

College of Business and Administration
Southern Illinois University at Carbondale
Policies and Procedures
Doctor of Philosophy in Business Administration Degree Program

ADMISSION REQUIREMENTS

To be eligible for admission, students must have completed a Master's degree or its equivalent. A grade point average in all graduate level work of 3.5 (A=4.0) is preferred, but not less than 3.25 is permitted for admission. In addition, students must provide a copy of their score on the Graduate Management Admission Test; a total score of greater than 600 is preferred. Other factors/considerations may be used by Departments in addition to the GMAT score of a preferred 600. Departmental exceptions to the 600 GMAT may occur using other criteria.

In certain instances, admission to the Doctor of Philosophy in Business Administration Degree Program directly from the baccalaureate degree is permitted. To be considered for this admission route, students must have demonstrated promise of success in doctoral study, outstanding achievement at the undergraduate level (minimum grade point average of 3.5 on a 4.0 scale), and superior performance in both the verbal and quantitative components of the Graduate Management Admission Test. Applicants with exceptional research potential or outstanding academic preparation may have the option to accelerate to doctoral study after at least one semester as an MBA/M.Acc student at SIUC.

Applicants for admission should follow the application procedures explained in the appendix "Doctor of Philosophy in Business Administration Degree Information and Application Instructions."

Completed application materials from eligible candidates will be reviewed by the Doctoral Program Committee or the Doctoral Program Committee chair, and the graduate faculty in the applicant's major field to ascertain the individual's abilities and motivation to succeed at a high level in doctoral work. A personal interview may be required prior to a final decision on the applicant's admission to doctoral study. The completed application materials should be received by the College of Business and Administration by the application deadlines listed in the appendix.

Admissions apply only to a particular starting term. Applicants who cannot join the Doctor of Philosophy in Business Administration Degree program at the indicated starting time need to inform the Doctoral Program Director and also need to reapply for admission. Admission for a particular starting time does not guarantee admission for a subsequent starting date.

ADVISORY COMMITTEE

Each student will have an advisory committee consisting of three faculty members approved by the Doctoral Program Director. The advisory committee must include at least one person from the major field and one person from the support field to be selected when the support field is declared. At least one member of each advisory committee must have dissertation direction authorization. The student may make suggestions regarding members to serve on the advisory committee. In consultation with the student, the Advisory Committee designates one member as chairperson. The chairperson serves as the student's principal advisor and chairs meetings of the advisory committee. Faculty in the College of Business and Administration may serve on no more than seven currently active advisory committees in the College.

The advisory committee should be formed and meet with the student as soon as possible but no later than the end of the student's first semester of enrollment in the program; the committee is responsible for developing and approving a program of study for the student. The specific program, in addition to meeting the tool requirements and the residency requirements, should be flexible in terms of the individual student's career objectives. It is expected that all doctoral course work will be completed at Southern Illinois University at Carbondale. In exceptional cases, the advisory committee may consider petitions to accept credit, not to exceed six (6) hours, for doctoral work done at other institutions. A copy of the approved program will be retained in the Graduate Programs office.

DEGREE REQUIREMENTS

Students in the program must complete course work in certain foundation areas. A student who has successfully completed the requirements for the MBA degree from an AACSB-accredited program will have met the foundation requirements. A student with a M.Acc. Degree from an AACSB-accredited program will be expected to take some courses outside of the accounting area; the courses that are needed are to be determined by the student's advisory committee. All other students will either complete the following courses or demonstrate proficiency based on prior academic work:

BA 410	Financial Accounting Concepts	3 Hours
BA 426	Managerial Economics	3 Hours
MATH 140	Short Course in Calculus	4 Hours
EPSY 506	Inferential Statistics	4 Hours

and five (5) courses from any three of the following four (4) areas:

- a. BA 430, BA 510, BA 530
- b. BA 450, BA 550, BA 598
- c. BA 540, BA 598
- d. BA 420 (MGMT 318), BA 452 (MGMT 352), BA 560,

In addition, the student must demonstrate proficiency in computer fundamentals.

The student's advisory committee will determine the extent to which proficiency in each of the foundation areas and in computer fundamentals has been met. The Program Advisory Committee (PAC) shall periodically evaluate evidence relating to the student's academic, research, and teaching performance, and take corrective action as deemed appropriate. The Doctoral Program Committee if necessary will place the results of this evaluation, including recommendations, in the student's file for consideration by the Doctoral Programs Committee. Each semester (excluding summer) students will provide an electronic up-to-date vita to the Ph.D. Graduate Programs Office to be placed in the student's file and on CoBA's web site.

Students who have not passed their comprehensive examinations shall register for at least six hours of credit each fall and spring semester, unless prior approval has been received from the Director of Doctoral Programs.

The student must complete a prescribed program of doctoral course work beyond the foundation work. A minimum of 60 semester hours is required: 12-18 hours in a business major, 6-12 hours in a support field, 6-12 hours of research tools, and 24 hours of dissertation credit. Additional hours may be required as prescribed by the student's advisory committee. In addition, all students are required to fulfill certain teaching and research assignments as part of the doctoral degree requirements. Students on CoBA assistantships must teach at least 3-6 hours during their program with the appropriate student/teacher evaluations. The assistantship student's Program Advisory Committee (PAC) determines whether sufficient proficiency has been attained before ABD, and an evaluation listing must be inserted into the student's permanent file and signed by the Ph.D. Director.

No course taken to fulfill requirements of any master's degree may be applied toward the doctorate. The advisory committee will determine the acceptability of work completed at other institutions. The student's total program required to satisfy foundation and doctoral course work will be planned and approved by the student's advisory committee and further approved by the Director of Doctoral Programs.

The minimum 60 semester hours required beyond the foundation work are as specified below.

(1) **Major Field (12-18 hours)**

The major field is to be selected from a set of courses to be specified by the graduate faculty in the area of Accounting, Finance, Management or Marketing.

The specific courses chosen for the major are to be determined by the student's advisory committee. The major is designed to provide sufficient depth for entry into university teaching and/or research positions or into the private and public sector in a research or managerial capacity.

(2) **Support Field (6-12 hours)**

The support field may be selected from among a list of courses approved by the graduate faculty in the areas of Accountancy, Finance, Management, or Marketing.

A support field outside the college may be selected in consultation with graduate faculty in that field and requires approval by the student's advisory committee. The advisory committee in consultation with the student will determine the particular set of courses in the support field.

(3) **Research Tools (6-12 hours)**

The student's advisory committee will determine the research tools courses. A student exceptionally qualified in research tools may, with the advisory committee's approval, waive up to 6 hours in research tools. The 6 hours so waived will be applied to the major and/or support field.

(4) **Dissertation (24 hours)**

While working on the dissertation, the student must register for BA 600 or BA 601. A maximum of 6 hours of dissertation credit may be taken prior to passing the qualifying examination.

In addition to the retention policy of the Graduate School, for the Doctor of Philosophy in Business Administration Degree (Ph.D.) program, the third grade below B or the second grade below C in any graduate level course not designated as a foundation course will result in automatic dismissal from the Ph.D. program without any right of appeal.

COMPREHENSIVE EXAMINATIONS

The comprehensive examination is designed to determine the depth of the student's knowledge within the discipline. The comprehensive examination will be given in two phases, a written examination and an oral examination. A minimum of two years of full-time study (48 semester hours) beyond the baccalaureate must be completed before the student is permitted to sit for the comprehensive examination. In addition, the student must be in the last semester of all scheduled course work. Comprehensive examinations will be given in the seventh week of the fall and spring semesters and the third week of the summer session.

The written examination period will cover a total of ten hours during a five-day period. The first segment of the written examination involves a six-hour examination in the student's major field of study; the second segment involves a four-hour examination in the student's support area. The format and content of each segment will be determined by the graduate faculty in the department or departments responsible for the courses in that segment.

The written examinations will be blind graded by the respective graduate faculty and the results will be provided to the student's advisory committee for evaluation. If the student has elected a support field in a department outside of the College of Business and Administration, the comprehensive examination in that field will be conducted according to the policies and procedures of that department.

The oral phase of the comprehensive examination will be scheduled within two weeks of the written portion. The oral examination is a continuation of the examination of the student's mastery of the major and support fields, as well as any other subjects from the student's program of study determined pertinent by the advisory committee.

At the conclusion of both the written and oral phase of the comprehensive examination, the advisory committee will determine if the student has passed or failed. Students who pass the examination will be recommended for candidacy when the residency and research tool requirements have been met. A student who fails the comprehensive examination, or any segment thereof, may petition his/her advisory committee to re-take the examination or any segment thereof. The advisory committee will stipulate any conditions, e.g., additional course work or independent study, which must be met before the student can sit for the examination a second time. Students who fail the comprehensive examination a second time will be dismissed from the program.

DISSERTATION COMMITTEE

Upon passing the comprehensive examination, a dissertation committee is appointed by the Doctoral Program Committee in consultation with the student. The dissertation committee shall consist of five graduate faculty members, at least one of which shall be from outside the College of Business and Administration. In addition, at least two members of the committee must have dissertation direction authorization. In consultation with the student, the Doctoral Program Committee shall designate one member of the dissertation committee as chairperson. Faculty in the College of Business and Administration may serve on no more than five currently active dissertation committees in the College. The dissertation committee will supervise the preparation of the prospectus and will monitor the student's progress in completing the dissertation.

DISSERTATION

The dissertation is designed to demonstrate that the student is capable of independent research in the field of business and administration. In choosing a topic for the dissertation, the candidate will:

- (1) Prepare a written proposal and submit it to his/her dissertation committee.

- (2) At least two weeks prior to the oral presentation, the doctoral student shall provide, with the approval of his/her committee members, the Doctoral Program Director with the following information: (1) Presentation title; (2) Names of committee members; (3) One-page abstract of the proposal presentation or dissertation; (4) Time, date, room number and building where presentation is scheduled along with a copy of the proposal. The Director of the Doctoral Program shall ensure that the above information is sent to all COBA graduate faculty and doctoral students.
- (3) Make an oral presentation of the dissertation proposal. Faculty and graduate students may attend the proposal presentation, and graduate faculty may participate in questioning and discussion, subject to reasonable limitations imposed by the chairperson of the dissertation committee. On acceptance of the written and oral presentation of the dissertation proposal by the Dissertation Committee, with at least four satisfactory votes, the student will proceed with further work on the dissertation topic. If the performance on the written and oral presentations is unsatisfactory, the Committee will determine the appropriate course of action for the candidate.

In the preparation of the dissertation, the student should follow the procedures outlined in the special dissertation brochure available from the Graduate School. The student may register for a maximum of eight dissertation hours prior to passing the comprehensive examination. The candidate is expected to make normal progress toward completion of the dissertation. All degree requirements must be met within a five-year period after passing the comprehensive examination.

At the appropriate stage in the preparation of the dissertation, the dissertation committee and the candidate will establish a date for the final oral examination. The final oral examination shall be scheduled no earlier than four months after the oral presentation of the dissertation proposal.

FINAL EXAMINATION

The student's dissertation committee will administer the final oral examination. The examination will cover the subject of the dissertation and other matters related to the discipline.

At least two weeks prior to the dissertation defense, the doctoral student shall provide, with the approval of his/her committee members, the Director of the Doctoral Program with the following information: (1) Dissertation title; (2) Names of Committee members; (3) one-page abstract of dissertation; (4) Time, date, room number and building where defense is scheduled along with a copy of the dissertation. The Doctoral Program Director shall ensure that the above information is sent to all COBA graduate faculty and doctoral students.

Faculty and graduate students may participate in questioning and discussion, subject to reasonable limitations imposed by the chairperson of the committee. Only members of the

committee may vote or make recommendations concerning acceptance of the dissertation and final examination. A student will be recommended for the degree only if the members of the committee, with at most one exception, judge both the dissertation and the performance at the final oral examination to be satisfactory. If the performance on the final oral examination is unsatisfactory, the Committee will determine the appropriate course of action for the candidate.

Updated and Approved by Doctoral Program Committee (DPC) 2/16/05.

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APPENDIX
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
ADMISSION INFORMATION AND APPLICATION INSTRUCTIONS

Preparing Your Packet

- + Arrange to take the Graduate Management Admissions Test (**GMAT**) and have ETS send us your scores.
- + Send the non-refundable application fee payment (\$35.00 U.S.). **Applications received without this fee will not be processed.** This fee **cannot** be waived. Payment must be made in U.S. funds cleared through a U.S. bank. Payment may be made using U.S. cash or U.S. traveler's checks (when paying in person), international money order, cashier's check, certified check or other check drawn on a U.S. bank. Make your check or money order payable to SIUC.
- + Complete the admission application forms (the College of Business Application and Graduate School Application).
- + Send a "Transcript Request Form" and transcript envelope to each institution you have attended. Have them return an official transcript to you in the transcript envelope provided, which should be returned to you sealed and signed. **Exception:** Transcripts for work shown on SIUC records need not be requested. These transcripts will be obtained from Admissions and Records.
- + Send an "Admission Recommendation Form" and recommendation envelope to each of three individuals who can evaluate your suitability for graduate education. Have them return the completed forms to you in the recommendation envelopes provided, which should be returned to you sealed and signed.
- + International Applicants: Send copy of your passport page which lists your name and date of birth; arrange to have your official TOEFL (minimum 213 computer based) sent to SIUC; and complete and send the "Financial Statement for Graduate International Students." Please attach supporting documents.
- + **After you have prepared all of the above materials**, place them in the enclosed envelope and send them to us. (Be sure to include all materials, including the Graduate School Application. Ignore the directions on the back of the Graduate School application).

<u>Application Deadlines</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
Assistantship Applicants	March 15	September 15	February 15
Fellowship Applicants	Nov. 15 of previous year (Fall awards only)		
Other U.S. Applicants	June 15	November 15	April 15
Other International Applicants	April 15	September 15	February 15

If you wish to be considered for financial support, you need to adhere to the earlier deadline outlined above.

QUESTIONS?

- + If you have any questions or problems, please call (618) 453-3030.
- + You may also download forms from our website at: www.cba.siu.edu/busphd

Please Note: Please ignore any instructions that say to send the Graduate School Application or transcripts to the Graduate School. **All materials should be sent directly to:**

Graduate Programs, Mail Code 4625
College of Business and Administration
Southern Illinois University Carbondale

Carbondale, IL 62901

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