

UNIVERSITY OF
NORTH★TEXAS™
College of Business Administration

HANDBOOK *for*
DOCTORAL STUDENTS



July 06

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HANDBOOK FOR DOCTORAL STUDENTS

010.00 GENERAL INFORMATION

- .05** This Handbook for Doctoral Students sets forth, in detail, requirements for the Doctor of Philosophy degree offered by the College of Business Administration (COBA) of the University of North Texas. It is the student's responsibility to read and be familiar with the material presented in this handbook. Since the general requirements for PhD programs are established by the Graduate School of the University of North Texas, a prospective student also should consult the *Graduate Catalog*. This handbook serves as a guide for the doctoral students in Business Administration and as part of our continuous improvement effort, is subject to change.

020.00 PHILOSOPHY

- .05** Doctoral study in business administration is structured to challenge men and women who possess the ability to analyze complex problems and synthesize solutions.

030.00 OBJECTIVES

- .05** The doctoral program in business administration is designed to prepare men and women of outstanding ability for careers in teaching and research at the university level. The program has enough flexibility, however, to accommodate individuals whose career objectives lie outside academia. Individuals who undertake doctoral study are expected to achieve excellence in the command of the technical aspects of a business discipline and to develop expertise in the conduct of meaningful research.

040.00 ADMISSION

- .05** Admission to a doctoral program in business is a three-step process that includes University, College of Business Administration, and Departmental admission.
- .10** ADMISSION TO THE UNIVERSITY. Application for admission to the Graduate Admissions Office or the International Admissions Office of the University of North Texas is accomplished by filing the following items:

1. Application for Admission:
U.S. citizens send completed application to the Graduate Admissions Office.
International students send their completed application to the International Admissions Office.
2. Official transcripts showing all previous college or university level work:
U.S. citizens send their official transcripts to the Graduate Admissions Office.
International students send their official transcripts to the International Admissions Office.
3. Official GMAT or GRE:
Both *U.S. citizens* and *international students* must request their official test results be sent to the Graduate Admissions Office. The Electronic Testing Service's school code for the University of North Texas is 6481.
4. TOEFL:
International students will provide an official copy of their TOEFL, if required by the International Admissions Office.
5. Financial Statement:
International students must provide a Financial Statement to the International Admissions Office.
6. Additional supplemental materials are required by the College of Business Administration.

Contact Information:

Toulouse School of Graduate Studies
Graduate Admissions Office
P O Box 105459
Denton, TX 76203
940-565-2636
[*gradschool@unt.edu*](mailto:gradschool@unt.edu)
(Eagle Student Services Building 354)

International Admissions Office
P O Box 133067
Denton, TX 76203
940-565-2442
[*international@isp.admin.unt.edu*](mailto:international@isp.admin.unt.edu)
(Kendall Hall 173)

- .15** Admission to the university (see current Graduate Catalog) does not guarantee admission to the College of Business Administration or to any department within the College of Business Administration.

.20 ADMISSION TO THE COLLEGE OF BUSINESS ADMINISTRATION. You must be admitted to the Toulouse School of Graduate Studies at the University of North Texas. Your application for admission, if complete, is then forwarded to the College of Business Administration. A Supplementary Information Sheet (**FORM A**) including the additional supporting documentation listed below is required. This information should be submitted at the same time as you apply for admission to the Graduate School.

1. Three Doctoral Applicant Evaluation Forms and/or three letters of recommendation from college professors or professional colleagues who are familiar with your academic record. (**FORM B**)
2. Your proposed major area.
3. A short statement of purpose setting forth your reasons for pursuing doctoral study, personal objectives and career plans.
4. A current vita.

.25 Send supporting documentation (recommendation letters, vita & statement of purpose) to:

*University of North Texas
College of Business Administration
Graduate Programs Office
P.O. Box 311160
Denton, TX 76203.
stubblef@unt.edu
Ph: 940-369-8977
Fax: 940-369-8978*

.30 Minimum admission standards are established by the Graduate Faculty of the College of Business. Admission to the College of Business Administration PhD program is very competitive; therefore, satisfaction of the minimum standards does not guarantee admission to a degree program. Minimum admission standards of the College of Business Administration are as follows.

.35 UNCONDITIONAL ADMISSION - CATEGORY I. Unconditional admission is granted to students whose performance on their academic coursework and appropriate standardized examinations and other holistic criteria indicates that they have a strong likelihood of success in the Ph.D. program.

.45 PROBATIONARY ADMISSION – CATEGORY II

Probationary admission may be granted under certain circumstances to students not meeting the requirements for unconditional admission. Probationary admission may be granted when student’s records contain evidence that they have the ability to succeed in the PhD program, even though they do not meet the requirements for unconditional admission. Admission under Category II is intended to be rarely used and is subject to approval by the Doctoral Program Committee of the College of Business Administration.

.50 A student is removed from Category II status when admitted to candidacy upon passing the qualifying examinations.

.55 Each department has a process for review of a Category II student. Such review will occur no later than the end of the first long semester after the student's initial enrollment. A student failing to make satisfactory progress, as determined by the Graduate Faculty of the student's major area, shall be removed from the doctoral program.

.60 ADMISSION TO THE DEPARTMENT. Admission to each major area is based on the student's academic record, work experience, and expressed statement of personal objectives. Only students who, in the judgment of the Graduate Faculty of each major area, show high promise of academic achievement will be admitted. Satisfying the quantitative criteria does not guarantee admission. The Graduate Faculty of each major area may establish additional and/or higher requirements specific to their department.

.65 The appropriate departmental committee will evaluate the student’s application for admission on the basis of the department standards, indicate to the COBA Graduate Programs Office, BA 229 whether the student is Approved for Admission or Denied Admission (with reason).

.70 The COBA Graduate Programs Office will send an admission decision letter to those students selected by the appropriate departmental committee. A copy of the letter will be provided to the respective departmental PhD Coordinator. The letter will specify that the applicant has 15 days in which to respond to the admission offer. An applicant’s failure to accept an offer within 15 days will result in a second letter indicating withdrawal of admission.

.75 TRANSFER OF PROGRAMS. A student admitted by the College of Business Administration and an academic department who wishes to transfer into a different major area must meet the admission requirements of the newly selected major area. A student desiring a transfer must request admission to the selected major area, in writing, via the Graduate School and the COBA Graduate Programs Office. Approval of his/her admission will be determined under the normal departmental admission requirements and procedures.

.80 Students may change their major area only with the consent of the COBA Doctoral Program Committee and the graduate faculties of the respective area(s). A student will not be permitted to change a major area after he/she has failed one qualifying examination.

.85 FELLOWSHIPS/SCHOLARSHIPS AVAILABLE

The College of Business Administration strongly encourages doctoral applicants to apply for all available fellowships/scholarships. The following are fellowships/scholarships available through the University or the College:

Graduate School Doctoral Fellowships. The Robert B. Toulouse School of Graduate Studies provides funds for competitive Graduate School Doctoral Fellowships for students who will begin their study for a doctoral degree beginning in Summer or Fall of each year. The Doctoral Fellowships are awarded for the first year of a doctoral student's full-time graduate study. *Departments receiving fellowships for their students must then support them for at least two succeeding full academic years, providing the student maintains satisfactory progress toward the doctoral degree sought.* Departmental nominations for the scholarships should be submitted through the Department Chair of the Major Area. Area of Study: Open; Contact: Toulouse School of Graduate Studies, (940) 565-2383.

Toulouse School of Graduate Studies - Summer Scholarships. The Robert B. Toulouse School of Graduate Studies awards a number of summer scholarships to assist University of North Texas doctoral students in enrolling in graduate courses during the summer. The scholarships will be in the amount of \$1,000; they will be awarded competitively and qualify non-resident recipients to pay in-state tuition. Both continuing and new graduate students are eligible for the scholarships. Departmental nominations for the scholarships should be submitted through the Department Chair of the Major Area. Area of Study: Open; Contact: Toulouse School of Graduate Studies, (940) 565-2383.

COBA Dean's Scholarship. The COBA Dean's Scholarship is a competitive scholarship funded by the Dean's Office. The scholarship is designed to fund two full-time doctoral student in each PhD discipline each year, for three years, in the amount of \$1,000. The scholarship qualifies doctoral students to pay in-state tuition for the 1st three years of their program. Nominations should be submitted from the PhD Coordinator of your major area. Area of Study: Business; Contact: Graduate Programs Office, BA 229, (940) 369-8977.

- .90** Financial aid in the form of assistantships is granted to outstanding students. All financial aid is awarded on a competitive basis and is approved in consultation with the Department Chair and the appropriate departmental committee for recommendation to the COBA Graduate Programs Office.

050.00 SATISFACTORY PROGRESS

- .05** Each student is expected to make satisfactory progress towards the completion of his/her doctoral program. A student who fails to make satisfactory progress, as determined by the Graduate Faculty of the student's major area, will be removed from the doctoral program. At the request of the department, the student will be notified in writing by the COBA Graduate Programs Office of his/her removal from the program, at the last address filed with the University. Such notification will cite the reason(s) for removal.

- .10** POLICY STATEMENT. Throughout the calendar year, anytime a student is enrolled in organized coursework, they will be evaluated (Fall, Spring & Summer). In the event that the student is not enrolled in organized coursework, the student will be evaluated in the Fall and Spring. (Approved 11/2/01)

The following is a statement of policy for determining satisfactory progress toward the PhD degree. Satisfactory progress is determined, in part, by the following time-lines and criteria:

- | | | |
|----|-----------------------------------|---|
| 1. | Degree plan designed and approved | Prior to the end of 2 nd long semester |
| 2. | Course work completed | 4 to 6 long semesters |

The following probation and removal procedures apply to all course work, including deficiencies. Departmental requirements may be more stringent.

Probation: Upon receipt of a grade of “C” or below or two “W” grades, the student is placed on probation for the remainder of the course work phase of his/her program. The major area PhD Coordinator will notify the student of his/her probationary status (**FORM D**) and will send a duplicate copy of the notice to the Graduate Programs Office’s Office (BA 229) for the student's file. After receipt of notice of probationary status, the student is required to seek formal counseling with his/her PhD Coordinator to discuss his/her doctoral program. Probationary students may not withdraw from any future courses without the consent of his/her PhD Coordinator.

Removal: Receipt of a second grade of “C” or below or a third grade of “W” will result in the student's removal from the doctoral program. The

major area PhD Coordinator will notify the student of his/her removal from the program (**FORM D**) and will send a duplicate copy of the notice to the COBA Graduate Programs Office's Office. The Graduate Programs Office will then write the student a letter indicating withdrawal from the program and notify the Toulouse School of Graduate Studies of this action.

3.	Written qualifying exams	Within one long semester after completion of course work
4.	Oral qualifying exams	Within 90 days after successful completion of written qualifying
5.	Dissertation proposal approved	2 long semesters after written qualifying exams
6.	Dissertation progress review	Each long semester
7.	Dissertation completed	3 years from qualifying exams

Satisfactory progress is dependent upon the dissertation committee's evaluation of the student's progress toward the dissertation completion. Each semester, the committee chairperson will be asked to review the student's progress in terms of effort toward achieving deadlines for the proposal and final dissertation defense. The chairperson's evaluation provides important input into the evaluation of satisfactory progress.

In addition, it is expected that the student will exhibit high standards of professional behavior, fulfilling all responsibilities of a PhD student, understanding and demonstrating collegiate behavior toward faculty, peers, and students while continuing to use effective teaching skills. Students are expected to meet all University expectations as presented in guidelines provided by the Dean of the Graduate School and this handbook.

Students found by the appropriate departmental committee or Dissertation Committee to be in non-compliance with Department or College policies for Satisfactory Progress will be counseled (**FORM D**), evaluated as unsatisfactory, placed on probation, and/or removed from the PhD program. Usually, an unsatisfactory evaluation will be because the dissertation chairperson believes the student is not making progress necessary to eventually satisfy the time-line deadlines or if the time-line deadline is not met.

- .15** A student wishing to appeal his/her removal from the doctoral program may petition the COBA Doctoral Program Committee. This written appeal must be received within 30 days of the notification or attempted notification of the student's removal.

- .20** The COBA Doctoral Program Committee may concur that removing the student is in the best interest of the student and the COBA Doctoral Program. Or, it may recommend that the Graduate Faculty of the student's major area department reconsider its decision to remove the student from the doctoral program. A student recommended for reconsideration will be reevaluated by the Graduate Faculty of the student's major department.
- .25** If during any long (Fall or Spring) semester a PhD student does not enroll in any approved course work, he/she must file a leave of absence form (**FORM E**), otherwise, the student will be placed on inactive status. After two long semesters in sequence in inactive status, the student will be removed from the PhD program.
- .30** A student that intends to withdraw from the program should submit a letter indicating their intent to withdraw to the major area PhD Coordinator and the COBA Graduate Programs Office.

060.00 GENERAL REQUIREMENTS

- .05** The program requirements for the Doctoral Program in Business Administration consist of course work, satisfactory performance on the qualifying examinations, pre-dissertation research, and dissertation research. The total program requires a minimum of 69 hours of graduate credit beyond the Master's degree or 99 hours of graduate credit beyond the Bachelor's degree.

- .10** The minimum course work consists of the following:

Foundation Courses	9 hours
Research Track	12 hours
Major and Minor Areas	24 hours
Pre-dissertation Research	12 hours
Dissertation	<u>12 hours</u>
	69 hours minimum

In addition, all students must demonstrate calculus proficiency.

The above may include no more than 12 semester hours of 5900, 5910 or 6900 credit prior to pre-dissertation research.

- .15** A student entering the doctoral program upon completion of a bachelor's degree must complete the MBA core requirements and take 12 additional hours in the major and/or minor areas. These hours are included in the 99-hour minimum program.

.20 A student who holds a masters degree that does not contain courses equivalent to the MBA background courses must take these courses as "deficiencies" outside the doctoral program.

.25 The MBA background courses typically include the following:

ACCT 5020	-	Accumulation and Analysis of Accounting Data (1.5 hrs)
BCIS 5090	-	Introduction to Business Computer Information Systems (1.5 hrs)
BLAW 5050	-	Legal, Regulatory and Ethical Environment of Business (1.5 hrs)
ECON 5000	-	Economic Concepts (3.0 hrs)
FINA 5170	-	Financial Management (3.0 hrs)
MGMT 5070	-	Management Issues-Creation of Goods and Services (1.5 hrs)
MKTG 5000	-	Marketing Concepts (3.0 hrs)
MSCI 5010	-	Statistical Analysis (1.5 hrs)
MSCI 5180	-	Introduction to Decision Making (3.0 hrs)
		Computer competency – <i>As determined by the Department.</i>

.30 The major area will be selected from: Accounting; Finance; Information Systems; Management; Marketing; and Management Science. A minimum of nine hours of the major area will include course work designed solely for doctoral students.

.35 The nature of the minor course work and the number of hours are determined by the student's appropriate departmental committee and approved by the PhD Coordinator. The minor course work is designed to develop the student's research abilities and technical knowledge pertaining to his/her career interests. The course work included therein is not necessarily limited to a single academic discipline.

.40 The foundation courses required of all College of Business Administration doctoral students consist of:

BUSI 6450 Business Research Methods
BUSI 6460 Foundations of Scientific Inquiry
BUSI 6100 Seminar in University Teaching for Business Administration

.45 The two research tracks consist of 12 hours of course work designed to develop the research capabilities of the student and to prepare the student for conducting research of dissertation quality. The student's choice of track must be approved by their major area PhD Coordinator. The two tracks are described below:

Research Track I (12 hours)

BUSI 6220 Applied Regression Analysis (3 hrs)

BUSI 6480 Advanced Issues in Research Design (3 hrs)

BUSI 6240 Applied Multivariate Statistics (3 hrs)

BUSI 6280 Applications in Causal & Covariance Structure Modeling (3 hrs)

Research Track II (12 hours)

ECON 5600 Mathematical Economics (3 hrs)

ECON 5650 Advanced Econometrics (3 hrs)

Methodological Tool Approved Elective (3 hrs)

MSCI 6000 Theory & Application of Nonparametric Statistics (3 hrs)

.50 TRANSFER OF COURSE WORK - As many as 12 hours of graduate course work earned in the 69 hour program and as many as 24 hours in the 99 hour program, earned at another institution, not used in a previous degree, may be accepted and credited to the degree plan provided the student's advisory committee recommends acceptance to the Graduate School on an individual basis. Transfer credit must have been completed within five years of the student's admission date.

.55 Beginning with the Fall, 2000 semester, the University of North Texas--and all other major state-assisted graduate universities in Texas--will charge nonresident tuition to all graduate students who have attempted more than 99 hours in the doctoral program. This policy will apply to all graduate students who have taken more than 99 hours, regardless of whether they are Texas residents or nonresidents, and regardless of whether they hold scholarships or assistantships that would previously have qualified them to pay resident tuition. (A copy of the complete letter is available from the Graduate Programs Office's Office in BA 229).

.60 TEACHING ASSISTANTSHIP/TEACHING FELLOWS - Departmental chairpersons assign teaching assistantships and fellowships based on departmental needs.

.65 TEACHING ASSISTANTSHIPS/TEACHING FELLOWSHIPS and GRADUATE FELLOWSHIPS (TA/TF and GF) LOAD SPECIFICATIONS:

Teaching fellows and teaching assistants must be enrolled in a minimum number of semester credit hours during the term they hold an appointment.

- Teaching fellows or assistants who hold a half-time appointment (i.e., with assigned duties that require twenty hours of work per week) must be enrolled for nine semester credit hours in long terms or three semester credit hours in summer terms.
- Teaching fellows and assistants who hold a quarter-time appointment

(i.e., with assigned duties that require ten hours of work each week) must enroll for six semester credit hours in long terms or 3 semester credit hours in summer terms.

The total load of course enrollment and teaching assignment may not exceed 16 semester hours in any long semester. Approval of the Graduate Dean is required for loads in excess of this amount, but approval will not be granted for a combined load in excess of 18 semester hours.

With written approval from the College/School Dean and approval of the Dean of the Graduate School, the minimum registration may be reduced to three semester hours for the long term for students who have filed an approved degree plan, have completed all course work, and are either ready to take the qualifying exam and/or registered for thesis or dissertation.

070.00 DEPARTMENTAL COMMITTEE

- .05** An appropriate departmental committee will be established for each student during the first semester of course work. It is the responsibility of this Committee to determine the appropriate course work for the student. The major area PhD Coordinator will supervise the student's course work, in consultation with faculty from the student's specified major, until a committee is established. It is the student's and the PhD Coordinator's responsibility to see that an appropriate departmental committee is established within the specified time frame.
- .10** COMMITTEE MAKE-UP. An appropriate departmental committee will consist of a minimum of three terminally qualified faculty members. The Chairperson and one additional member will be selected from the major area. The Chairperson must be a Category III Doctoral Mentor Faculty. The other members must be either a Category III or Category II Graduate Faculty member. Specific procedures are established by each department to implement the selection requirements of this section.
- .15** DEGREE PLAN. The appropriate departmental committee should assist the student in filing a Doctoral Degree Program (**FORM F**) no later than the end of the student's second semester of course work. The major area PhD Coordinator will evaluate and process the requested degree program in accordance with the policy established by the department's Graduate Faculty.
- .20** PROCEDURE. The PhD Coordinator of the student's major area will transmit a signed copy of the degree plan to the COBA Graduate Programs Office's Office (BA 229) for review and transmittal to the Graduate School. The degree plan, after approval by the Dean of the Graduate School, will be returned to the COBA Graduate Programs Office (BA 229). Two copies will subsequently be returned to the department. (One copy will be filed, and one copy will be given to the student).

PhD PROGRAM IN BUSINESS ADMINISTRATION

11/02/01

Objectives: To develop a PhD program that provides for synergies across departments, overall efficiencies for the college and improved quality overall.

- This involves:
- ▶ Acquiring advanced knowledge in area of specialization,
 - ▶ Development of advanced research skills,
 - ▶ Experiences in preparing the student for teaching responsibilities,
 - ▶ Monitoring each program to assess its effectiveness and demonstration of continuous improvement,
 - ▶ Meeting Doctoral Mentor Faculty standards,
 - ▶ Effectively utilizing COBA resources (i.e. five students per organized class),
 - ▶ Providing a program that does not support students exceeding 100 hours, and
 - ▶ Improving the marketability of program graduates.

PhD Major Areas: Accounting, Finance, Information Systems, Management Science, Management, and Marketing

Foundation Courses (9 hrs) BUSI 6100 University Teaching for Business Administration (3 hrs) BUSI 6450 Business Research Methods (3 hrs) BUSI 6460 Foundations of Scientific Inquiry (3 hrs)					
Research Track I (12 hrs) BUSI 6220 Applied Regression Analysis (3 hrs) BUSI 6240 Applied Multivariate Statistics (3 hrs) BUSI 6280 Applications in Causal & Covariance Structure Modeling (3 hrs) BUSI 6480 Advanced Issues in Research Design (3 hrs)			Research Track II (12 hrs) ECON 5600 Mathematical Economics (3 hrs) ECON 5650 Advanced Econometrics (3 hrs) MSCI 6000 Theory & Application of Nonparametric Statistics (3 hrs) _____ Methodological Tool Approved Elective (3 hrs) (Approved 11/2/01)		
<i>Accounting</i>	<i>Finance</i>	<i>Information Systems</i>	<i>Management Science</i>	<i>Management</i>	<i>Marketing</i>
Major (12-15 hrs)	Major (12-15 hrs)	Major (12-15 hrs)	Major (12-15 hrs)	Major (12-15 hrs)	Major (12-15 hrs)
Minor (9-12 hrs)	Minor (9-12 hrs)	Minor (9-12 hrs)	Minor (9-12 hrs)	Minor (9-12 hrs)	Minor (9-12 hrs)
Predissertation (12 hrs)					
Dissertation (12 hrs)					
Program - 69 hours (sample program) (Approved 11/2/01)					

- NOTES:
- ▶ Additional advanced graduate courses in the major area may be specified by departments before a student can enter in the program.
 - ▶ Departments are encouraged to work together in development of minors to provide synergies across disciplines.
 - ▶ Minors must be outside major area.

* COBA DOCTORAL PROGRAM SCHEDULE OF CLASSES: Subject to change based upon College scheduling.

1st Year

2nd Year

	1 st Long Term	2 nd Long Term	1 st Summer (10-13 wks)	3 rd Long Term	4 th Long Term	2 nd Summer (10-13 wks)
Major/Minor Courses & Foundation. Courses	Major/Minor Area (3 hrs) BUSI 6450 Research Methodology (3 hrs)	Major/Minor Area (3 hrs) BUSI 6460 Foundations of Scientific Inquiry (3 hrs)	Major/Minor Area (3 hrs) Minor/Major Area (3 hrs) BUSI 6100 Teaching Methodology (3 hrs)	Major/Minor Area (3 hrs) Minor/Major Area (3 hrs)	Major/Minor Area (3 hrs) Minor/Major Area (3 hrs)	Major/Minor Area (3 hrs) or DEPT 6910 ** (3 hrs)
Track 1	BUSI 6220 Applied Regression Analysis (3 hrs)	BUSI 6240 Applied Multivariate Statistics (3 hrs) MSCI 6000 (3 hrs) ***		BUSI 6280 Causal & Structural Modeling (3 hrs)	BUSI 6480 Advanced Research Design (3 hrs)	
Track 2	ECON 5600 (3 hrs)	ECON 5650 (3 hrs) MSCI 6000 (3 hrs) ***		Methodological Tool Approved Elective (3 hrs)		
Assign.	T/A - T/F 9 hrs	T/A - T/F 9 hrs	9 hrs	T/A - T/F 9 hrs	T/A - T/F 9 hrs	T/F 3 hrs

3rd Year

4th Year

	5 th Long Term	6 th Long Term	3 rd Summer (10-13 wks)	7 th Long Term
Major/Minor Courses & Foundation. Courses	Major/Minor Area (3 hrs) and/or DEPT 6910 ** (3-6 hrs) and/or DEPT 6940 Pre-Dissertation (9 hrs)	DEPT 6940 (3-9 hrs) and/or DEPT 6950 Dissertation (3-6 hrs)	DEPT 6940 (3 hrs) and/or DEPT 6950 Dissertation (3-9 hrs)	DEPT 6950 Dissertation (3-6 hrs)
Assign.	T/A - T/F (6-9 hrs)	T/A - T/F (9 hrs)	3-9 hrs	T/A - T/F (3-6 hrs)

* Tentative schedule is subject to change based upon COBA's and Department's scheduling needs.

** Enrolled in DEPT 6910 during the semester that Qualifying Exams are taken, and prior to DEPT 6940 (Pre-Dissertation).

*** MSCI 6000 can be optional to Track I students.

- .25** CHANGES TO THE DOCTORAL DEGREE PROGRAM. Changes should be requested by the Departmental Coordinator through the COBA Graduate Programs Office. The PhD Coordinator will process the change request in accordance with departmental standards and policies. Upon meeting all requirements, the requested change will be forwarded to the COBA Graduate Programs Office for review and transmittal to the Graduate School.

The student deviates from the formal degree plan at his/her own risk. This is not intended to prevent the student from taking courses beyond the degree plan with the PhD Coordinator's permission.

- .30** The course work in the major area is designed to provide students with knowledge and training that will permit them to pursue academic careers at leading universities. A reading list for each course will consist of seminal articles and current research in the area.

080.00 RESIDENCY REQUIREMENT

- .05** During the course work every student is required to complete a minimum residency requirement consisting of two consecutive semesters with a minimum course load of nine hours each semester. This can consist of Spring and Fall, Fall and Spring, Spring and Summer, or Summer and Fall, with the Summer counting as a single semester.
- .10** The pre-dissertation research hours (6940/6910) and the dissertation hours (6950) cannot count towards the residency requirement.

090.00 QUALIFYING EXAMINATION

- .05** Each student must pass a written and oral qualifying examination. After completion of all courses in the degree plan, and in preparation for the qualifying examination, the student may register for 6910. The student must have been recommended by the Chairperson of the student's appropriate departmental committee and have been certified as eligible by the COBA Graduate Programs Office. The form (**FORM G**) should be filed via the major area PhD Coordinator.
- .10** WRITTEN QUALIFYING EXAMINATION. Each student is required to pass a written qualifying examination within one long semester after completion of course work over the major and minor area. The written qualifying examination will consist of at least two four-hour examinations. The minor examination may be taken prior to the completion of all course work.
- .15** The written qualifying examination will be scheduled and administered by the appropriate departmental committee, within the guidelines established by the COBA Doctoral Program Committee and academic departments. Questions for the written qualifying examination will be solicited from all members of the appropriate departmental committee and will cover both the major and minor area course work.

- .20** The PhD Coordinator will confer with the appropriate departmental committee to determine if the student passed the written qualifying examination. The Coordinator will notify the student of the result of the written qualifying examination. If the student does not pass the written qualifying examination, he/she will have failed the qualifying examination and will be notified by letter.
- .25** The results of the written qualifying examination will be reported to the Graduate Dean via the COBA Graduate Programs Office by the PhD Coordinator no later than one month from the date of the examination (**FORM H & I**).
- .30** If for some reason, the student has not completed all requirements for the PhD within three years from the time he/she passes the written qualifying examination, the candidate will be required to retake and pass the qualifying examination.
- .35** ORAL QUALIFYING EXAMINATION. Each student is required to pass an oral qualifying examination, within 90 days after successful completion of written qualifying. The oral qualifying examination will be scheduled and administered by the student's appropriate departmental committee within the guidelines established by the COBA Doctoral Program Committee and the academic departments.
- .40** The Chairperson of the student's appropriate departmental committee will report the results of the oral qualifying examination to the PhD Coordinator of the student's major area. The Coordinator will then notify the COBA Graduate Programs Office, who will notify the student by letter of the overall results of the qualifying examination. If the student does not pass the examination, he/she will be advised to contact his/her appropriate departmental committee Chairperson or PhD Coordinator.
- .45** The results of the oral qualifying examinations will be reported to the Graduate Dean via the COBA Graduate Programs Office by the PhD Coordinator no later than one month from the date of the qualifying examination (**FORM J**).
- .50** EXAMINATION RESULTS. The student can **PASS**, **PASS CONDITIONALLY**, or **FAIL** the oral and/or written qualifying examination(s). Only if the student passes both examinations may he/she be admitted to candidacy. If the student **PASSES CONDITIONALLY** he/she must resolve those deficiencies deemed by his/her appropriate departmental committee to have prevented an unconditional **PASS**. Once the deficiency requirements are met, the student will be considered to have an unconditional **PASS** and will not be required to retake any portion of the qualifying examination. All deficiency requirements must be resolved within one calendar year; otherwise, the **PASS CONDITIONALLY** will automatically be changed to a **FAIL**.
- .55** If a student fails the oral and/or written qualifying examination(s) on the first attempt, the PhD Coordinator will inform the student of the reasons for the failure. The student's appropriate departmental committee will then meet with the student to formulate and document a program of study designed to prepare the student to re-take the failed examination(s). **FORM D** and supporting documentation will be filed with the COBA Graduate Programs Office. Upon satisfactory completion of his/her remedial program of study, the student's appropriate departmental committee will certify to the PhD

Coordinator that the student is ready to re-take the failed examination(s). The examination(s) must be re-taken within twelve months. **FORM J** also must be filed in the student's master file, with the major area PhD Coordinator, and/or the major professor.

- .60** In the event that the student fails the oral and/or written qualifying examination(s) a second time or fails to re-take the exam(s) within twelve months, the PhD Coordinator, after notifying the student's appropriate departmental committee and the Chairperson of the Department, will recommend to the COBA Graduate Programs Office and to the Dean of the Graduate School of the University that the student be withdrawn from the Doctoral Program in Business Administration. (Use FORMS C & D for documentation).

100.00 CANDIDACY

- .05** The student is admitted to candidacy when all course work other than the pre-dissertation research and dissertation research has been completed and the written and oral qualifying examinations have been passed.
- .10** Doctoral students must maintain continuous enrollment subsequent to passing the qualifying examination for admission to candidacy. The student must register in 6940 subsequent to passing the qualifying examination.
- .15** When the student is admitted to candidacy, the appropriate departmental committee is dissolved and a Dissertation Committee is formed. In the event that a committee is not formed, the appropriate departmental committee will serve as the default committee and the PhD Coordinator will serve as chair. The Dissertation Committee consists of a major professor, who assumes primary responsibility for the dissertation, serves as chairperson of the Dissertation Committee, and is selected from the Graduate Faculty of the student's major area. This chairperson must be a Category III Doctoral Mentor Faculty. Two or more members are selected in consonance with the dissertation requirements from Category III or Category II Graduate Faculty members. At least one member must be from another doctoral program other than the student's major. Faculty may be added if they possess special expertise needed by the committee. While the student may recommend to the department the composition of the committee, the selection will be made by the department in accordance with established departmental procedures (e.g. which may include a departmental requirement of an outside college member). The major area PhD Coordinator submits the recommendations to the COBA Graduate Programs Office. The Director verifies appropriate qualifications and notifies the Dean of the Graduate School, of the formation of the candidate's Dissertation Committee (**FORM K**).

110.00 DISSERTATION PROPOSAL

- .05** Work in 6940 will be supervised by the Chair of the Dissertation Committee and is intended to provide the student with the background necessary to defend a research proposal. The courses, therefore, are primarily directed research into potential areas. Manuals describing acceptable style are on file in the Office of the Graduate Dean.

- .10** Upon approval of his/her Dissertation Committee, a dissertation proposal defense may be scheduled after completion of a minimum of six hours of pre-dissertation (6910/6940). A total of twelve hours of 6910/6940 is required; however if deemed necessary by the Dissertation Committee, a student may be required to take more.
- .15** The student is responsible for requesting the proposal defense be scheduled, which is accomplished by filing **FORM L** with the Chair of his/her Dissertation Committee. The Dissertation Committee will set the time and place of the defense, after consultation with the PhD Coordinator and the COBA Graduate Programs Office. The members of the Dissertation Committee should have copies of the proposal or dissertation at least three weeks prior to scheduling a defense. Form L, electronic and hard copies of the Abstract and the Proposal or Dissertation must be given to the Graduate Programs Office (229) (DPC 11/05/03) in a timely manner so the defense can be announced two weeks in advance by memorandum to the COBA Faculty and doctoral students and reserve a room. The announcement will include: (1) the name of the candidate, (2) the candidate's major area, (3) the date, time and place of the defense, (4) the title of the proposed dissertation, (5) names of the dissertation advisory committee members, and (6) a one or two page abstract of the proposal. The Chair of the Dissertation Committee will make copies of the proposal available to all interested faculty and doctoral students.
- .20** The abstract must include a statement of the problem and a description of the research methodology. The abstract will conform to the standard format approved by the COBA Doctoral Program Committee. A description of this format is available from the COBA Graduate Programs Office (**FORM M**).
- .25** All faculty and doctoral students in the College of Business Administration are encouraged to take an active part in the proposal defense.
- .30** After the defense, the dissertation proposal should be revised by the candidate to reflect suggestions made by the faculty. A final draft should be prepared for review and approved by the candidate's Dissertation Committee. **FORM N** will then be sent to the Graduate Dean's Office.
- .35** Once the proposal has been approved, the candidate may enroll for the remaining 6940 course hours prior to or concurrently with the 6950 dissertation hours.
- .40** The candidate should retain a signed copy of the dissertation proposal in his/her personal records.

120.00 DISSERTATION

- .05** A student must enroll in 6950 for a minimum of three credit hours during each long semester until the dissertation has been accepted by the Dean of the Graduate School. Registration in at least one summer session is required if the student is using university facilities and/or faculty time during that summer session. Failure to maintain continuous enrollment will either invalidate any previous dissertation credit or will result in the student being dropped from the degree program unless granted an official leave of absence by the Graduate Dean for medical or other exceptional reasons.
- .10** When the candidate's Dissertation Committee agrees that the dissertation is ready for defense, the student will work with his/her Dissertation Chair and the major area PhD Coordinator to schedule the defense. The defense is then announced two weeks in advance by memorandum to the COBA Graduate Faculty and doctoral students. The announcement will include: (1) the name of the candidate, (2) the candidate's major area, (3) the date, time and place of the defense, (4) the title of the dissertation, (5) names of the dissertation advisory committee members, and (6) a one or two page abstract of the dissertation. The defense will be conducted in accordance with policies and procedures established by the Graduate School of the University, the COBA and the candidate's major area. The candidate is advised to check with these offices to obtain official information concerning these policies and procedures. A form requesting the oral defense (**FORM O**) should be filed with the Graduate School via the PhD Coordinator and the COBA Graduate Programs Office.
- .15** The COBA Graduate Programs Office must receive a copy of the dissertation at least two weeks prior to the defense.
- .20** At the time of filing for final defense the PhD student is required to submit a current electronic vita to be retained in the student's file (see Standardized Resume, **FORM P**).
- .25** After the candidate successfully defends the dissertation, the Dissertation Committee chairperson should complete and file the Report of the Final Comprehensive Examination (Sample Only attached, may not be copied for use - this form is generated by the Graduate School) for the Doctor's Degree with the Graduate School Office via the major area PhD Coordinator and the COBA Graduate Programs Office. The dissertation is not completed until it has been approved by the candidate's Dissertation Committee and accepted by the Graduate School of the University.

**COLLEGE OF BUSINESS ADMINISTRATION
Supplementary Information Sheet
FORM A**

Date Submitted _____

Name Student ID number

To assist us in assembling your file and routing it to the correct department, we need to have the following information:

I. Three Doctoral Applicant Evaluation Forms (FORM A-1): Please provide the following information for each of the three persons submitting evaluations:

	Name	Title	Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

II. Indicate your proposed major area (check one):

- | | |
|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Management |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> Operations Management Science |

III. A statement of purpose (approximately 200 words) setting forth your reasons for pursuing doctoral study, personal objectives and career plans.

IV. A current vita.

V. How or where did you hear about our PhD program?

Please mail this information to this address as soon as possible.

**Graduate Programs Office
College of Business Administration
P.O. Box 311160, UNT
Denton, TX 76203-1160**

COLLEGE OF BUSINESS ADMINISTRATION
Doctoral Applicant Evaluation Form
FORM B

Applicant's Name (print or type) _____
Last First Middle

In order to encourage the evaluator to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the selection process.

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

Signature: _____ Date: _____

Evaluator: _____
(Print Name)

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

What reference group are you using in these comparisons? _____

For each criterion below, please check the appropriate box.

	Exceptional	Above Average	Average	Below Average	No Information
Intellectual Ability					
Writing Ability					
Speaking Ability					
Academic Preparation					
Motivation					
Maturity					
Leadership Ability					
Classroom Presentation Skills					
Quantitative/Research Skills					

FORM B (cont'd)

Please provide comments that can assist in forming an overall evaluation of the candidate's abilities, potential and character.

If we have questions, may we contact you by phone? (Yes) (No) Ph. () _____

Signature: _____ Date: _____

Title: _____

Organization or Institution: _____

Address: _____

_____ City State Zip

Please forward the completed form directly to:

**Graduate Programs Office
College of Business Administration
University of North Texas
P.O. Box 311160
Denton, Texas 76203**

**COLLEGE OF BUSINESS ADMINISTRATION
PhD Progress Report
FORM C**

Date:

Name:

Address:

Dear _____:

The following report highlights your progress in the PhD Program as of this date. It is your responsibility to ensure you are familiar with all policies governing your progress. If you have any questions, please contact the Graduate Programs Committee.

PHASE	STATUS ¹	TERM / YEAR
Course work		
Qualifying Exams		
Dissertation		

(This space will be used for any special instructions if needed).

Thank you.

Sincerely,

Dissertation Chair (if applicable) Date

PhD Coordinator Date

Department Chair Date

¹To be recorded as Satisfactory, Unsatisfactory, Probation, or Removal from program.

**COLLEGE OF BUSINESS ADMINISTRATION
Student Counseling Form
FORM D**

On _____ a counseling session was held with
Date

Student's Name

Student ID No.

concerning the difficulty he/she has encountered in the program. To wit,

The student has been informed of the consequences of this problem and acknowledges that further difficulty could result in the following:

Signature:

Student

Date

PhD Coordinator

Date

Department Chair

Date

Additional comments:

Action taken (if necessary): _____ **Probation** _____ **Removal**
(Submission of this form from the department may be used as authorization to write removal letter from program).

Request for Exceptions:

COLLEGE OF BUSINESS ADMINISTRATION

**PhD Leave of Absence Approval
FORM E**

TO: COBA Associate Dean of Graduate Studies

**CC: Graduate Dean
Toulouse School of Graduate Studies**

Student's Name

Student ID number

has been approved for a leave of absence from the doctoral program for the following semester(s)

Reason:

Dissertation Chair (if applicable)

Date

PhD Coordinator

Date

Department Chair

Date

Approved:

COBA Associate Dean of Graduate Studies

Date

COLLEGE OF BUSINESS ADMINISTRATION
Doctor of Philosophy Degree Program
FORM F

Name: _____ ID _____

Permanent Address: _____
Street & No. City State

Degree Held:

1. Bachelors (BS, BA, etc.) _____ Institution _____

Date Received _____

Major _____ No. Semester Hours _____

Minor _____ No. Semester Hours _____

2. Masters _____ Institution _____

Date Received _____

Major _____ No. Semester Hours _____

Minor _____ No. Semester Hours _____

Major area _____ Research Track _____

Residence Requirement Met: Yes _____ No _____ Date _____

SUMMARY OF CREDITS PROPOSED FOR THE DOCTORAL PROGRAM

Foundation Courses _____ 9 _____ Semester hours

Major area: _____ Semester hours

Minor Area: _____ Semester hours

Research Track: _____ 12 _____ Semester hours

Pre-dissertation Research: _____ 12 _____ Semester hours

Dissertation: _____ 12 _____ Semester hours

TOTALS: _____ Semester hours

PROGRAM APPROVAL:

1. Chairman _____ Date _____

2. Committee Member _____ Date _____

3. Committee Member _____ Date _____

4. **PhD** Coordinator, Major Area _____ Date _____

COBA Associate Dean of Graduate Studies _____ Date _____

Dean, Graduate School _____ Date _____

**COURSE REQUIREMENTS
FORM F (cont'd)**

Foundation Courses	Sem. Hrs.	Grade	Date	Research Track Courses	Sem. Hrs.	Grade	Date
BUSI 6450	3				3		
BUSI 6100	3				3		
BUSI 6460	3				3		
					3		
Total Hours	9			Total Hours	12		
Major Area Courses	Sem. Hrs.	Grade	Date	Pre-Dissertation Research	Sem Hrs.	Grade	Date
				6940/6910	3		
				6940/6910	3		
				6940	3		
				6940	3		
Total Hours				Total Hours	12		
Minor Area Courses	Sem. Hrs.	Grade	Date	Dissertation	Sem. Hrs.	Grade	Date
				6950	3		
				6950	3		
				6950	3		
				6950	3		
				Total Hours	12		
Total Hours				Program Total Hours			

COLLEGE OF BUSINESS ADMINISTRATION
Application for Qualifying Examination
FORM G

TO: COBA Associate Dean of Graduate Studies (BA229)
College of Business Administration

It is recommended that the qualifying examination be scheduled for

Student's Name

Student ID No.

PhD Coordinator Date

TO: _____
PhD Coordinator

FROM: COBA Graduate Programs Office
College of Business Administration

_____ This student has furnished evidence of satisfactory completion of all course work requirements and is certified to take the qualifying examination.

_____ This student has not furnished evidence of satisfactory completion of all course work requirements and is not certified to take the qualifying examination.

Comments:

COBA Associate Dean of Graduate Studies Date

**COLLEGE OF BUSINESS ADMINISTRATION
Written Qualifying Examination Results (Major)
FORM H**

TO: COBA Associate Dean of Graduate Studies
College of Business Administration

FROM: _____
PhD Coordinator

Student's Name

Student ID No.

_____ has **passed the written qualifying examination** in _____

_____ has **failed the written qualifying examination** in _____

_____ has **passed conditionally*** the written qualifying examination in _____

Major area

*Deficiencies: _____

PhD Coordinator

Date

COLLEGE OF BUSINESS ADMINISTRATION
Written Qualifying Examination Results (Minor)
FORM I

TO: COBA Associate Dean of Graduate Studies
College of Business Administration

FROM: _____
Minor Area Coordinator

Student's Name

Student ID No.

_____ has **passed the written qualifying examination** in

_____ has **failed the written qualifying examination** in

_____ has **passed conditionally* the written qualifying examination** in

Minor Area

*Deficiencies: _____

Minor Area Coordinator

Date

cc: PhD Coordinator, Major Area

COLLEGE OF BUSINESS ADMINISTRATION
Oral Qualifying Examination Results
FORM J

Student's Name

Student ID No.

Committee:

Chair of Examination Committee

Observers:

_____ has **passed the oral qualifying examination** in

_____ has **failed the oral qualifying examination** in

_____ has **passed conditionally*** the oral qualifying examination in

*Deficiencies _____

Chair of Examination Committee

Date

PhD Coordinator

Date

**COLLEGE OF BUSINESS ADMINISTRATION
Designation of Dissertation Advisory Committee
FORM K**

Candidate _____ Student ID No. _____

Major area _____ Minor Area _____

Tentative title of paper or short description of area of research:

Recommended Committee: Chair _____

Committee Member _____ Committee Member _____

Committee Member _____ Committee Member _____

List member of the Graduate Faculty chosen from outside the candidate's major or Graduate Faculty from outside of College of Business Administration if required by the department.

<u>Name</u>	<u>Department</u>	<u>Area of expertise which makes this person particularly appropriate</u>
_____	_____	_____

Dissertation Chair Date PhD Coordinator Date

COBA Associate Dean of Graduate Studies Date

Designation by Graduate Dean: _____

Dean of the Graduate School: _____

**COLLEGE OF BUSINESS ADMINISTRATION
Request for Dissertation Proposal Defense
FORM L**

TO: COBA Associate Dean of Graduate Studies

FROM: PhD Coordinator

Please schedule a dissertation proposal defense for _____

whose major area is _____. The candidate's proposal title

is _____

An abstract of the proposal is attached.

A suggested date is _____ at _____ in

Date

Time

Place

Signature:

Dissertation Chair

Date

Ph. D. Coordinator

Date

COLLEGE OF BUSINESS ADMINISTRATION
Dissertation Proposal Abstract Format
FORM M

TITLE

- I. Introduction
 - A. Statement of the problem
 - B. Purpose of the study

- II. Theoretical Framework, Research Design and Methodology

- III. Summary

NOTE: Abstract should not exceed two pages

The most current format can be found at www.tsgs.unt.edu/graduation_process/index.htm .

**COLLEGE OF BUSINESS ADMINISTRATION
Notice of Acceptance of Dissertation Proposal
FORM N**

(To be completed at the time student's proposal has been accepted by the appropriate departmental committee. Please send to the Graduate Dean's Office immediately upon signature).

Student's Name _____ Student ID No. _____

Major area _____ Minor _____

Tentative Title of
Dissertation _____

This student has presented to the undersigned a proposal for a dissertation. We have examined it and certify that it appears to represent acceptable significance, design, and quality so that the student may proceed to develop it into a dissertation. If a formal hearing was held, this certifies also that the student passed the hearing.

Signatures of appropriate departmental committee

Dissertation Chair	Date	Committee Member	Date
Minor Professor	Date	Committee Member	Date
Committee Member	Date	Committee Member	Date

All students undertaking a dissertation involving the use of human subjects in any way as a source of data must first receive clearance from the Institutional Review Board on Human Subjects (IRB). The proper form for requesting clearance can be obtained from the Office of Research and Academic Grants (Administration Building Room 310). The student should not proceed to collect data until clearance is received.

The major professor should answer the applicable statements below:

1. This research will use human subjects as a source of data?
Yes _____ No _____

2. If yes to #1, the student has filed the "Use of Human Subjects" request form in the Office of Research and Academic Grants?
Yes _____ No _____

Note: If no to #2, the student should not proceed to collect data until the form is filed and the IRB grants clearance.

PhD Coordinator Date

COLLEGE OF BUSINESS ADMINISTRATION
Request for Scheduling of Final Comprehensive Examination for the Doctor's Degree
FORM O

Instructions: This form is furnished to the candidate for the doctorate at the time the candidate is prepared for the final examination on the dissertation and allied subject matter. This form must be returned to the COBA Graduate Programs Office and a copy submitted to the Toulouse School of Graduate Studies, bearing the signatures of all committee members, at least two weeks prior to the date of the examination. The date and time of the examination is determined at the mutual convenience of the student and all committee members. It is the responsibility of the student to gain the consent of all members for the examination, and to provide each member with a reading copy of the dissertation.

Candidate's name :

Degree sought: _____ Major area: _____ Minor(s):

Specialization: _____

Documents required:

Abstract _____ (date) **Reading Copy** _____ (date) **Exit Vita (Form P)** _____ (date)

Tentative examination date: _____ Time: _____ Place: _____

Committee Members: We, the committee members whose signatures appear below, have read the candidate's dissertation, and believe that it is sufficiently developed to hold the final comprehensive examination of this candidate on the date requested.

PhD Coordinator: _____
(Printed Name) *(Signature)* *Date*

Dissertation Chair: _____
(Printed Name) *(Signature)* *Date*

Minor Professor: _____
(Printed Name) *(Signature)* *Date*

Members:

Date *Date*

Date *Date*

FORM P
PHD STUDENT VITA AND BIOGRAPHICAL DATA SHEET (FALL _____)
(THIS INFORMATION IS FOR WEB POSTING & PUBLIC DISCLOSURE)

Name

**Department of
College of Business Adm.
University of North Texas
Denton, Texas 76203**

Mailing Address
(for public disclosure)

Office
Phone:

Fax:

Email:

Education: (Highest Degree First):

Year	Degree	Major	Institution
------	--------	-------	-------------

Academic Experience: (List Classes Taught in Each Position)

Beginning Date- Ending Date	Position	Organization	Location
--------------------------------	----------	--------------	----------

Professional/Student Activities: (List in Reverse Chronological Order)

Membership in Professional/Student Organizations:

Professional Experience:

Student Activities:

Offices and Committee Assignments in Professional/Student Organizations:

Additional Responsibilities and Other Activities:

Consulting:

Honors:

Areas of Expertise:

Grants & Contracts:

Beginning Date- Ending Date	Title	Agency	Amount
--------------------------------	-------	--------	--------

Publications & Creative Activities (List in chronological order):

List publications, recitals, performances, art shows, productions, displays, etc. Separate by heading. Separate refereed/juried etc., from non-referred or non-juried under each heading. Separate books, chapters, articles, proceedings, other publications. Use accepted bibliographic style of your discipline. Multiple authored works should be listed as they appear in the publications.

Abstracts, Proceedings & Papers Presented: (Include presenters, title, meeting, place, and date. In parentheses, indicate if referred/invited.)

Working Papers & Work In Progress:

Other:

COLLEGE OF BUSINESS ADMINISTRATION
Filing Instructions for Electronic Documents
FORM Q

*The most updated version of this page is located at
http://www.tsgs.unt.edu/graduation_process/index.htm*

In the filing envelope (provided to you by the Toulouse School of Graduate Studies), file the following things:

1. The Electronic Document Filing Form, – signed, dated, and availability option circled.
2. ProQuest/UMI Agreement (not applicable to problems in lieu of thesis documents)
3. 1 paper copy of document..
4. 1 paper copy of abstract.
5. Floppy disk, CD or Iomega®* disk with...
 - a. 1 PDF file of document
 - b. 1 PDF file of abstract
 - c. 1 word-processing file of abstract
6. Copies of any permission letters obtained for use of third-party copyrighted material. Copies can be either paper or electronic. If requests have been made but permissions not yet received, please include a copy of the request(s).

Important: It is the student's responsibility to replace the request(s) with confirmed permissions prior to deadline for final approved document submission.

3. A print copy of your abstract initialed by your major professor.
4. Additional print copies of your abstract and title page, clipped together to accompany the microfilm agreement. Follow the model title page shown next, or ask Jill Waite (Ext 4933) for a copy of the page template.

* Iomega Corporation, www.iomega.com

University of North Texas
The Robert B. Toulouse School of Graduate Studies
Electronic Document Filing Form
FORM Q-1

Fill out this form and file it in the filing envelope. Filing envelope must also include: (a) PDF of DEFENDED dissertation, thesis, or problem in lieu of thesis document, as well as a PDF of abstract, plus word-processing file of abstract (3 files total); and (b) single paper copy of document and abstract.

Student name: _____ ID#: _____

Email address (Eagle Mail): _____

Degree (circle one): MA MFA MM MS DMA EDD PhD Other: _____

College/Department: _____ Major: _____

Document type (circle one): dissertation thesis Problem in lieu of thesis

Document title: _____

Keywords (at least 3): _____

Agreement:

I hereby certify that I am submitting the document approved by my advisory committee. I also certify that, if appropriate, I have obtained written permission from the owner(s) of each third party copyrighted matter included in my dissertation, thesis or problem in lieu of thesis, allowing distribution as specified below, and that I have attached all such permissions to this filing form.

Under the conditions specified below, I hereby grant to the University of North Texas and its agents (UNT) the non-exclusive license to archive and make accessible my dissertation, thesis, or problem in lieu of thesis, in whole or in part, in all forms of media, now or thereafter known. I retain all ownership rights to the copyright of the thesis, dissertation, or problem in lieu of thesis. I also retain the right to use all or part of this thesis, dissertation, or problem in lieu of thesis in future works.

I hereby agree that my document may be placed in the UNT electronic thesis and dissertation repository and made available via the Internet for reading and/or downloading according to one of the following conditions or sets of conditions (circle number of choice):

1. Release the entire work immediately for unrestricted access worldwide.
2. Restrict the entire work for use by UNT students, faculty, and staff, and by on-campus visitors who have access to a UNT machine (including patrons of the libraries).

I hereby certify that this Agreement is between UNT and myself only, and no implied or explicit contract with the dissertation/thesis publisher (ProQuest, formerly known as UMI) is created as a result of this Agreement.

My signature indicates my understanding and agreement to all terms specified.

Signature

Date

(This form is generated by the Graduate School only after student has filed for graduation.)

DEPT: BUSI

ATTN: Konni Stubblefield/BA 229

DATE:

UNIVERSITY OF NORTH TEXAS
Toulouse School of Graduate Studies
Report of the Final Thesis/Dissertation Defense
for the Master's/Doctor's Degree

To be completed AT the defense OR upon final approval of the defended thesis/dissertation. This form should precede or accompany the paper when it is filed with the Graduate School.
NO OTHER FORMAT WILL BE ACCEPTED - DO NOT REUSE

Candidate Name: First Name Last Name SS#: ID#

Degree: PhD Major: Minor:

Date of Defense: _____

Decision of the Committee: _____

(Write "Pass" or "Fail" or "Adjourn")

Signatures below attest that the dissertation, thesis, or problem-in-lieu-of-thesis has been approved for filing in the Graduate School. All committee members must sign. Departmental representative and/or deans may sign according to the custom of the department, college or school.

Signing Examination Chair (sign and print)

Signing Major Professor (sign & print)

Signing Department Chair (sign and print)

Signing Program Coordinator (sign & print)

Dean of College or School (sign & print)

All members of the committee must sign and print names below:

Co-Major Professor _____

Minor Professor _____

Member _____

Member _____

Member _____

Member _____

***** PLEASE SIGN NAME IN APPROPRIATE SPACE AND ALSO LEGIBLY PRINT NAME*****