

# Program Change Request

## New Program Proposal

Date Submitted: 10/22/18 6:03 pm

# Viewing: MPS/PHD-PSAA/HRSA-PSAA/HRSA : Master of Public Service and Administration/PhD in Health Services Research Collaborative Degree Program

Last edit: 03/06/19 4:40 pm

Changes proposed by: reevesk

Faculty Senate Number

Contact(s)

Name	E-mail	Phone
Kimberly Reeves	reevesk@tamu.edu	979-862-8821

Academic level	Graduate
Effective Term	2020-2021
Department	Public Service & Administration
Department 2	Health Policy & Management
College	Bush School of Gov & Pub Serv
College 2	Public Health
Program type	Combination
Degree designation	MPS/PHD - Master of Public Svc & Admin/Doctor of Philosophy
With a major in	Public Service & Administration/Health Services Research (PSAA/HRSA)
Associated Program	Not Applicable
With a concentration in	Public Service & Administration/Health Services Research (PSAA/HRSA)
Catalog Program Title	Master of Public Service and Administration/PhD in Health Services Research Collaborative Degree Program
CIP and Fund code	44040100

### Rationale for Proposal

The PSAA and HPM Collaborative Degrees Program (CDP) is a coordinated educational effort of the Bush School and the School of Public Health. The CDP is designed for those individuals who intend to build an academic career focused on conducting research in the multidisciplinary field of health policy and economics. Specifically, this unique academic program will prepare individuals for careers in research universities and teaching colleges as well as for careers in consultancies or research agencies of all types (private, non-profit, local, state, federal or international). Students will work alongside a collection of highly-regarded faculty with expertise in public policy and expertise in health policy, economics and management. As part of this specialized program of study, students will attain knowledge, skills, and abilities to conduct high quality research, present papers at scholarly conferences, and submit research articles for publication. Ultimately, students who successfully complete all program requirements will receive both a Master of Public Service and Administration (MPSA) degree from the Bush School of Government and Public Service and a Doctor of Philosophy in Health Services Research (iPhD) from the Department of Health Policy and Management in the School of Public Health.

In order to participate in the CDP, applications must be admitted to both the MPSA program and subsequently, to the PhD program in Health Services Research in the Department of Health Policy and Management. Only MPSA students who have completed the admission requirements will be admitted to the CDP track in the 39-hour MPSA program, which will typically occur immediately prior to graduation, because only at that time will the student have satisfied the admission requirements

### In Workflow

1. PSAA Department Head
2. Curricular Services Review
3. GB Committee Preparer
4. PH Committee Preparer
5. GB Committee Chair
6. PH Committee Chair
7. GB College Dean
8. PH College Dean
9. GC Preparer
10. GC Chair
11. Faculty Senate Preparer
12. Faculty Senate
13. Provost II
14. President
15. Curricular Services

### Approval Path

1. 06/13/18 11:20 am  
Blease Graham (cole\_graham): Approved for PSAA Department Head
2. 06/15/18 4:26 pm  
Sandra Williams (sandra-williams): Rollback to Initiator
3. 09/14/18 1:20 pm  
Lori Taylor (lltaylor): Rollback to Initiator
4. 09/18/18 2:27 pm  
Lori Taylor (lltaylor): Rollback to Initiator
5. 09/18/18 5:59 pm  
Lori Taylor (lltaylor): Approved for PSAA Department Head
6. 09/24/18 8:43 am  
Sandra Williams (sandra-williams): Rollback to Initiator
7. 10/22/18 6:23 pm  
Lori Taylor (lltaylor): Approved for PSAA Department Head
8. 10/23/18 10:34 pm  
Sandra Williams (sandra-williams): Approved for Curricular Services Review
9. 11/08/18 4:02 pm  
Rane Cunningham (rane): Approved for GB Committee Preparer

for the 39-hour MPSA. The CDP only matriculates new students in "odd" numbered years (2019, 2021, etc.). Thus, the timing of applications for admission to the Health Sciences Research PhD program will differ based on the year of matriculation into the MPSA program.

Program hours 103  
Is this program eligible for financial aid? Yes

- 10. 11/13/18 8:26 am  
Rick Danko (danko):  
Approved for PH  
Committee Preparer
- 11. 11/21/18 11:18 am  
Blease Graham  
(cole\_graham):  
Approved for GB  
Committee Chair
- 12. 12/18/18 6:17 am  
Szu-hsuan Lin  
(micheyszu): Approved  
for PH Committee Chair
- 13. 12/18/18 8:54 am  
Frank Ashley (fashley):  
Approved for GB  
College Dean
- 14. 12/18/18 9:04 am  
Jay Maddock  
(maddock): Approved  
for PH College Dean
- 15. 01/23/19 10:04 am  
LaRhesa Johnson  
(lrjohnson): Approved  
for GC Preparer
- 16. 02/07/19 4:26 pm  
Russell Ramirez  
(rramirez): Approved  
for GC Chair
- 17. 02/14/19 2:45 pm  
Betsy Peterson  
(betsypeterson):  
Approved for Faculty  
Senate Preparer

## Catalog Program Requirements

### [Master of Public Service and Administration](#)

Master of Public Service and Administration

### [Student's Advisory Committee](#)

### [Degree Plan](#)

### [Credit Requirements](#)

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### [Limitations on the Use of Transfer, Extension and Certain Other Courses](#)

### [Final Examination](#)

## Student's Advisory Committee

The MPSA student's advisory committee consists of the student's designated faculty advisor as chair, a second PSAA faculty member as co-chair or member, both of whom has the responsibility of approving the proposed degree plan for an MPSA student. When necessary, recommendations in cases of academic deficiency will be made to the Office of Graduate and Professional Studies.

## Degree Plan

The student in consultation with his or her advisory committee, will develop the proposed degree plan. **The degree plan must be completed and filed with the Office of Graduate and Professional Studies prior to the deadlines imposed by the student's college, and no later than the dates announced in the OGAPS calendar of deadlines for graduation.**

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website <http://ogsdpps.tamu.edu>.

## Credit Requirement

A minimum of 39 semester credit hours of approved courses are required for the Collaborative Degree Program track Master of Public Service and Administration Program: six common courses, two track core courses, three track elective courses, and a two-semester capstone sequence.

## Transfer of Credit

A student who has earned 12 hours of graduate credit in residence at Texas A&M University may be authorized to transfer courses in excess of the limits prescribed above upon the advice of the advisory committee and with the approval of the Office of Graduate and Professional Studies. Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater, **might** be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the preceding section apply. Coursework **in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.** Courses appearing on the degree plan with grades of D, F or U may not be absolved by transfer work. Credit for thesis research or the equivalent is not transferable. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. An official transcript from the university at which the transfer coursework was taken must be sent directly to the Office of Admissions.

Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the Registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Office of Graduate and Professional Studies.

Grades for courses completed at other institutions are not included in computing the GPR.

## Limitations on the Use of Transfer, Extension and Certain Other Courses

Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master's degree under the following limitations.

The maximum number of credit hours which may be considered for transfer credit is the greater of 12 hours or one-third (1/3) of the total hours of a degree plan. The following restrictions apply:

Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution.

Courses previously used for another degree are not acceptable for degree plan credit.

The maximum number of credit hours taken in post-baccalaureate non-degree (G6) classification at Texas A&M University which may be considered for application to the degree plan is 12.

A zero credit 684 or 685 course is only allowed for non-thesis option master's students. A zero credit 681 course can be used for either thesis or non-thesis option master's students. Other courses, including 691 research hours, are not eligible for zero credit.

A maximum of 2 hours of Seminar (681).

A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).

For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.

No credit hours of 691 (Research) may be used.

Continuing education courses may not be used for graduate credit.

Extension courses are not acceptable for credit.

For non-distance degree programs, no more than 50 percent of the credit hours required for the program may be completed through distance education courses.

To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own direct instruction. This limitation also applies to joint degree programs.

Exceptions will be permitted only in unusual cases and when petitioned by the student's advisory committee and approved by the Office of Graduate and Professional Studies.

## Final Examination

A final comprehensive examination is not required for the Master of Public Service and Administration.

Doctor of Philosophy in Health Services Research

## Program Requirements

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## Student's Advisory Committee

After receiving admission to graduate studies and enrolling, the student will consult with the head of his or her major or administrative department (or chair of the intercollegiate faculty) concerning appointment of the chair of the advisory committee. The student's advisory committee will consist of **no fewer than four members of the graduate faculty** representative of the student's several fields of study and research, where the chair or co-chair must be from the student's department (or intercollegiate faculty, if applicable), and **at least one or more of the members must have an appointment to a department other than the student's major department**. The outside member for a student in an interdisciplinary degree program must be from a department different from the chair of the student's committee. The chair, in consultation with the student, will select the remainder of the advisory committee. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. Other Texas A&M University graduate faculty members located off-campus may serve as a member or co-chair (but not chair), with a member as the chair.

If the chair of a student's advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Faculty, from the student's academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee. The Department Head or Chair of Intercollegiate faculty may request in writing to the Associate Provost for Graduate and Professional Studies that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student's advisory committee without a co-chair for up to one year. The students should be near completion of the degree. Extensions beyond the one year period can be granted with additional approval of the Dean.

The committee members' signatures on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign en masse. The chair of the committee, who usually has immediate supervision of the student's research and dissertation or record of study, has the responsibility for calling all meetings of the committee. The duties of the committee include responsibility for the proposed degree plan, the research proposal, the preliminary examination, the dissertation or record of study and the final examination. In addition, the committee, as a group and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to the Office of Graduate and Professional Studies.

## Degree Plan

The student's advisory committee will evaluate the student's previous education and degree objectives. The committee, in consultation with the student, will develop a proposed degree plan and outline a research problem which, when completed, as indicated by the dissertation (or its equivalent for the degree of Doctor of Education or the degree of Doctor of Engineering), will constitute the basic requirements for the degree. **The degree plan must be filed with the Office of Graduate and Professional Studies prior to the deadline imposed by the student's college and no later than 90 days prior to the preliminary examination.**

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website <http://ogsdpps.tamu.edu>. A minimum of 64 hours is required on the degree plan for the Doctor of Philosophy for a student who has completed a master's degree. A student who has completed a DDS/DMD, DVM or a MD at a U.S. institution is also required to complete a minimum of 64 hours. A student who has completed a baccalaureate degree but not a master's degree will be required to complete a 96-hour degree plan. Completion of a DDS/DMD, DVM or MD degree at a foreign institution requires completion of a minimum of 96 hours for the Doctor of Philosophy. A field of study may be primarily in one department or in a combination of departments. A degree plan must carry a reasonable amount of 691 (research).

Additional coursework may be added by petition to the approved degree plan by the student's advisory committee if it is deemed necessary to correct deficiencies in the student's academic preparation. No changes can be made to the degree plan once the student's Request for Final Examination is approved by the Office of Graduate and Professional Studies.

Approval to enroll in any professional course (900-level) should be obtained from the head of the department (or Chair of the intercollegiate faculty, if applicable) in which the course will be offered before including such a course on a degree plan.

No credit may be obtained by correspondence study, by extension or for any course of fewer than three weeks duration.

For non-distance degree programs, no more than four courses may be taken by distance education without approval of OGAPS and no more than 50 percent of the non-research credit hours required for the program may be completed through distance education courses.

To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own direct instruction. This limitation also applies to joint degree programs.

## Transfer of Credit

Courses for which transfer credits are sought must have been completed with a grade of B or greater and must be approved by the student's advisory committee and the Office of Graduate and Professional Studies. These courses must not have been used previously for another degree. Except for officially approved cooperative doctoral programs, credit for thesis or dissertation research or the equivalent is not transferable. Credit for "internship" coursework in any form is not transferable.

Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Credit for coursework taken by extension is not transferable. **Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.** Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours, or equated to semester credit hours.

Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Office of Graduate and Professional Studies.

Grades for courses completed at other institutions are not included in computing the GPR. An official transcript from the university at which transfer courses are taken must be sent directly to the Office of Admissions.

## Research Proposal

The general field of research to be used for the dissertation should be agreed on by the student and the advisory committee at their first meeting, as a basis for selecting the proper courses to support the proposed research.

As soon thereafter as the research project can be outlined in reasonable detail, the dissertation research proposal should be completed. The research proposal should be approved at a meeting of the student's advisory committee, at which time the feasibility of the proposed research and the adequacy of available facilities should be reviewed. The approved proposal, signed by all members of the student's advisory committee, the head of the student's major department (or chair of the intercollegiate faculty, if applicable), must be submitted to the Office of Graduate and Professional Studies at least 20 working days prior to the submission of the Request for the Final Examination.

Compliance issues must be addressed if a graduate student is performing research involving human subjects, animals, infectious biohazards and recombinant DNA. A student involved in these types of research should check with the Office of Research Compliance and Biosafety at (979) 458-1467 to address questions about all research compliance responsibilities. Additional information can also be obtained on the website <http://rcb.tamu.edu>.

## Examinations

### Preliminary Examination for Doctoral Students

The student's major department (or chair of the interdisciplinary degree program faculty, if applicable) and his or her advisory committee may require qualifying, cumulative or other types of examinations at any time deemed desirable. These examinations are entirely at the discretion of the department and the student's advisory committee.

**The preliminary examination is required.** The preliminary examination for a doctoral student shall be given no earlier than a date at which the student is within 6 credit hours of completion of the formal coursework on the degree plan (i.e., all coursework on the degree plan except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

#### Preliminary Examination Format

The objective of preliminary examination is to evaluate whether the student has demonstrated the following qualifications:

- a. a mastery of the subject matter of all fields in the program;
- b. an adequate knowledge of the literature in these fields and an ability to carry out bibliographical research;
- c. an understanding of the research problem and the appropriate methodological approaches.

The format of the preliminary examination shall be determined by the student's department (or interdisciplinary degree program, if applicable) and advisory committee, and communicated to the student in advance of the examination. The exam may consist of a written component, oral component, or combination of written and oral components.

The preliminary exam may be administered by the advisory committee or a departmental committee; herein referred to as the examination committee.

Regardless of exam format, a student will receive an overall preliminary exam result of pass or fail. The department (or interdisciplinary degree program, if applicable) will determine how the overall pass or fail result is determined based on the exam structure and internal department procedures. If the exam is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision.

Only one advisory committee substitution is allowed to provide an evaluation decision for a student's preliminary exam, and it cannot be the committee chair.

If a student is required to take, as a part of the preliminary examination, a written component administered by a department or interdisciplinary degree program, the department or interdisciplinary degree program faculty must:

- a. offer the examination at least once every six months. The departmental or interdisciplinary degree program examination should be announced at least 30 days prior to the scheduled examination date.
- b. assume the responsibility for marking the examination satisfactory or unsatisfactory, or otherwise graded, and in the case of unsatisfactory, stating specifically the reasons for such a mark.
- c. forward the marked examination to the chair of the student's advisory committee within one week after the examination.

#### Preliminary Examination Scheduling

Prior to commencing any component of the preliminary examination, a departmental representative or the advisory committee chair will review the eligibility criteria with the student, using the Preliminary Examination Checklist to ensure the student is eligible for the preliminary examination. The following list of eligibility requirements applies.

Student is registered at Texas A&M University for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, then the student must be registered for the term immediately preceding the examination.

An approved degree plan is on file with the Office of Graduate and Professional Studies prior to commencing the first component of the examination.

Student's cumulative GPR is at least 3.000.

Student's degree plan GPR is at least 3.000.

All English language proficiency requirements are satisfied.

At the end of the semester in which at least the first component of the exam is given, there are no more than 6 hours of coursework remaining on the degree plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The head of the student's department (or Chair of the Interdisciplinary Degree Program, if applicable) has the authority to approve a waiver of this criterion.

#### Report of Preliminary Examination

Credit for the preliminary examination is not transferable in cases where a student changes degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student's examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student's examination committee with at most one dissension is required to pass a student on his or her preliminary exam.

The student's department will promptly report the results of the Preliminary Examination to the Office of Graduate and Professional Studies via the Report of Doctoral Preliminary Examination form. The Preliminary Examination checklist form must also be submitted. These forms should be submitted to the Office of Graduate and Professional Studies within 10 working days of completion of the preliminary examination.

The Report of the Preliminary Examination form must be submitted with original signatures of the approved examination committee members. If an approved examination committee member substitution (one only) has been made, that signature must also be included, in place of the committee member, on the form

submitted to the Office of Graduate and Professional Studies. The original signature of the department head is also required on the form.

After passing the required preliminary examination for the doctoral degree, the student must complete the final examination for the degree within four calendar years. Otherwise, the student will be required to repeat the preliminary examination.

#### Retake of Failed Preliminary Examination

Upon approval of the student's examination committee, with no more than one member dissenting, and approval of the Office of Graduate and Professional Studies, a student who has failed the preliminary examination may be given one re-examination. Adequate time must be given to permit the student to address the inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate in writing to the student, an adequate time-frame from the first examination (normally six months) to retake, as well as a detailed explanation of the inadequacies emerging from the examination. The student and the committee should jointly negotiate a mutually acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

### Final Examination for Doctoral Students

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The candidate for the doctoral degree must pass a final examination by deadline dates announced in the "Office of Graduate and Professional Studies Calendar" each semester. The doctoral student is allowed only one opportunity to take the final examination.

**No unabsolved grades of D, F, or U for any course can be listed on the degree plan.** The student must be registered for any remaining hours of 681, 684, 690, 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam. No student may be given a final examination until they have been **admitted to candidacy** and their current official cumulative and degree plan GPAs are 3.00 or better.

To be admitted to candidacy for a doctoral degree, a student must have:

1. completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690 and 691, 692 (Professional Study), or 791 hours,
2. a 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
3. passed the preliminary examination,
4. submitted an approved dissertation proposal,
5. met the residence requirements.

The request to hold and announce the final examination must be submitted to the Office of Graduate and Professional Studies a **minimum of 10 working days in advance** of the scheduled date. Any changes to the degree plan must be approved by the Office of Graduate and Professional Studies prior to the submission of the request for final examination.

The student's advisory committee will conduct this examination. **The final examination is not to be administered until the dissertation or record of study is available in substantially final form to the student's advisory committee, and all concerned have had adequate time to review the document.** Whereas the final examination may cover the broad field of the candidate's training, it is presumed that the major portion of the time will be devoted to the dissertation and closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a final examination for an advanced degree. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

### Report of Final Examination

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The student's department will promptly report the results of the Final Examination to the Office of Graduate and Professional Studies via the Report of Doctoral Final Examination form. These forms should be submitted to the Office of Graduate and Professional Studies within 10 working days of completion of the final examination.

**The Office of Graduate and Professional Studies must be notified in writing of any cancellations.**

A positive evaluation of the final exam by all members of a student's advisory committee with at most one dissension is required to pass a student on his or her final exam. The Report of the Final Examination Form must be submitted with original signatures of only the committee members approved by the Office of Graduate and Professional Studies. If necessary, multiple copies of the form may be submitted with different committee member original signatures. If an approved committee member substitution (1 only) has been made, his/her signature must be included on the form submitted to the Office of Graduate and Professional Studies.

## Dissertation

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The ability to perform independent research must be demonstrated by the dissertation, **which must be the original work of the candidate.** Whereas acceptance of the dissertation is based primarily on its scholarly merit, it must also exhibit creditable literary workmanship. The format of the dissertation must be acceptable to the Office of Graduate and Professional Studies. Guidelines for the preparation of the dissertation are available in the *Thesis Manual*, which is available online at <http://ogaps.tamu.edu>.

After successful defense and approval by the student's advisory committee and the head of the student's major department (or chair of the intercollegiate faculty, if applicable), a student must submit his/her dissertation in electronic format as a single PDF file. The PDF file must be uploaded to the website, <http://ogaps.tamu.edu>. Additionally, a signed paper approval form with original signatures must be received by the Office of Graduate and Professional Studies. Both the PDF file and the signed approval form are required by the deadline.

Deadline dates for submitting are announced each semester or summer term in the Office of Graduate and Professional Studies Calendar (see Time Limit statement). These dates also can be accessed via the website <http://ogaps.tamu.edu>.

Each student who submits a document for review is assessed a one-time thesis/dissertation processing fee through Student Business Services. This processing fee is for the thesis/dissertation services provided. After commencement, dissertations are digitally stored and made available through the Texas A&M Libraries.

**A dissertation that is deemed unacceptable by the Office of Graduate and Professional Studies because of excessive corrections will be returned to the student's department head or chair of the intercollegiate faculty.** The manuscript must be resubmitted as a new document, and the entire review process must begin anew. All original submittal deadlines must be met during the resubmittal process in order to graduate.

**Master of Public Service and Administration**

**Additional Requirements**

- [Residence](#)
- [Time Limit](#)
- [Foreign Languages](#)
- [Internship or Practicum](#)
- [Application for Degree](#)

**Residence**

A student must complete 12 credit hours in resident study at Texas A&M University to satisfy the residence requirement for the Master of Public Service and Administration degree.

Students who are employed full-time while completing their degree may fulfill total residence requirements by completion of less-than-full time course loads each semester. In order to be considered for this, the student is required to submit a Petition for Waivers and Exceptions along with verification of his/her employment to the Office of Graduate and Professional Studies.

See [Residence Requirements](#).

**Time Limit**

All degree requirements must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old may not be used to satisfy degree requirements.

**Foreign Languages**

A foreign language is not required for the Master of Public Service and Administration degree.

**Internship or Practicum**

During the summer between their first and second year, a student participates in a non-credit-bearing internship related to his/her career plans. The internship requirement can be waived if the student has at least two years of recent professional-level public service experience related to his/her career goals and to the degree.

**Application for Degree**

For information on applying for your degree, please visit the [Graduation](#) section.

**Doctor of Philosophy in Health Services Research**

**Additional Requirements**

- [Residence](#)
- [Time Limit](#)
- [Continuous Registration](#)
- [Admission to Candidacy](#)
- [Languages](#)
- [99-Hour Cap on Doctoral Degree](#)
- [Application for Degree](#)

**Residence**

A student who enters the doctoral degree program with a baccalaureate degree must spend one academic year plus one semester in resident study at Texas A&M University. A student who holds master's degree when he/she enters doctoral degree program must spend one academic year in resident study. One academic year may include two adjacent regular semesters or one regular semester and one adjacent 10-week summer semester. The third semester is not required to be adjacent to the one year. Enrollment for each semester must be a minimum of 9 credit hours each to satisfy the residence requirement.

To satisfy the residence requirement, the student must complete a minimum of 9 credit hours per semester or 10-week summer semester in resident study at Texas A&M University for the required period. A student who enters a doctoral degree program with a baccalaureate degree may fulfill residence requirements in excess of one academic year (18 credit hours) by registration during summer sessions or by completion of a less-than-full course load (in this context a full course load is considered 9 credit hours per semester).

Students who are employed full-time while completing their degree may fulfill total residence requirements by completion of less-than-full time course loads each semester. In order to be considered for this, the student is required to submit a Petition for Waivers and Exceptions along with verification of his/her employment to the Office of Graduate and Professional Studies. An employee should submit verification of his/her employment at the time he/she submits the degree plan.

See [Registration](#).

See [Residence Requirements](#).

**Time Limit**

**All requirements for doctoral degrees must be completed within a period of ten consecutive calendar years for the degree to be granted.** A course will be considered valid until 10 years after the end of the semester in which it is taken. Graduate credit for coursework more than ten calendar years old at the time of the final oral examination may not be used to satisfy degree requirements.

After passing the required preliminary oral and written examinations for a doctoral degree, the student must complete the final examination within four calendar years. Otherwise, the student will be required to repeat the preliminary examination.

A final corrected version of the dissertation or record of study in electronic format as a single PDF file must be cleared by the Office of Graduate and Professional Studies no later than one year after the final examination or within the 10-year time limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

**Continuous Registration**

A student in a program leading to a Doctor of Philosophy who has completed all coursework on his/her degree plan other than 691 (research) are required to be in continuous registration until all requirements for the degree have been completed. See [Continuous Registration Requirements](#).

**Admission to Candidacy**

To be admitted to candidacy for a doctoral degree, a student must have:  
completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690 and 691, or 791.

a 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan, passed the preliminary examination (written and oral portions), submitted an approved dissertation proposal, met the residence requirements. The final examination will not be authorized for any doctoral student who has not been admitted to candidacy.

**Languages**

A student is required to possess a competent command of English. For English language proficiency requirements, see the Admissions section of this catalog. The doctoral (PhD) foreign language requirement at Texas A&M University is a departmental option, to be administered and monitored by the individual departments of academic instruction.

**99-Hour Cap on Doctoral Degrees**

In Texas, public colleges and universities are funded by the state according to the number of students enrolled. In accordance with legislation passed by the Texas Legislature, the number of hours for which state universities may receive subvention funding at the doctoral rate for any individual is limited to 99 hours. Texas A&M University and other universities will not receive subvention for hours in excess of the limit.

Institutions of higher education are allowed to charge the equivalent of nonresident tuition to a resident doctoral student who has enrolled in 100 or more semester credit hours of doctoral coursework.

A doctoral student at Texas A&M has seven years to complete his/her degree before being charged out-of-state tuition. A doctoral student who, after seven years of study, has accumulated 100 or more doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition. Please note that the tuition increases will apply to Texas residents as well as students from other states and countries who currently are charged tuition at the resident rate. This includes those doctoral students who hold GAT, GANT, and GAR appointments of 20 or more hours and recipients of competitive fellowships who receive more than \$1,000 per semester. Doctoral students who, after seven years of study, have not accumulated 100 hours are eligible to pay in-state tuition if otherwise eligible.

For count purposes, a year is counted as three semesters, normally fall, spring and summer. Using this system, a student is allowed 21 semesters as a G8 student to complete the doctoral degree before being penalized with the higher tuition rate. Any semester in which a G8 student is enrolled for a doctoral level course is counted.

The following majors are exempt from the 99-Hour Cap on Doctoral Degrees:

- Biomedical Sciences
- Biochemistry
- Microbiology
- Genetics
- Toxicology
- Nutrition Sciences
- Community Clinical Psychology
- School Psychology
- Veterinary Pathobiology
- Clinical Psychology
- Counseling Psychology
- Medical Sciences
- Health Services Research
- Health Promotion and Community Health Sciences
- Epidemiology and Environmental Health
- Oral Biology

The hour limit for these majors is 130 doctoral hours

**Application for Degree**

For information on applying for your degree, please visit the [Graduation](#) section.

Additional information

Required Proposal Forms	<a href="#">Collaborative Degrees Program Proposa PSAA-HPM 09-18-18.doc</a>
Reviewer Comments	<p><b>Sandra Williams (sandra-williams) (06/15/18 4:26 pm)</b>: Rollback: The complete catalog program requirements and additional requirements are missing for both programs. Please reference your existing collaborative program with the College of Education for an example of how to complete these sections.</p> <p><b>Lori Taylor (lltaylor) (09/14/18 1:20 pm)</b>: Rollback: please fix</p> <p><b>Lori Taylor (lltaylor) (09/18/18 2:27 pm)</b>: Rollback: there is a sentence inadvertently omitted from the attached proposal</p> <p><b>Sandra Williams (sandra-williams) (09/24/18 8:43 am)</b>: Rollback: Please update catalog program requirements for the MPSA program.</p> <p><b>Sandra Williams (sandra-williams) (10/23/18 10:33 pm)</b>: OGAPS: please review to make sure updates to the catalog program requirements/additional requirements meet your standard language requirements for graduate programs.</p> <p><b>Szu-hsuan Lin (micheyszu) (12/18/18 6:16 am)</b>: SPH Approved the program change</p> <p><b>Russell Ramirez (rramirez) (02/05/19 4:56 pm)</b>: OGAPS will edit the Additional Requirements Tab for the PhD in Health Services Research to be the same what is approved for the Catalog - Residence/Time Limit/Continuous Registration/Admission to Candidacy/ Languages/99 Hour cap on Doctoral Degree/Application for Degree</p>

Key: 902



# **PUBLIC SERVICE AND ADMINISTRATION (PSAA) AND HEALTH POLICY AND MANAGEMENT (HPM) COLLABORATIVE DEGREES PROGRAM**

*The PSAA and HPM Collaborative Degrees Program (CDP)* is a coordinated educational effort of the Bush School and the School of Public Health. The CDP is designed for those individuals who intend to build an academic career focused on conducting research in the multidisciplinary field of health policy and economics. Specifically, this unique academic program will prepare individuals for careers in research universities and teaching colleges as well as for careers in consultancies or research agencies of all types (private, non-profit, local, state, federal or international). Students will work alongside a collection of highly-regarded faculty with expertise in public policy and expertise in health policy, economics and management. As part of this specialized program of study, students will attain knowledge, skills, and abilities to conduct high quality research, present papers at scholarly conferences, and submit research articles for publication. Ultimately, students who successfully complete all program requirements will receive both a Master of Public Service and Administration (MPSA) degree from the Bush School of Government and Public Service *and* a Doctor of Philosophy in Health Services Research (PhD) from the Department of Health Policy and Management in the School of Public Health.

## **ACADEMIC THEMES AND CURRICULUM SPECIFICATIONS**

The CDP consists of a minimum of 103 credit hours for coursework beyond those earned for a Bachelor's degree. The following coursework requirements are for students entering the collaborative program in the fall semester of 201x or thereafter. The independent degree programs remain the same as they are currently approved.

### **I. Public Policy Foundational Core (24 credits)**

Core courses within the MPSA Degree from the Bush School of Government and Public Service will serve as the curricular foundation of the CDP. Concomitantly, these courses will provide students with knowledge, skills, and analytical tools needed to perform effectively and ethically in a time when public servants consistently face new challenges. In addition, students will have ample opportunities to develop leadership skills and engage in public service activities both inside and outside the classroom through interactions with high-level public leaders, real-world consulting projects, student organizations, and the Bush School's Public Service Leadership Program. The following eight (8) courses are designed to aid the development of principled leaders who will practice their organizational improvement skills in the public and nonprofit sectors.

PSAA 601: Foundations in Public Service  
PSAA 611: Public Policy Formation  
PSAA 621: Economic Analysis  
PSAA 643: Foundations of the Nonprofit Sector  
BUSH 631: Quantitative Methods in Public Mgmt I

BUSH 635: Quantitative Methods in Public Mgmt II  
PSAA Track Courses I and II: PSAA 622 - Public Finance and PSAA 615 - Policy Analysis

## **II. Public Policy Elective Courses and Capstone Research (15 credits)**

Three Bush School elective courses (nine credits), chosen with the consent of the student's academic advisor, will enhance each student's experience. During their second year, students also will participate in two semesters (six credits) of capstone research courses. These courses allow students to tackle a problem or project in the real world, often working in conjunction with a government agency or nonprofit organization. Designed to test the knowledge and abilities students have developed through their previous classes and experiences, capstones necessitate strong teamwork, careful research, writing ability, and often a large amount of ingenuity in identifying ways to approach an issue or find a solution.

## **III. Health Services Research Core (27 + 4 credits)**

The courses in the health services research core are designed to provide students with a broad foundation of knowledge about research methods and conceptual frameworks for health services research. The core consists of:

PHPM 671: Introduction to Health Services Research.  
PHPM 672: Health Services Research Methods.  
PHPM 674: Secondary Analysis of Health Data.  
PHPM 6xx: Qualitative Methodology.  
PHPM 672: Data Science for Health Services Research  
PHPM 676: Analytic Issues in Health Services Research  
PHPM 668: Applied Health Services Research (1 cr hr, repeated 1<sup>st</sup> 4 semesters)  
PHPM 6xx: Political Foundations for Public Health  
PHPM 661: Introduction to Health Economics  
PHPM 619: Organization Theory and Health Services

## **IV. Health Policy Cognate Courses (9 credits)**

There are two cognate-area options in the PhD program in Health Services Research (health policy and health economics). Students must specify their cognate area no later than the end of their first semester in the PhD program. The three required health policy cognate courses are:

PHPM 640: Health Politics and Policy  
PHPM 641: Health Policy Formation  
PHPM 643: Health Policy Analysis

The three required health economics cognate courses are:

PSAA 621: Economic Analysis\*  
PHPM 654: Health Insurance and Managed Care

## PHPM 663: Cost-effectiveness Analysis

\*For CDP participants selecting the health economics cognate, this requirement will be waived and replaced by an additional 3 credit HSR elective course.

### **V. Health Services Research Electives (15 credits)**

The PhD program in Health Services Research requires students to complete 15 credits in elective courses. At least 9 of the elective credits must come from courses on research methods (including statistics and data analytics), but total elective credits may include any TAMU course, subject to approval by the PhD Program Committee.

### **VI. PhD Qualifying Exams.**

To progress to candidacy for the PhD degree in HSR, students complete written qualifying exams, generally during the summer after completing 2 years of course work. The qualifying exams consist of two parts, one covering research design and data analytic issues, and the other covering content specific to the student's cognate area (health policy or health economics). Students must pass both parts to continue in the PhD program. A student who fails either part of the qualifying exam may retake the portion failed once. The retake must be completed within 1 year of the original test date. A student who fails an exam on the second attempt will be dismissed from the PhD program.

After passing the qualifying exams, PhD students are expected to form their dissertation research committee, which consists of 4 (or optionally 5) members of the graduate faculty at TAMU. For all PhD students, the chair of the dissertation committee must be a member of the HPM faculty, and one member must be external to HPM. For CDP participants, typically one member of the dissertation committee will be a member of the Bush School faculty.

### **VII. Dissertation Research Hours (Minimum 9 credits)**

A dissertation is an extended and detailed piece of original research containing a rigorous examination of existing research literature and research methodologies. It is a structured piece of writing – in either the traditional or the three article format – that develops a clear, concise, and logical argument that improves or extends existing research.

Each PhD student, working with his/her dissertation research committee, is responsible for developing a dissertation research proposal. Students must pass an oral exam on their dissertation proposal, conducted by their dissertation committee. After achieving approval for the dissertation proposal, each student will provide an oral defense of the completed dissertation, to be evaluated by the student's dissertation committee. The final dissertation defense cannot occur less than 90 days after approval of the dissertation proposal.

### **VII. ADMISSIONS CRITERIA**

In order to participate in the CDP, applicants must be admitted to both the MPSA program *and* subsequently, to the PhD program in Health Services Research in the Department of Health Policy and Management.

The HSR PhD program only matriculates new students in “odd” numbered years (2019, 2021, etc.). Thus, the timing of CDP participant applications for admission to the HSR PhD program will differ based on the year of matriculation into the MPSA program.

“Even” year: CDP participants who matriculate into the MPSA program in “even” numbered years may apply to the HSR PhD degree program after their first semester of MPSA coursework but no later than February 15. CDP applicants will be notified if they are accepted by the HSR PhD program before the end of the Spring semester, and enroll in the HSR PhD degree program for the following Fall Semester. “Even” year CDP participants would complete requirements for their MPSA during their second year by deferring enrollment in selected PhD courses (see “Even” Year course sequence table).

“Odd” year: CDP participants who matriculate into the MPSA program in “odd” numbered years may apply to the HSR PhD degree program after completing their first year of MPSA coursework, but no later than Nov 1. CDP applicants will be notified if they are accepted by the HSR PhD program before the beginning of the Spring semester, and enroll in the HSR PhD degree program for the following Fall Semester. Accepted CDP participants may complete HSR PhD elective courses (to the extent permitted with prerequisite requirements) or any recommended public health preparatory courses during the Spring semester, prior to beginning core PhD courses (see “Odd” Year course sequence table).

The CDP is designed to accommodate a relatively small number of students who intend to build an academic career focused on conducting research in the multidisciplinary field of health policy and health economics. Attempts will be made to limit net admissions to no more than 5 students per year.

**ADMINISTRATIVE TIMELINE**

The Bush School offers a 39 graduate credit hour, non-thesis MPSA degree program that is currently only open to individuals with at least five years of professional experience or students in the PSAA and Educational Administration and Human Development (EAHR) collaborative degrees program (CDP). The Public Service and Administration (PSAA) faculty propose to offer a third path for admission to the 39-hour MPSA degree program—the PSAA and Health Policy and Management (HPM) CDP. This new path to admission is only open to individuals who:

1. have been accepted for admission to HPM’s PhD program in Health Services Research and
2. have demonstrated the ability to complete doctoral level work by completing a total of 9 hours in either the Health Services Research Core, the Health Policy Cognate Courses, or the Health Services Research electives of the HPM PhD program.

MPSA students who have been admitted to the HPM PhD program will be moved into the CDP track in the 39-hour MPSA program. This transfer will typically occur immediately prior to graduation because only at that time will the student have satisfied the admission requirements for the 39-hour MPSA.

Due to the every other year admissions process for the HPM degree, the timeline for progress through the program differs based on calendar year of admission to the MSPA program.

Timeline – Even Years

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1. Student applies to the MPSA program and is admitted	
2. Student enrolls in MPSA program	Fall Year 1
3. Student applies to HPM PhD. program	Spring Year 1
4. Student is accepted to HPM PhD. Program	Summer Year 1
5. Student enrolls in HPM PhD program	Fall Year 2
6. Student completes the Public Policy Foundational Core, the Public Policy Elective Courses and Capstone Research requirements (a total of 39 hours) and a total of 9 doctoral hours. (See Suggested Course Sequence.)	Spring Year 2
7. Students who satisfy the admission requirements for the CDP track administratively transferred into the 39-hour MPSA track	Spring Year 2
8. Student graduates from the 39-hour MPSA program	Spring Year 2

Timeline – Odd Years

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1. Student applies to the MPSA program and is admitted	
2. Student enrolls in MPSA program	Fall Year 1
3. Student applies to HPM PhD program	Fall Year 2
4. Student is accepted to HPM PhD Program	Winter Year 2
5. Student completes the Public Policy Foundational Core and the Public Policy Elective Courses and Capstone Research requirements (a total of 39 hours) and a total of 9 doctoral hours.	Spring Year 2
6. Students who satisfy the admission requirements for the CDP track administratively transferred into the 39-hour MPSA track	Spring Year 2
7. Student graduates from the 39-hour MPSA program	Spring Year 2
8. Student enters the HPM PhD program	Fall Year 3

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This proposal is a coordinated effort by the Bush School and HPM. There is no double counting of hours. Only students who have completed the admission requirements will be admitted to the CDP track in the 39-hour MPSA program.

**Bush School and HPM  
Collaborative Degrees Program**

*(Minimum 103 Credit Hours Required)*

**Suggested Course Sequence (“ODD” Year MSPA Matriculation)**

	Fall Semester	Spring Semester	Summer Semester
<b>Year 1</b>	PSAA 601 PSAA 621 BUSH 631 PSAA 643	PSAA 611 BUSH 635 PSAA 622 PSAA Elective I	PSAA Professional Internship
<b>Year 2</b>	PSAA Capstone I PSAA 615 PSAA Elective 2 PH Prep Course*	PSAA Capstone II PSAA Elective 3 HSR Elective 1 PH Prep Course*	
<b>Year 3</b>	PHPM 671 PHPM 661 Elective† PHPH 668 (1 cr. hr.)	PHPM 619 PHPM 672 Cognate Course 1 PHPH 668 (1 cr. hr.)	HSR Elective 2 (optional)
<b>Year 4</b>	Qualitative Methods HSR Methods Elec 2 Cognate Course 2 PHPH 668 (1 cr. hr.)	PHPM 676 PHPM 674 Cognate Course 3 PHPH 668 (1 cr. hr.)	PhD Qualifying Exams  Form Dissertation Committee
<b>Year 5</b>	HSR Methods Elec 3 Dissertation	Dissertation	Final Dissertation Defense
<b>Year 6</b>	Dissertation (if needed)	Final Dissertation Defense	

\*if applicable; †PSAA students will receive course waiver for PHPM 6xx (replaced with Elective).

**Suggested Course Sequence (“EVEN” Year MSPA Matriculation)**

	Fall Semester	Spring Semester	Summer Semester
<b>Year 1</b>	PSAA 601 PSAA 621 BUSH 631 PSAA 643	PSAA 611 BUSH 635 PSAA 622 BUSH Elective I	PSAA Professional Internship
<b>Year 2</b>	PSAA Capstone I PHPM 671 PHPM 661* PSAA 615 PHPM 668 (1 cr. hr.)	PSAA Capstone II PHPM 619* PHPM 672 Cognate Course 1 PHPM 668 (1 cr. hr.)	PH Prep Courses (if applicable)
<b>Year 3</b>	Qualitative Methods HSR Methods Elec 1 Cognate Course 2 PHPH 668 (1 cr. hr.)	PHPM 676 PHPM 674 Cognate Course 3 PHPH 668 (1 cr. hr.)	PhD Qualifying Exams  Form Dissertation Committee
<b>Year 4</b>	Elective† HSR Elective 1 Add HSR Elective 1 HSR Methods Elec 3	HSR Elective 2 Add HSR Elective 2 Add HSR Elective 3	Dissertation
<b>Year 5</b>	Dissertation	Dissertation	Final Dissertation Defense
<b>Year 6</b>	Dissertation (if needed)	Final Dissertation Defense	

\*counts as PSAA Electives 2 & 3, replaced by additional HSR elective courses;

†PSAA students will receive course waiver for PHPM 6xx (replaced with Elective).



### Allocation of Minimum Credit Hours across Degree Programs

Course	Credit Hours Toward MPSA	Credit Hours Toward PhD	“ODD” timing	“EVEN” timing
PSAA 601: Foundations in Public Service	3		Fall 1	Fall 1
PSAA 611: Public Policy Formation	3		Spring 1	Spring 1
PSAA 621: Economic Analysis	3		Fall 1	Fall 1
PSAA 643: Foundations of the Nonprofit Sector	3		Fall 1	Fall 1
BUSH 631: Quantitative Methods in Public Mgmt I	3		Fall 1	Fall 1
BUSH 635: Quantitative Methods in Public Mgmt II	3		Spring 1	Spring 1
PSAA 622: Public Finance (or alternate track equivalent)	3		Spring 1	Spring 1
PSAA 615: Policy Analysis (or alternate track equivalent)	3		Fall 2	Fall 2
PSAA 675: PSAA Capstone Seminar I	3		Fall 1	Fall 1
PSAA 676: PSAA Capstone Seminar II	3		Fall 2	Fall 2
PSAA Electives	9		Spring 1, 2, Fall 2	Spring 1, 2, Fall 2
HSR Core (PHPM 671; 661; 619; 672; 676; 674; Qual Methods & 668 (4hrs). [PHPM 6xx waived]		25	Fall 3, 4 Spring 3, 4	Fall 2, 3, Spring 2, 3
HSR Cognate Area		9	Spring 3, 4, Fall 4	Spring 2, 3, Fall 3
HSR Electives		18	Spring 2, Fall 4,5	Fall 4, 5
Dissertation Research		9	Yrs 5, (6)	Yrs 5, (6)
<b>Total Credit Hours</b>	<b>39</b>	<b>61</b>		

For more information about this program and application process, contact:

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