selective. In evaluating candidates, the major considerations are academic and career potential. The goal is to attract a diversified mix of participants and to create and sustain an active learning community.

The DPA degree is specifically directed toward practitioners. Thus, candidates for admission to the program must have significant work experience in an appropriate field, plus a master's degree (or at least 36 graduate-level semester credit hours) in a relevant subject. If the Admissions Committee determines that a prospective student meets all of the standards for admission but needs to do further academic preparation prior to admission, this will be stated in the admission letter, and the student will have up to a year to complete this preparatory work before formally entering the program.

A. Admission Criteria

A master's degree, or 36 semester credit hours of graduate level course work, from an accredited college or university in political science, public administration, or some other relevant field. A grade point average of 3.5 or higher in graduate level work is expected.

Students admitted without sufficient background in public administration will have 1 year to complete the appropriate coursework in the MAPA program before admission to the Advanced Studies program.

B. The Admission Process

Admission to the program is granted for the fall semester only. Applications should be received no later than April 1. Applicants may be interviewed and final decisions on admissions made in May.

The following must be included with the application for admission:

1. Professional resume indicating three or more years of relevant work experience,
2. Three letters of recommendation from people who have knowledge of the applicant's abilities.
3. A written personal statement or essay outlining the applicant's career objectives.
4. A sample of recent professional or academic writing.

On a case-by-case basis, prospective students may be permitted to take one or more elective courses prior to their formal admission into the program.

C. International Students

Students who are citizens of countries other than the United States must submit documentation regarding proficiency in English and financial support for tuition costs and personal expenses. The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English. The Certificate of Eligibility (I-20) required to obtain a visa cannot be issued until Hamline has received TOEFL results (with a score of 550 or better) and valid documentation of financial support. International students are required to obtain health insurance before classes begin.

The DPA is designed as part-time program where students generally take one class per semester and is not intended to be full-time programs. International students can take two courses per semester which is usually sufficient to meet visa requirements. However, Hamline University makes no promise or representation that matriculation into the DPA program meets the requirements necessary to obtain a student visa. International students who wish to apply or enroll should consult with the Office of International Student Services for details.

Section IV
Requirements for the DPA Degree and Public Administration Certificate

A. Graduation Requirements

The requirements for completion of the DPA degree are:

Admission to the program and the completion of any required preparatory coursework.

Completion of all required courses, including:

6 core semester courses (24 credits);

4 elective semester courses (16 credits);

8 credits in dissertation research and writing (GPA 8992-8995) in addition to GPA 8507, Dissertation I: Advanced Research Methods.

Maintenance of a 3.3 grade point average throughout all coursework.

A passing score on a final comprehensive written exam.

Preparation and defense of an acceptable dissertation proposal.

Advancement to candidacy will occur after core and elective courses, final comprehensive exam and dissertation proposal defense are successfully completed.

Completion and a successful defense of a dissertation.

Final submission of the dissertation to University Microfilms for publication.

B. Core Course Requirements

Required core courses: 24 credits

GPA 8501	Historical Foundations and Professional Development	4 credits
GPA 8502	Research Methods	4 credits
GPA 8503	Critical Issues for Public Administrators	4 credits
GPA 8504	Advanced Organizational Theory	4 credits
GPA 8506	Advanced Seminar in Public Policy	4 credits
GPA 8507	Dissertation I: Advanced Research Methods	4 credits

Elective courses: 16 credits
Each semester, at least one elective course will be offered to doctoral students, who *may* take it at their discretion. A total of four elective courses are required for the DPA degree. A student may also be required to take one or more specific electives if their work in Historical Foundations and Professional Development suggests that their academic preparation is inadequate in one or more particular subject areas. These courses may be in addition to the four required elective courses.

Besides the Advanced Studies electives, DPA students have these options for completing the four required elective courses:

Independent study under the supervision of a faculty member and approved by the program director. Students may register at any time for independent study, but are limited to using independent studies for two elective courses unless an exception has been approved by the Public Administration Program Director.

Master's level courses in the Hamline University School of Business. Any such course must be approved for doctoral credit by both the instructor and the program director, and it may not substantially repeat content that the student has learned in any graduate program. This option requires the completion of additional assignments, to be arranged between the student and the course instructor(s).

Transfer of up to two courses, or eight semester credits, from another accredited university. These must be post-master's level credits in fields directly related to public administration and/or nonprofit management and the student must have earned grades of "B" or better. Any transfer credit must be approved by the program director, with appropriate faculty consultation.

Dissertation: 8 credits
In addition to GPA 8507, Dissertation I, DPA students must complete 8 semester credits in public administrationresearch and dissertation writing (GPA 8992-8995

The completion and successful defense of a dissertation is the final requirement for the Doctor of Public Administration degree.

See Dissertation Details in Section VII.

C. Core Course Descriptions

GPA 8501 Historical Foundations and Professional Development

Examines how the theory and practice of public administration as a field of study has evolved, and is designed and practiced. Students are prepared to integrate theory into practice at an advanced level.

GPA 8502 Research Methods
Introduces students to the basic techniques of quantitative and qualitative research required in the field of public administration. Students learn how to define a research project and select appropriate methodologies to investigate political and social phenomena. Emphasis is also placed on interpreting and critically evaluating public administration research.

GPA 8503 Critical Issues for Public Administrators (taken as the last core course)
Identifies and explores contemporary issues facing public administration practitioners, and how those issues relate to major ideas in the history of the field. This course examines leading-edge professional practices related to these issues, and the extent to which these practices have been successful in local, state, and national contexts. Students integrate their learning from the other core courses and prepare for written exams**.**

GPA 8504 Advanced Organizational Theory
An advanced, in-depth examination of the concepts, analytical tools, and personal skills underlying behavior in organizations. Explores the relationship between task accomplishment and human fulfillment in the context of planned organizational change.

GPA 8506 Advanced Seminar in Public Policy
Examines the theoretical and philosophical approaches used to systematically examine the public policy process. Because no single theory or model can adequately describe the complexities of this process, the analytical frameworks and assumptions of the major approaches to policy analysis are explored, along with emerging theories. In individual assignments, students are encouraged to examine policy issues and frameworks that relate to potential dissertation topics.

GPA 8507 Dissertation I: Advanced Research Methods
Prepares students to design, develop, and complete applied dissertation research projects. The nature and purpose of dissertation research are explored, and technical issues relevant to research in the field of public administration are examined. By the end of the course, students will have developed a dissertation proposal outline of sufficient quality to be submitted to their dissertation committees for review and ultimate approval. The format for this proposal can be found on the DPA Dissertation Resources Page in Blackboard.

GPA 8992-8995 Dissertation
The actual research and completion of a doctoral dissertation, in which the student works closely with his or her dissertation committee.

D. Completion of Coursework

1. Core Courses

First priority for DPA students is the completion of the required core courses, in the following order:

GPA 8501 Historical Foundations and Professional Development, Fall, year 1
GPA 8502 Research Methods, Spring, year 1
GPA 8504 Advanced Organizational Theory, Fall, year 2
GPA 8506 Advanced Seminar in Public Policy, Spring, year 2.
GPA 8503 Critical Issues for Public Administrators, Fall, year 3
GPA 8507 Dissertation I: Advanced Research Methods, taken after above core courses and at least 3 electives completed.

Students may request permission to vary from this schedule and take one or more courses with a different learning community. Prior approval of the program director is required to do this. The student must demonstrate that adhering to his or her learning community's core course sequence will create a hardship.

2. Elective Courses

Elective courses may be taken during any semester at the student's discretion but must be completed before he or she takes the final comprehensive written examination.

See Section VIII regarding Leave of Absence and Continuous Enrollment policies.

3. Dissertation Courses

GPA 8507 Dissertation I: Advanced Research Methods,
This class is designed to develop and enhance research skills that will lead to dissertation research. Completion of the proposal outline is expected prior to the end of the course. The course is taken after above core courses and at least 3 electives are completed. Comprehensive exams must be complete and approved prior to moving past this course in the dissertation process.

GPA 8992 Dissertation II:
Independent work with Committee Chair/Mentor to complete the writing of chapters one (Introduction) and two (Literature Review) of the dissertation proposal. (Pass / Fail – 2 Credits)

GPA 8993 Dissertation III:
Independent work with Committee Chair/Mentor to complete the writing of chapter three and receive the approval of Hamline's Institiutional Review Board for the research. (Pass / Fail – 2 Credits)

Proposal Defense:

Formal defense of the full dissertation proposal (chapters one through three) is accomplished at this time.

GPA 8994 Dissertation IV:
Independent work with chair/mentor gathering data and completing the research based on the approved proposal (chapter four) (Pass / Fail – 2 Credits)

GPA 8995 Dissertation V: Independent work with chair/mentor writing analysis and consclusions (chapter five) At the conclusion of this course the student will present their final and formal defense of their work to their committee and other members of the Hamline faculty. (Pass / Fail – 2 Credits)

All of these courses are a semester long course with the allowance for receipt of an "incomplete" grade and continuation of the course in a subsequent semester. Failure to complete any of the courses listed above within a two semester timeframe will require a formal appeal to the DPA Program Director for approval to continue the dissertation process.

Section V
Grading Policy and Academic Honesty

A. Grading Policy

Students will be expected to meet high academic standards throughout the program.

The Advanced Studies program uses the following letter grades:
A =4.00 (outstanding in every respect)
A- =3.70 (outstanding in most respects)
B+ =3.33 (better than satisfactory)
B =3.00 (satisfactory in every respect)
B- =2.70 (meets but does not exceed minimum standards)

No course or independent study with a grade of less than B- will count toward the DPA degree. Each student must maintain a minimum grade point average of 3.3 on a scale of 4.0 to remain in the program. If, at any time after the student's first years in the program, his or her GPA falls below 3.3, he or she will receive a letter stating what action will be required to address the situation.

A student who has been dismissed for failure to meet this standard may petition the DPA Program Director for one of the following:

Unconditional reinstatement to the DPA program.

Future reinstatement contingent upon the student's achievement of a specific set of goals.

B. Academic Honesty

All materials prepared by any student for any HSB class or independent study must be the sole work of that student, unless otherwise stated or required. By enrolling in any HSB class or independent study, a student attests that he or she will not engage in academic dishonesty or plagiarism while completing any activity connected to the class.

"Academic dishonesty" and "plagiarism" are defined to mean a student representing work or materials as his or her own when he or she has not produced such work or materials solely by his or her own efforts. Failure to provide proper citation and attribution to the source of any text, visual material, or conceptual system also constitutes a form of academic dishonesty.

If a class permits group projects, each student in a group shall contribute his or her fair and proportionate share to the project.
Students normally may not submit work or materials for a class if they have previously (or are simultaneously) submitting the same or substantially similar work or materials to another class.

Exceptions are sometimes possible if they obtain permission from the instructors of all the relevant classes.

Students deemed by HSB or its faculty to have engaged in academic dishonesty or plagiarism may be subject to academic penalties up to and including expulsion from Hamline University.

C. First Year Review

Upon the completion of the first year of coursework, all students shall have their work reviewed by the Advanced Studies faculty. If, in the judgment of the faculty, a student is not making satisfactory progress, the faculty may terminate him or her from the program, ask the student to withdraw from the program, or successfully complete designated remedial work.

Section VI
Comprehensive Examination

After completing all course work, students are required to demonstrate mastery of the core course material and, more importantly, competency in problem-solving by passing a take-home examination. This exam is offered at least once per year. The exam covers all of the material in the five core courses.

Students must maintain a GPA of at least 3.3 and complete any outstanding incompletes in order to take the exam. Students intending to take the exam must notify the HSB Comprehensive Exam Coordinator at least two months before the scheduled exam date.

The exam consists of four questions that require the student to integrate the material he or she has learned in the required classes, and to solve specific problems.

Students are permitted to take the exam home and are given two weeks to work on it. Students may not consult with anyone else while working on the exam, though they may consult any written materials they wish.

Students who fail the exam will be permitted to take it again (with different questions posed) the next time it is offered. However, students who fail to the exam twice will be required to meet with their advisors and the DPA Program Director to determine whether they should continue in the program.

Previous exam questions are available to all students from the Advanced Studies Comprehensive Exam Coordinator. Students are strongly encouraged to consult with their learning communities and to organize study groups to prepare for the exam.

Section VII
The Dissertation

A. Advancement to Candidacy

Upon a student's completion of all course work, the successful completion of the comprehensive exam, and the approval of a dissertation proposal by his/her dissertation committee, s/he will be recommended by his/her dissertation committee chair for advancement to candidacy. Upon receipt of this approval, the student may formally begin work on their dissertation and register for the dissertation courses (GPA 8992-8995).

B. The DPA Dissertation

A dissertation is an original book-length contribution of scientifically valid and reliable research that demonstrates its author's expertise in a particular field or issue of study. It is expected that the student will design, investigate, and gather original data, that with analysis, will lead to new information on a subject allowing the researcher to generate conclusions that will advance the field of public administration.

All dissertations must include:

Thorough review of the literature that demonstrates a student's familiarity with and knowledge of previous research within a field and topic of study;

Posing of question(s) that ultimately lead up to a specific research question, or hypotheses which the research attempts to answer;

Analysis of data and an answer to the research question with knowledge premised upon a methodologically rigorous study that provides empirical support for that answer;

Conclusions that demonstrates how the dissertation adds an original contribution to the field; and

Excellence in writing, English language use and construction that follows APA guidelines and is publication ready.

C. Selection of the Dissertation Topic

The first formal step in the dissertation process commences with enrollment in GPA 8507: Dissertation I: Advanced Seminar in Research Methods. This class prepares students to design, develop, and complete applied dissertation research projects. The nature and purpose of dissertation research is explored, and technical issues relevant to research in the field of public administration are examined. By the end of the course, students will have developed a dissertation proposal outline of sufficient quality to be submitted to their dissertation committees for review and ultimate approval. The format for this proposal outline can be found on the DPA Dissertation Resources site in Blackboard.

D. The Dissertation Proposal

The dissertation proposal is a 20- to 30-page general outline/plan for the dissertation. The format for the proposal outline can be found on the DPA Dissertation Resource site in Blackboard. In addition to the development of the research question(s) the following components are critical:

- Statement of the problem the research will deal with, including a general description of the issues involved;
- Grounding of the topic in appropriate theoretical literature from the public administration field; and
- Description of the methodology and research design to be used.

Before a student can proceed to the actual writing of a dissertation, the proposal must be accepted by his or her dissertation committee and approved by the Institutional Review Board (IRB).

E. The Dissertation Committee

The dissertation committee must consist of at least three members but may have up to five.

- The chair must be a faculty member in the Hamline School of Business who has an earned doctorate that required the completion of a dissertation.
- The vice-chair, who is subject to the approval of the DPA Director, may be any Hamline University faculty member, including adjuncts, or a faculty member at another university.
- The committee should include at least one person outside Hamline who is an expert in the content area of the dissertation.
- Besides the chair, at least one other person on the committee must hold a doctorate that

required completion of a dissertation.

A student's selection of his or her dissertation committee chair is crucial, since the chair must be someone with whom the student can work effectively. The chair will, if requested, assist the student in selecting the other committee members.

Primary responsibility for creating the dissertation committee rests with the students. However, students are encouraged to seek faculty participation as soon as they have completed all course work, passed the exam, and selected a dissertation topic. To the extent that students experience difficulty in assembling their committees, they may consult with and work through their academic advisor. The names and signatures of the dissertation committee will be included on the registration form for Dissertation 8993 and kept in the student's file.

F. Human Subjects Research

Federal law requires that any research that involves human subjects and receives federal funding (or that is located at a institution receiving federal funding) must be reviewed and approved by an institutional review board (IRB) before research can proceed.

Hamline University now reviews all dissertation proposals through a university-wide IRB. Information and application forms can be found at:
http://www.hamline.edu/committees/institutional-review-board/

According to federal law, there are four classes of research involving human subjects that must have a full review by the entire IRB:

> Research involving *minors or students*, unless it *only* involves the observation of public behavior and no investigator participates in the activities being observed.
>
> Research involving *prisoners, fetuses, pregnant women or in vitro fertilization.*
>
> Research involving *mentally disabled people.*
>
> Research involving *subject deception of any kind*.

Research that does not involve any of the above four classes of human subjects is exempt from the need for a full review by the IRB.

Students will find most of their proposals to be exempt from review and will be able to complete the short form. Students can consult with their dissertation chair or program director for details on completing the IRB form.

If the dissertation fits into the exempt category, only the IRB Short Form needs to be completed and submitted to the IRB. If the proposal is not exempt, the student must complete the IRB Long Form *and* the Short Form and submit both to the chair of the IRB.

Content of the Informed Consent Form

Informed consent is a process of communicating to a subject the purposes, risks, benefits, and voluntary nature of a specific study. In all dissertations involving human subjects, students need to obtain informed consent from all human subjects through the use of a consent form. This form documents that the communication process took place.

The form, a sample of which can be obtained on the Dissertation Resources Blackboard site, must contain all required elements of informed consent. It should be filled out in everyday language, avoiding jargon and technical terms, or else the terms should be defined parenthetically so that subjects can make an informed decision regarding their participation.

Elements of informed consent which must appear in the consent form include:

- A statement that the student is conducting research; an explanation of the purposes of the research; the expected duration of the subject's participation (including an estimate of the total amount of the subject's time); a description of the procedures to be followed; identification of any procedures which are experimental; and the reason for the subject's selection.

- A description of any reasonably foreseeable risks or discomfort the subject may face.

- A description of any benefits to the subject or others which may reasonably be expected from the research. If there is no benefit to participation to the individual subject, this fact should be stated on the consent form.

- A statement that participation is voluntary, that the subject may refuse to participate, and that he or she may discontinue participation at any time without penalty or loss of benefits to which he or she is otherwise entitled.

- A statement describing the extent to which confidentiality of records identifying the subject will be maintained; to whom the data obtained will be made available; whether audio tapes, video tapes, photographs, or movies will be made, and how long they will be retained.

- The student's name and telephone number; the dissertation chair's name and telephone number.

- Any use of the data for purposes other than the dissertation must also be disclosed. Permission for such use must be obtained in a special section of the consent form.

If a Consent form is not required, enter "no consent needed" in the IRB application.

G. Review and Approval of Dissertation Proposals

The student submits his or her initial dissertation proposal outline at the end of Dissertation I (GPA 8507) to the instructor who may request revisions. The proposal outline is then forwarded to the committee chair who then decides when the proposal outline is ready to be distributed to other members of the committee. Committee members offer their suggestions and recommendations to the committee chair who then assists the student with changes to the outline prior to enrolling for Dissertation II.

Using the proposal outline and the comments from the committee, the student is then expected to further revise his or her proposal outline and proceed with the writing of the full proposal (chapters 1-3) and submit it to the chair and committee members for final approval. One or more committee meetings may be required during this phase of the review and approval process, at the committee chair's discretion. Discussion continues until all members of the committee are satisfied with the proposal outline.

Final approval of the proposal by the dissertation committee takes place in a formal public defense. This is scheduled when the chair and committee believe that the student is ready to defend the proposal. Notice of the defense will be sent to all HSB faculty and students, all of whom are free to attend.

At the defense, the student is asked to present his or her proposal and address questions—first those posed by the committee, then those raised by others in attendance. Upon completion of the presentation and questions, the dissertation committee will meet privately to decide if the proposal is acceptable. All committee members must agree that the proposal is acceptable.

After meeting privately, the committee will inform the student of its decision. If the proposal is acceptable, that decision is documented on the DPA Committee Review Form, which is placed in the student's file. The student will now advance to candidacy for the DPA degree.

H. Registration During Work on a Dissertation

While students are completing their dissertations, they must register for eight dissertation credits in GPA 8992-8995. If they need additional time to complete their dissertations, they must enroll on a non-credit basis. There is a registration fee per semester for continuous enrollment without academic credit. Students are not required to register for continuous enrollment during the summer session, but they may register for dissertation credits during the summer. Once a student has completed and defended his or her dissertation, his or her dissertation committee chair will assign a grade of Pass/No Pass for GPA 8995.

I. Research and Writing

Once a dissertation proposal has been formally approved by the committee, the student can undertake his or her research. The exact timetable and process for this research varies, but normally the process takes one to two years. During that time the student should consult with his or her committee chair and committee, and work out a schedule for meeting, reviewing draft chapters, etc. See the research credit outlines in Section IV.

J. Final Editing

Prior to final committee approval, dissertations must receive a technical review by an editor selected by the student to be sure that they meet APA criteria and conform to the University's doctoral dissertation standards. Changes identified by the editor must be made before the dissertation is brought to the committee for final approval and subsequent publication.

K. Dissertation Writing Style

The basic style requirements governing dissertations is the most recent edition of the *Publication Manual of the American Psychological Association*, typically known as the APA Manual, or simply APA. Unless otherwise noted, all citations and matters of style must conform with APA. Samples are available on the DPA Resources Site on Blackboard.

While APA shall be the style default, the following rules shall also apply to all dissertations:

- *Margins*. The margins for all pages of a dissertation are one inch on the top and bottom, one inch on the right side of the page, and one and one half inches on the left side of the page.
- *Fonts*. Times Roman, Times New Roman, and Courier are the only acceptable fonts. All type for the dissertation must be 12 point.
- *Justification.* Use left justification only.
- *Block quotes.* All block quotes should be double-spaced, with a double space dividing the quote from the text or entries above and below them.
- *References.* All references in a reference list should be single-spaced, with a double space dividing the reference from the text or entries above and below them.
- *Tables and Figures.* All tables and figures should be in black and white.
- *Printing.* The final version of the dissertation shall be printed on paper that is a high quality white color whose minimum standard is similar to 20 pound 25% rag content paper.
- *Pagination.* All page numbers shall be at the upper right corner of the page and include a running head.
- *Page Numbering*. Page counting begins with the first title page of the dissertation. Small Roman numeral page numbering begins with the copyright page or the acknowledgments. This means the first page number will be "iii" if the first page is the copyright page, or "iv" if there is an "acknowledgments" page. Arabic numbering begins with the first title page (numbered as 1) of the document and continues consecutively through every following page of the dissertation.

Signature Page	no page number
Dissertation Cover Page	page i

Acknowledgments Page	page ii
Copyright Page	page iii (optional)
Abstract Page	page iv
Table of Contents	page v
Lists of Tables, Appendices, Figures, etc.	page vi (optional)
First page of Dissertation Text	page 1

Signature Sheet. The signature sheet is the first page of your dissertation. It includes the signatures of your dissertation committee chair and members. This page is not numbered.

Abstract. A maximum 350 word abstract of your dissertation must be included.

Chapter Headings. Chapter numbers and titles appear in all capital letters, centered, four spaces below the top one-inch margin in each chapter, regardless of the number of headings used in a chapter.

In all instances, the recommendations of the APA Manual (most recent edition) will be followed and will take precedence over these generalized instructions.

L. Final Approval of the Dissertation and the Oral Defense

When the dissertation has been completed, a date can be established for the oral defense, at which the student will formally present the dissertation; talk with committee members about the research process, content, and issues raised by the dissertation; and enjoy a celebration of its completion. This defense is open to the public.

The dissertation must be approved by the entire dissertation committee in order for the student to complete the DPA Program. Once approved, the committee will forward a recommendation to the HSB Dean for granting of the degree.

M. Graduation

It is important that the student contact the Graduate Program Advisor about graduation as soon as he or she registers for the final dissertation preparation credits (GPA 8995).

Formal graduation for the DPA Program occurs only once each year, at the regular University commencement in May. If there is even the slightest possibility that a student will finish his or her dissertation by the upcoming spring semester, the candidate should submit an Intent to Graduate form (available in the HSB office) by November 1. The Graduate Programs Advisor will check the candidate's record to make sure that everything is in order. Students must defend their dissertations by April 15th of the year they intend to graduate.

Prior to graduation, students are responsible for paying all outstanding fees owed to Hamline University.

N. UMI Dissertation Publishing and Binding

Students must submit three copies of the final draft of their dissertation to Hamline to bind along with any additional copies of their dissertation they wish to be bound.

In addition, students are expected to submit a final draft of their dissertation to University Microfilms for publication. More information can be found at
http://www.proquest.com/en-US/products/dissertations/

Section VIII
DPA Program Time Limits

A. Time Limits to Complete the DPA Degree

Time limits for completion of the DPA degree assume that students pursuing doctorates will make satisfactory and steady progress. Normal progress is defined as the completion of all required core courses within the first three years of study and completion of all coursework within seven years.

Students must complete the DPA degree within ten years from their initial enrollment in graduate coursework at Hamline applied toward the DPA degree. Extensions of this limit will be granted in cases where the student has shown steady progress in the program. Credits that are ten years old or older require, by petition, faculty evaluation and approval before they may be restored.

Initial enrollment begins with the starting date of matriculation which is September 1, 2013. Students have until August 31, 2017 to complete all required core classes, August 31, 2020 to complete all coursework and until August 31, 2023 to complete the DPA degree.

B. Leaves of Absence

If a student in good standing (and who is making satisfactory progress toward the DPA degree) must interrupt studies for compelling reasons (e.g., sustained ill health or increased work responsibilities), he or she may request a leave of absence for a stated period, usually not to exceed one year. This leave must be approved in advance. To obtain an approved leave of absence, the student should write a brief letter of explanation to the Program Director. All approved leaves of absence stop the clock on the ten year completion rule for the period of the permitted leave.

Students who fail to maintain continuous enrollment, who do not pay the continuous enrollment fee during dissertation work, or who do not have an approved leave of absence, will have to submit a request for readmission to the program. When readmitted, the student will normally be subject to all of the requirements for the degree in effect at the time of readmission.

C. Continuous Enrollment

All students not on an official leave of absence must maintain continuous enrollment in the program. Students who are not registered for coursework (core, elective or dissertation courses) must pay the continuous enrollment fee each semester (excluding summers) in order to remain in the program.

D. Incomplete Coursework

Each student is responsible for contacting his or her instructor to ask for permission to receive a grade of incomplete for a course. It is expected that any work will be completed, and any incomplete grade removed, within four months of the end of the semester in which the incomplete was granted.

The University's deadline for completion of an incomplete course is one year from the last meeting day of the course. Extensions beyond the specified time limit are rarely approved if the student has enrolled in subsequent semesters, since the removal of any incompletes should be the student's first priority.

If satisfactory required work is not submitted by the required deadline, a grade of F (i.e., Fail) will be automatically entered on the student's transcript in place of the incomplete. This course grade can be changed upon recommendation of the faculty member directing the work.

Section IX
Advanced Studies Program Governance

The Advanced Studies Program is located within the Hamline University School of Business. A Faculty Advisory Committee assists the Dean in providing overall policy direction for the School. In addition, all faculty members who teach in the Advanced Studies Program are members of the Advanced Studies Faculty Committee, which assists the Dean and the Program Director in the development and implementation of policies specific to this program.

A. Advanced Studies Program Director/Department Chair

The Program Director, appointed by the Dean, provides day-to-day direction for the Advanced Studies Program, with lead responsibility for admissions, curriculum development and coordination, teaching assignments, administrative approvals such as transfer credit, and other operational responsibilities delegated to him or her by the Dean.

B. DPA Dissertation Committee

Each DPA student who successfully reaches the dissertation stage is responsible for organizing a dissertation committee to oversee the formal preparation of his or her dissertation, as described above in Section VII.E. Students work most closely with their committee chairs, and it is the chair who decides when drafts are ready to be sent to the entire committee for review and discussion.

C. Academic Advisor

The academic advisor for all DPA students is Erin McCoy. Erin is available for help with issues regarding registration, grading issues, policies, and general questions about the DPA program and the School of Business. If you are uncertain who to contact with your question, please start with Erin and she can guide you to the correct person.

D. Grievances and Appeals

When any rule in this *Policy Manual* applies to coursework, independent study, or dissertation work, the instructor or instructors of the course (or independent study, or dissertation work) shall be the judge(s) of the application of these rules.

Students disagreeing with the application of any rule may appeal to the Associate Dean of Academic Affairs of the Hamline University School of Business. In a case where the Dean is the instructor whose actions have resulted in an appeal, a second member of the HSB faculty will be asked to perform an independent investigation and make a recommendation.

If this does not yield satisfaction, the issue may be appealed to the University Provost, whose decision shall be final. Information about the appeal process is available in the Hamline Graduate Student Handbook.