



# UNIVERSITY *of* NORTH TEXAS

College of Business Administration

## HANDBOOK *for* DOCTORAL STUDENTS

An updated version will be available Fall 2005

Approved by  
COBA Faculty on  
February 13, 2004.

An electronic copy of this is available at: <i://COBA Information/Committees/Doctoral Program Committee/Doctoral Handbook>)

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# HANDBOOK FOR DOCTORAL STUDENTS

(Revised 02/13/04)

## 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 (as required) to 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. (*See 40.20 below*)

Contact Information:

*Toulouse School of Graduate Studies*  
**Graduate Admissions Office**  
*P O Box 105459*  
*Denton, TX 76203*  
*940-565-2636*  
*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. See 040.25 below for address.

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 A-1**)
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](mailto:stubblef@unt.edu)  
Ph: 940-565-8977  
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 indicates that they have a strong likelihood of success in the Ph.D. program. Unconditional admission requires that a student equal or exceed the following:

1. A minimum of 1250 admission points determined by the formula,  
  
GPA (2.8 minimum undergraduate) X 200 + **GMAT** (550 minimum) with at least a 40th percentile on the verbal portion or  
(Approved 4/19/02)

2. A minimum of 1950 admission points determined by the formula,  
GPA (2.8 minimum undergraduate) X 200 + **GRE** (1270 minimum - combination of verbal and quantitative scores only). A minimum of 400 on the verbal portion of the GRE is required.

**.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 in one of two ways. First, a student admitted to candidacy upon passing the qualifying examinations is automatically raised to Category I status. Second, a student may retake the appropriate admission examination and score high enough to meet Category I status.
- .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 on the COBA Admission Form (**FORM B**) whether the student is Approved for Admission, Denied Admission (with reason) or Recommended for Provisional Admission (Category II) and return the completed form to the COBA Graduate Programs Office, BA 229.
- .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 30 days in which to respond to the admission offer. An applicant's failure to accept an offer within thirty 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 in the amount of \$16,000 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 one full-time doctoral student in each PhD discipline each year, for three years, (assumes admissions every other year) in the amount of \$1,000. The scholarship qualifies doctoral students to pay in-state tuition for the 1<sup>st</sup> 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.

**For information on other available fellowships/scholarships, please contact the Graduate Programs Office, Graduate Advising Office 229, College of Business Administration, UNT, P.O. Box 311160, Denton, Texas 76203, (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 <sup>nd</sup> 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 more than three “W” grades 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

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. In addition, all students must demonstrate a calculus proficiency.

**.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) (DPC 10/29/03; FM 2/13/04)
- Computer competency – *As determined by the Department.* (DPC 10/29/03; FM 2/13/04)

**.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 doctoral hours. This policy will apply to all graduate students who have taken more than 99 doctoral 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 Assistantship/Teaching Fellowship (TA/TF) Load Specifications - Teaching loads in conjunction with course enrollment may not exceed 18 hours in Fall or Spring. The required minimum load of academic work for TA/TF(s) in the Fall or Spring is six hours, but can be reduced to three while working on the thesis or dissertation providing all other course requirements are met. [Policy 15.1.27 as change 6/99]

### Graduate Fellowship (GF) Load Specifications -

Graduate students who hold a fellowship (scholarship), must be enrolled in a minimum of 9 semester credit hours (SCH) during the long terms and three semester credit hours during summer terms during the term they hold an appointment. [Policy 18.3.13 change issued 6/28/99]

These TA/TF and GF minimums apply to positions supported by state, federal, and private sources of funds. Departments may set higher requirements. A load greater than 12 semester hours must be approved in advance by the Dean of the Graduate School. [Policy 18.3.13 change issued 6/28/99]

Upon written recommendation of the College/School Dean and approval of the Dean of the Graduate School, the minimum registration limit may be reduced to three semester hours for the long term for both TA/TF and GF students. This load reduction is applicable to students who have filed an approved degree plan, have completed all course work, and are either ready to take the qualifying exam and/or register for dissertation. (Approved by the Deans Council, September 1986)

## **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)		
<b><i>Accounting</i></b>	<b><i>Finance</i></b>	<b><i>Information Systems</i></b>	<b><i>Management Science</i></b>	<b><i>Management</i></b>	<b><i>Marketing</i></b>
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. (Changes Approved 11/2/01)

1<sup>st</sup> Year

2<sup>nd</sup> Year

	1 <sup>st</sup> Long Term	2 <sup>nd</sup> Long Term	1 <sup>st</sup> Summer (10-13 wks)	3 <sup>rd</sup> Long Term	4 <sup>th</sup> Long Term	2 <sup>nd</sup> 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	48 hrs

3<sup>rd</sup> Year

4<sup>th</sup> Year

	5 <sup>th</sup> Long Term	6 <sup>th</sup> Long Term	3 <sup>rd</sup> Summer (10-13 wks)	7 <sup>th</sup> 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)	21-27 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 with the Degree Plan Substitution Form (**FORM G**). 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 change request, after approval by the Dean of the Graduate School, will be returned to the department. (One copy will be filed, and one copy will be given to the student).

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 H**) 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 I & I-1**).
- .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 successfully 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 J** must be filed in the student's master file, with the major area PhD Coordinator, and/or the major professor. 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 six months.
- .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 six 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 member. Other 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 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. UNT Policy Manual, Volume III, 18.1.20.
- .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**

Date Submitted \_\_\_\_\_

---

Name \_\_\_\_\_ SS No. \_\_\_\_\_

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.	_____	_____	_____
4.	_____	_____	_____

**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"/> 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.

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

**FORM A**

**COLLEGE OF BUSINESS ADMINISTRATION  
Doctoral Applicant Evaluation Form**

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 A-1**



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**

**FORM A-1 (cont'd)**

**COLLEGE OF BUSINESS ADMINISTRATION - Admission Form**

**TO:** \_\_\_\_\_ **Desired Semester:**

**DEGREE PROGRAM:** ACCT FIREL **BCIS/ITDS** **MSCI/ITDS** MGMT MKTG Fall \_\_\_\_\_

**FROM:** COBA Graduate Programs Office/BA 229 Spr \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ Sum \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

Attached is the complete application of the above referenced student for admission to our doctoral program with a major area in your department. Please return this form appropriately marked, at your earliest convenience.

\_\_\_\_\_ This student **DOES** meet admission standards of the College of Business Administration.

\_\_\_\_\_ This student does **NOT** meet admission standards of the College of Business Administration.

\_\_\_\_\_ GRE Verbal: \_\_\_\_\_ % Date of Test: \_\_\_\_\_

\_\_\_\_\_ GMAT Quant: \_\_\_\_\_ %

TOTAL: \_\_\_\_\_ FORMULA Total: \_\_\_\_\_

**DEPARTMENTAL RECOMMENDATION:**

\_\_\_\_\_ **APPROVE** admission \_\_\_\_\_ Initial **Funding** Available \_\_\_\_\_ **NOT** funded.

\_\_\_\_\_ Graduate Faculty strongly recommends consideration for **PROVISIONAL** admission by COBA DPC. \_\_\_\_\_ Initial **Funding** Available \_\_\_\_\_ **NOT** funded.

\_\_\_\_\_ **DENY** admission. REASON \_\_\_\_\_

- |                                      |                            |                      |
|--------------------------------------|----------------------------|----------------------|
| 1. Competitive Program               | 3. Low Test Score          | 6. Low Formula Score |
| 2. Program Full-All Places Filled    | 4. Low Verbal Score        | 7. No Masters        |
| <i>Verbiage for added paragraph:</i> | 5. Low Test & Verbal Score | 8. Weak Portfolio    |

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date (X) \_\_\_\_\_  
Ph. D. Coordinator's signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date (X) \_\_\_\_\_  
Department Chair's signature

Processor Initials: \_\_\_\_\_

**FORM B**

**COLLEGE OF BUSINESS ADMINISTRATION  
PhD Progress Report**

**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 <sup>1</sup>	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**

**FORM C**

---

<sup>1</sup>To be recorded as Satisfactory, Unsatisfactory, Probation, or Removal from program.

**COLLEGE OF BUSINESS ADMINISTRATION  
Student Counseling Form**

On \_\_\_\_\_ a counseling session was held with \_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
SS 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:

FORM D



**COLLEGE OF BUSINESS ADMINISTRATION**

**Doctor of Philosophy Degree Program**

Name: \_\_\_\_\_ SSN \_\_\_\_\_ 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 Graduate Programs Office  
College of Business \_\_\_\_\_ Date \_\_\_\_\_

Dean, Graduate School \_\_\_\_\_ Date \_\_\_\_\_

**FORM F**

**COURSE REQUIREMENTS**

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

**FORM F (cont'd)**

**COLLEGE OF BUSINESS ADMINISTRATION**  
**University of North Texas**  
**PhD/MBA/MS Degree Plan Substitution**

**THIS CARBONATED FORM IS AVAILABLE FROM YOUR PHD COORDINATOR  
AND/OR THE COBA Graduate Programs Office OFFICE (BA 229)**

University of North Texas  
**PHD / MBA / MS DEGREE PLAN SUBSTITUTION**

**To:** Dean of the Graduate School  
**From:** Associate Dean, College of Business Administration

On the degree plan of \_\_\_\_\_ SS No. \_\_\_\_\_  
please make the following substitutions:

_____	for	_____	for	_____	
Prefix & Number		Prefix & Number		Prefix & Number	Prefix & Number
_____	for	_____	for	_____	
Prefix & Number		Prefix & Number		Prefix & Number	Prefix & Number

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Ph.D. Coordinator (if applicable)                      Date

\_\_\_\_\_  
Advisor's Approval                      Date                      Associate Dean's Approval

*\*Note University regulations on level of work.*

**FORM G**



**COLLEGE OF BUSINESS ADMINISTRATION**  
**Application for Qualifying Examination**

**TO:** COBA Graduate Programs Office (BA229)  
College of Business Administration

It is recommended that the qualifying examination be scheduled for

\_\_\_\_\_

Student's Name SS 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 Graduate Programs Office Date

**FORM H**



**COLLEGE OF BUSINESS ADMINISTRATION**  
**Written Qualifying Examination Results (Minor)**

**TO:** COBA Graduate Programs Office  
College of Business Administration

**FROM:** \_\_\_\_\_  
Minor Area Coordinator

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
SS 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

**FORM I-1**



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

Candidate \_\_\_\_\_ SS No. \_\_\_\_\_

Major area \_\_\_\_\_ Minor Area \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Recommended Committee: Chairman \_\_\_\_\_

Committee Member \_\_\_\_\_ Committee Member \_\_\_\_\_

Committee Member \_\_\_\_\_ Committee Member \_\_\_\_\_

(Fac Approved Chg 10/10/03)

Other Members \_\_\_\_\_

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	Graduate Programs Office/Date
--------------------------	----------------------	-------------------------------

-----

Designation by GraduateDean: \_\_\_\_\_

Dean of the Graduate School: \_\_\_\_\_

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

**TO:** COBA Graduate Programs Office (BA 229)

**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

**FORM L**

**COLLEGE OF BUSINESS ADMINISTRATION  
Dissertation Proposal Abstract Format**

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 [http://www.tsgs.unt.edu/graduation\\_process/index.htm](http://www.tsgs.unt.edu/graduation_process/index.htm)

**FORM M**

COLLEGE OF BUSINESS ADMINISTRATION

Notice of Acceptance of Dissertation Proposal

(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 \_\_\_\_\_ SS No. \_\_\_\_\_ 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:

- This research will use human subjects as a source of data?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 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  
FORM N



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

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*

**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
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Academic Experience: (List Classes Taught in Each Position)

Beginning Date- Ending Date	Position	Organization	Location
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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:

**FORM P**

Honors:

Areas of Expertise:

Grants & Contracts:

Beginning Date- Ending Date	Title	Agency	Amount
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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**  
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DEPT: BUSI

ATTN: Debbie Jones/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\*\*\*\*\*

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