

College of Business

HANDBOOK *for* DOCTORAL STUDENTS

November 2015

<https://cob.unt.edu/phd>



UNT[®]

UNIVERSITY OF NORTH TEXAS™

A green light to greatness.

TABLE OF CONTENTS

010.00 GENERAL INFORMATION.....	4
020.00 PHILOSOPHY.....	4
030.00 OBJECTIVES.....	4
040.00 ADMISSION.....	4
050.00 SATISFACTORY PROGRESS.....	7
060.00 GENERAL REQUIREMENTS.....	10
070.00 DEPARTMENTAL COMMITTEE.....	12
Ph.D. PROGRAM IN BUSINESS.....	13
080.00 RESIDENCY REQUIREMENT.....	14
090.00 QUALIFYING EXAMINATION.....	14
100.00 CANDIDACY.....	16
110.00 DISSERTATION PROPOSAL.....	16
120.00 DISSERTATION.....	18
FORM A Supplementary Information Sheet.....	19
FORM B Doctoral Applicant Evaluation Form.....	20
FORM C Ph.D. Progress Report.....	22
FORM D Student Counseling Form.....	23
FORM E Ph.D. Leave of Absence Approval.....	24
FORM F Doctor of Philosophy Degree Program.....	25
FORM G Application for Qualifying Examination.....	26

FORM H	Written Qualifying Examination Results (Concentration)	27
FORM I	Optional or Preliminary Written Qualifying Examination Results	28
FORM J	Oral Qualifying Examination Results.....	29
FORM K	Designation of Dissertation Advisory Committee.....	30
FORM L	Request for Dissertation Proposal Defense.....	31
FORM M	Dissertation Proposal Abstract Format	32
FORM N	Notice of Acceptance of Dissertation Proposal	33
FORM O	Request for Scheduling of Final Comprehensive Examination for the Doctor's Degree.....	34
FORM P	Student Vita & Biographical Data Sheet	35
FORM Q	Filing Instructions for Electronic Documents.....	37
FORM Q-1	Electronic Document Filing Form	38
	Report of the Final Thesis/Dissertation Defense for the Master's/Doctor's Degree	39

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 (CoB) 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 Ph.D. program 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 and as part of our continuous improvement effort, is subject to change.

020.00 PHILOSOPHY

- .05 Doctoral study in Business 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 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, 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 and international students send completed application to the Toulouse Graduate School.
2. Official transcripts showing all previous college or university level work:
U.S. citizens and international students send their official transcripts to the Toulouse Graduate School.
3. Official GMAT or GRE:
Both *U.S. citizens* and *international students* must request their official test results be sent to the Toulouse Graduate School. 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.

Contact Information:

Graduate Admissions Office
1155 Union Circle, #305459
Denton, TX 76203
940-565-2636
gradadmission@unt.edu
(Eagle Student Services Building 354)

International Admissions Office
1155 Union Circle, #311067
Denton, TX 76203
940-565-2197
international@unt.edu
(Marquis Hall 105)

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

.20 ADMISSION TO THE COLLEGE OF BUSINESS You must be admitted to the Toulouse Graduate School at the University of North Texas. Your application for admission, if complete, is then forwarded to the College of Business. A Supplementary Information Sheet (**FORM A**) including the additional supporting documentation listed below is required. This information should be submitted at the same time 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
Office of Graduate Programs and Research
1155 Union Circle, #311160
Denton, TX 76203
phdcoba@unt.edu
Ph: 940-369-8491
Fax: 940-369-8978*

.30 Admission to the College of Business Ph.D. program is competitive with only a limited number of offers. The Graduate Faculty of the College of Business conduct a holistic assessment of each candidate's academic and professional background. Admissions can be closed at any date once capacity is reached.

.60 ADMISSION TO THE DEPARTMENT. Admission is based on a holistic view of a student's application including academic record, GMAT/GRE scores, work experience, letters of reference, and expressed statement of personal objectives. Only students who in the judgment of the Graduate Faculty of each concentration area, show high promise of academic achievement will be admitted. Admission offers are made on a competitive basis.

.65 The appropriate departmental committee will evaluate the student's application for admission on the basis of the department standards, and indicate to the CoB Office of Graduate Programs and Research, BLB 201 whether the student is Approved for Admission or Denied Admission (with reason).

.70 The CoB Office of Graduate Programs and Research 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 Ph.D. 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 and an academic department who wishes to transfer into a different concentration area must meet the admission requirements of the newly selected concentration area. A student desiring a transfer must request admission to the selected concentration area, in writing, via the Graduate School and the CoB Office of Graduate Programs and Research. Approval of his/her admission will be determined under the normal departmental admission requirements and procedures.

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

.85 FELLOWSHIPS/SCHOLARSHIPS AVAILABLE

The College of Business strongly encourages doctoral applicants to apply for all available fellowships/scholarships. The following websites lists fellowships/scholarships available through the University or the College:
<http://tsgs.unt.edu/future-students/fellowships-scholarships-grants-awards>
<https://cob.unt.edu/phd/funding>

.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 CoB Office of Graduate Programs and Research. Applicants must have a Masters' degree to be considered for funding in the form of an assistantship for the doctoral program.

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 concentration area, will be removed from the doctoral program. At the request of the department, the student will be notified in writing by the CoB Office of Graduate Programs and Research 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. A student’s progress will be monitored and evaluated each semester. **FORM C** will be filed in the case when a student’s progress is unsatisfactory.

The following is a statement of policy for determining satisfactory progress toward the Ph.D. degree. Satisfactory progress is determined, in part, by the following timelines 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 concentration area Ph.D. Coordinator will notify the student of his/her probationary status (**FORM D**) and will send a duplicate copy of the notice to the CoB Office of Graduate Programs and Research (BLB201) for the student's file. After receipt of notice of probationary status, the student is required to seek formal counseling with his/her Ph.D. Coordinator to discuss his/her doctoral program. Probationary students may not withdraw from any future courses without the consent of his/her Ph.D. 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 concentration area Ph.D. 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 CoB Office of Graduate Programs and Research. The CoB Office of Graduate Programs and Research will then write the student a letter indicating withdrawal from the program and notify the Toulouse Graduate School 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 as required by department. |
| 5. | Dissertation proposal approved | 2 long semesters after written qualifying exams. (This time frame |

may be extended to 3 long semesters by departments.)

- | | | |
|----|------------------------------|-------------------------------|
| 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 Ph.D. 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 Ph.D. 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 CoB 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 CoB Doctoral Program Committee may concur that removing the student is in the best interest of the student and the COB 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 Ph.D. 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 Ph.D. program.

- .30** A student that intends to withdraw from the program should submit a letter indicating their intent to withdraw to the major area Ph.D. Coordinator and the COB Office of Graduate Programs and Research.

060.00 GENERAL REQUIREMENTS

- .05** The program requirements for the Doctoral Program in Business 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:

Research Track	12 to 18 hours
Concentration and Minor Areas	27 to 33 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.

- .30** One of the following concentration areas may be selected: Accounting; Finance; Information Systems, Business Information Assurance, Management Science; Management; Marketing; and Logistics. A minimum of nine hours of course work designed solely for doctoral students will be included from the concentration area.
- .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 Ph.D. 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 may be extended to any graduate degree programs within and outside the College of Business and is not necessarily limited to a single academic discipline.
- .45** The two research tracks consist of 12 to 18 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 Ph.D. Coordinator. The two tracks are described below:

Research Track I (15 hours minimum)

BUSI 6450 Business Research Methods (3 hrs)
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 and Covariance Structure Modeling (3 hrs)

Research Track II (12 hours minimum)

ECON 5600 Mathematical Economics (3 hrs)
ECON 5650 Advanced Econometrics (3 hrs)
MSCI 6000 Theory & Application of Nonparametric Statistics (3 hrs)
Methodological Tool Electives (3- 9 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** The University of North Texas--and all other major state-assisted graduate universities in Texas--charges nonresident tuition to all graduate students who have attempted more than 99 hours in the doctoral program. This policy applies 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 CoB Office of Graduate Programs and Research.
- .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 CoB Director of Graduate Programs and Research 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 dissertation hours.

70.0 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 concentration area Ph.D. 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 Ph.D. 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 concentration area. The Chairperson must hold a Full Graduate Faculty Membership. The other members must hold either a Full Graduate Faculty Membership or an Associate Graduate Faculty Membership. Specific procedures are established by UNT and the College of Business for Graduate Faculty Membership appointments.
- .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 concentration area Ph.D. Coordinator will evaluate and process the requested degree program in accordance with the policy established by the department's Graduate Faculty.
- .20** PROCEDURE. The Ph.D. Coordinator of the student's concentration area will transmit a signed copy of the degree plan to the CoB Office of Graduate Programs and Research (BLB 201) 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 CoB Office of Graduate Programs and Research (BLB 201). Two copies will subsequently be returned to the department. (One copy will be filed, and one copy will be given to the student).

Ph.D. PROGRAM IN BUSINESS

Objectives: To develop a Ph.D. 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 CoB 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.

Ph.D. Concentration Areas: Accounting, Business Information Assurance, Finance, Information Systems, Management Science, Management, Marketing, and Logistics

The two research tracks consist of 12 to 18 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 the concentration area PhD coordinator.

Research Track I: 15 hrs minimum

- BUSI 6450 Business Research Methods (3 hrs)
- 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 and Covariance Structure Modeling (3 hrs)

Research Track II: 12 hrs minimum

- ECON 5600 Mathematical Economics (3 hrs)
- ECON 5650 Advanced Econometrics (3 hrs)
- MSCI 6000 Theory & Application of Nonparametric Statistics (3 hrs)
- Methodological Tool Electives (3 - 9 hrs)

Concentration (Accounting, Finance, Information Systems, Management Science, Management, Marketing, and Logistics) & Minor Areas: 27-33 hrs

Pre-dissertation: 12 hrs

Dissertation: 12 hrs

NOTES:

- ☐ Additional advanced graduate courses in the concentration 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 concentration area.

- .25** CHANGES TO THE DOCTORAL DEGREE PROGRAM. Changes should be requested by the Departmental Coordinator through the CoB Office of Graduate Programs and Research. The Ph.D. 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 CoB Office of Graduate Programs and Research for review and transmittal to the Graduate School.

The student who deviates from the formal degree plan does so at his/her own risk. However, this does not prevent the student from taking courses beyond the degree plan with the Ph.D. 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) and the dissertation hours (6950) cannot count towards the residency requirement.

090.00 QUALIFYING EXAMINATION

- .05** Each student must pass a qualifying examination, which is designed and administered per departmental requirements with the written and oral components varying by department. After completion of all courses in the degree plan, and in preparation for the qualifying examination, the student may register for 6940. With approval of the advisor and dean, students may enroll in 6940 prior to passing the qualifying exams in order to expedite their progress. The student must have been recommended by the Chairperson of the student's appropriate departmental committee and have been certified as eligible by the CoB Office of Graduate Programs and Research. The form (**FORM G**) should be filed via the major area Ph.D. 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 concentration areas. The written qualifying examination will normally consist of at least two four-hour examination(s).

- .15** The written qualifying examination will be scheduled and administered by the appropriate departmental committee, within the guidelines established by the CoB Doctoral Program Committee and academic departments. Questions for the written qualifying examination will be solicited from all members of the appropriate departmental committee.

- .20** The Ph.D. 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 CoB Office of Graduate Programs and Research by the Ph.D. Coordinator no later than one month from the date of the examination, **FORM H** for the major written qualifying examination. Departments may require examinations prior to the qualifying exam to evaluate a student's knowledge and progress during the first two years of coursework. **FORM I** may be used to document the student's progress.
- .30** If for some reason, the student has not completed all requirements for the Ph.D. 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. Students may petition the College of Business Doctoral Program Committee for a waiver.
- .35** ORAL QUALIFYING EXAMINATION. Per departmental policy, oral qualifying examinations are to be administered within 90 days after successful completion of major written qualifying examination. Departments have the option of determining the form and requirement for an oral examination for their concentration areas.
- .40** The Chairperson of the student's appropriate departmental committee will report the results of the oral qualifying examination to the Ph.D. Coordinator of the student's major area. The Coordinator will then notify the CoB Office of Graduate Programs and Research, 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 Ph.D. Coordinator.
- .45** The results of an oral qualifying examination will be reported to the Graduate Dean via the CoB Office of Graduate Programs and Research by the Ph.D. Coordinator no later than one month from the date of the qualifying examination (**FORM J**).
- .50** EXAMINATION RESULTS. A grade of either PASS or FAIL of the qualifying examination will be reported to the Graduate School. Per departmental policy, a student may receive a PASS CONDITIONALLY with deficiency requirements. All deficiency requirements must be resolved no later than within one semester following the examination, in which case a PASS is submitted to the Graduate School; 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 Ph.D. 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 CoB Office of Graduate Programs and Research. Upon satisfactory completion of his/her remedial program of study, the student's appropriate departmental committee will certify to the Ph.D. 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 Ph.D. 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 Ph.D. Coordinator, after notifying the student's appropriate departmental committee and the Chairperson of the Department, will recommend to the CoB Office of Graduate Programs and Research and to the Dean of the Graduate School of the University that the student be withdrawn from the Doctoral Program in Business. (Use **FORM C** & **FORM D** for documentation).

100.00 CANDIDACY

- .05** The student is admitted to candidacy when all course work other than any remaining pre-dissertation research (6940) and dissertation research has been completed and the 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 complete any remaining hours of 6940 subsequent to passing the qualifying examination(s).
- .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 Ph.D. 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 concentration area. This chairperson must hold a Full Graduate Faculty Membership. Two or more members are selected in consonance with the dissertation requirements. They must hold either a Full Graduate Faculty Membership or an Associate Graduate Faculty Membership. At least one member must be from outside the student's concentration area. 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 Ph.D. Coordinator submits the recommendations to the CoB Director of Graduate Programs and Research. The Director verifies appropriate qualifications and notifies the Dean of the Graduate School, of the formation of the candidate's Dissertation Committee (**FORM K**).

110.0 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 independent research hours (6940). A total of twelve hours of 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 Ph.D. Coordinator and the CoB Office of Graduate Programs and Research. 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 CoB Office of Graduate Programs and Research (BLB 201) in a timely manner so the defense can be announced two weeks in advance by memorandum to the CoB 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 CoB Doctoral Program Committee. A description of this format is available from the CoB Office of Graduate Programs and Research (**FORM M**).
- .25** All faculty and doctoral students in the College of Business 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 Ph.D. Coordinator to schedule the defense. The defense is then announced two weeks in advance by memorandum to the CoB 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 CoB 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 Ph.D. Coordinator and the CoB Office of Graduate Programs and Research.

- .15** The CoB Office of Graduate Programs and Research 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 Ph.D. 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 Ph.D. Coordinator and the CoB Office of Graduate Programs and Research. 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 – Ph.D. PROGRAM

**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 B): 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"/> Business Information Assurance
<input type="checkbox"/> Finance	<input type="checkbox"/> Marketing	
<input type="checkbox"/> Information Systems	<input type="checkbox"/> Management Science	<input type="checkbox"/> Logistics

III. A statement of purpose 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 Ph.D. program?

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

Graduate Programs and Research – BLB 201
UNT College of Business
P.O. Box 311160
Denton, TX 76203-1160
Phone 940-369-8491 / Fax 940-369-8978
Email: phdcoba@unt.edu

UNT
CoB PHD HANDBOOK
Revised: August 2015

COLLEGE OF BUSINESS - Ph.D. PROGRAM
Doctoral Applicant Evaluation Form
FORM B

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

Student ID No _____

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					

**COLLEGE OF BUSINESS - Ph.D.
PROGRAM 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 or No Ph. () _____

Signature: _____ Date: _____

Title: _____

Organization or Institution: _____

Address: _____

City State Zip

Please forward the completed form directly to:

**Office of Ph.D. Program and Research – BLB 201
College of Business
University of North Texas
1155 Union Circle, #311160
Denton, Texas 76203
Email: phdcoba@unt.edu**

COLLEGE OF BUSINESS - Ph.D. PROGRAM
Student Counseling Form
FORM D

On _____ a counseling session was held with
Date

Student's Name

Student ID Number

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

Ph.D. 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 - Ph.D. PROGRAM

**Ph.D. Leave of Absence Approval
FORM E**

**TO: Associate Dean for Graduate Programs and Research
College of Business**

**CC: Graduate Dean
Toulouse Graduate School**

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

Ph.D. Coordinator

Date

Department Chair

Date

Approved:

CoB Director of Ph.D. Program and Research

Date

**UNIVERSITY OF NORTH TEXAS
COLLEGE OF BUSINESS
Doctor of Philosophy Degree Program**

FORM F

Name: _____ Student ID#: _____ Date: _____

Mailing street address: _____ Zip Code: _____

Major Area: _____ Research Track _____

Previous Degree(s)	Institution	Year Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUMMARY OF CREDITS PROPOSED FOR THE DOCTORAL PROGRAM

Research Track	_____	Semester hours
Major/Concentration Area:	_____	Semester hours
Minor/Supporting Area:	_____	Semester hours
Pre-Dissertation Research:	_____	Semester hours
Dissertation Research:	_____	Semester hours
TOTALS:	_____	Semester hours

Research Track (I) Courses	Sem. Hrs.	Grade	Date	Research Track (II) Courses	Sem. Hrs.	Grade	Date
Total Hours				Total Hours			
Major/Concentration Area Courses	Sem. Hrs.	Grade	Date	Minor/Supporting Area Courses	Sem. Hrs.	Grade	Date
Total Hours				Total Hours			
Pre-Dissertation Research	Sem. Hrs.	Grade	Date	Dissertation Research	Sem. Hrs.	Grade	Date
Total Hours				Total Hours			
				Program Total Hours			

PROGRAM APPROVAL:

1. Ph.D. Coordinator, Major Area _____ Date _____
2. CoB Associate Dean _____ Date _____
3. Dean, Graduate School _____ Date _____

COLLEGE OF BUSINESS - Ph.D. PROGRAM

**Application for Qualifying Examination
FORM G**

TO: Associate Dean for Graduate Programs and Research
College of Business

It is recommended that the qualifying examination be scheduled for

Student's Name

Student ID Number

Ph.D. Coordinator

Date

TO: _____
Ph.D. Coordinator

FROM: College of Business Graduate Programs and Research

_____ 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:

CoB Associate Dean for Graduate Programs and Research

Date

COLLEGE OF BUSINESS - Ph.D. PROGRAM

**Written Qualifying Examination Results (Major/Concentration)
FORM H**

TO: Associate Dean for Graduate Programs and Research
College of Business

FROM: _____
Ph.D. Coordinator

Student's Name

Student ID Number

_____ 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: _____

Ph.D. Coordinator

Date

COLLEGE OF BUSINESS - Ph.D. PROGRAM

**Optional or Preliminary Written Qualifying Examination Results
FORM I**

TO: Associate Dean for Graduate Programs and Research
College of Business

FROM: _____
Minor Area Coordinator

Student's Name Student ID Number

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

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

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

Academic Area tested

*Deficiencies: _____

Minor Area Coordinator Date

cc: Ph.D. Coordinator, Major Area

COLLEGE OF BUSINESS - Ph.D. PROGRAM

**Designation of Dissertation Advisory Committee
FORM K**

Candidate _____ Student ID No. _____

Concentration Area _____ Minor Area _____

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

Recommended Committee: Dissertation Chair _____ Signature _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

Committee Member _____ Signature _____

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

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

Ph.D. Coordinator _____ Date _____

CoB Associate Dean for Graduate Programs and Research _____ Date _____

Designation by Graduate Dean: _____

Dean of the Graduate School: _____

COLLEGE OF BUSINESS - Ph.D. PROGRAM

**Request for Dissertation Proposal Defense
FORM L**

TO: CoB Director of Ph.D. Program and Research

FROM: Ph.D. Coordinator

Please schedule a dissertation proposal defense for _____

Student ID No. _____ Whose concentration 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 - Ph.D. PROGRAM

**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 - Ph.D. PROGRAM

**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 CoB Graduate Programs and Research and a copy submitted to the Toulouse Graduate School, 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: _____ Student ID

No. _____

Degree Sought: _____ Major Area: _____ Minor(s): _____

Specialization: _____

Documents required:

Abstract _____ (date) **Reading Copy** _____ (date) **Vita** _____ (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.

Ph.D. Coordinator: _____
(Printed Name) (Signature) Date

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

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

Members:

Date Date

Date Date

COLLEGE OF BUSINESS - Ph.D. PROGRAM

SAMPLE

FORM P
PH.D. STUDENT VITA AND BIOGRAPHICAL DATA SHEET
(FALL _____)

(THIS INFORMATION IS FOR WEB POSTING & PUBLIC DISCLOSURE)

Name

Department of
College of Business
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:

COLLEGE OF BUSINESS - Ph.D. PROGRAM

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 - Ph.D. PROGRAM

SAMPLE

Filing Instructions for Electronic Documents FORM Q

*The most updated version of this page is located at
<http://tsgs.unt.edu/academics/thesis-and-dissertations>*

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

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. CD or DVD 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 request(s) have been made but permissions not yet received, please include a copy of the requests(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 Kleister (Ext 4933) for a copy of the page template.
-

COLLEGE OF BUSINESS - Ph.D. PROGRAM

SAMPLE

**University of North Texas
Toulouse Graduate School
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 Ph.D. Other: _____

College/Department: _____ Concentration: _____

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*

COLLEGE OF BUSINESS - Ph.D. PROGRAM

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

DEPT: BUSI

ATTN: Inez Loche / BLB 201

DATE:

**UNIVERSITY OF NORTH TEXAS
Toulouse Graduate School
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 ID#:

Degree: Ph.D. Major: Minor:

Date of Defense: _____

Decision of the Committee: _____

(Write APass@ or AFail@ or AAdjourn@)

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 and print)

Signing Department Chair (sign and print) Signing Program Coordinator (sign and print)

Dean of College or School (sign and 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*****