

**College of Business  
Southern Illinois University Carbondale Doctor  
of Philosophy in Business Administration Degree  
Program Policies and Procedures (Revised  
February 24, 2014)**

**ADMISSION**

The College of Business (CoB) admits biannual cohorts of Ph.D. students at the beginning of the Fall semester during even-numbered years. Students admitted to our doctoral programs must meet (a) the minimum requirements of the Graduate School and (b) admission requirements established by the department that will supervise their degree. Applicants offered admission to the doctoral program typically have GMAT scores in excess of 600 and a grade point average for graduate work in excess of 3.5 on a 4.0 scale. However, faculty in Accounting, Finance, Management, and Marketing establish specific criteria for admitting doctoral students to programs in each of those departments. Admission to the program is competitive and meeting minimum requirements does not guarantee admission. Applicants should contact the Doctoral Program Coordinator in the department of interest for information about minimum GMAT or GRE scores, foundation requirements with respect to the type of Masters Degree required or equivalent course credits, degree of proficiency in quantitative methods, and other criteria that will be assessed during the admission process.

**APPLICATIONS**

Applicants must (1) complete the online application form provided on the Graduate School website, (2) pay the application fee, and (3) provide all required documentation to the address listed on the CoB website. To be considered for admission with a biannual cohort, applications must be on file at the CoB by January 15 in the year of admission. Applicants who are not offered admission, or who choose not to accept an offer of admission must reapply for admission with a future cohort.

**ASSISTANTSHIPS**

Admission to the doctoral program includes a four-year commitment to fund a monthly stipend at the contract rate that has been negotiated for doctoral students, and for the number of months determined by the CoB. Students receiving stipends are expected to provide 20 hours of service per week to their supervising department by teaching courses and/or working as a research assistant for departmental faculty. Teaching one section of a three-hour course is considered a commitment of 10 hours per week. In addition to providing a stipend, the university waives tuition for all courses included on a doctoral student's degree plan. However, doctoral students must pay all student fees.

## DEGREE REQUIREMENTS

To earn the Ph.D. degree, students must meet all requirements established by the Graduate Catalog and demonstrate proficiency in teaching fundamentals based on criteria established by the department that supervises their degree program (e.g. Accounting, Finance, Management, or Marketing). A Program Advisory Committee (PAC) will be established for each student upon admission to the doctoral program. Each PAC will include one or more faculty members as determined by the department that will supervise the student's course work. The PAC will develop a degree plan and monitor student progress until the student forms a Dissertation Committee.

Students admitted to the CoB doctoral program must (1) satisfactorily complete the course work specified by their degree plan, (2) pass a comprehensive preliminary exam, (3) complete a dissertation that demonstrates their ability to conduct rigorous scholarly research, and (4) pass an oral examination about their research to the satisfaction of their Dissertation Committee.

A degree plan listing the courses that each student must take to earn their Ph.D. will be completed by the PAC and filed in the CoB by September 30 of the semester that a student begins doctoral coursework. Students must accumulate at least 36 hours of graduate course credit and 24 hours of dissertation credits to be awarded a Ph.D. A degree plan normally includes 12-18 hours of CoB graduate course credits, 6-12 graduate hours in a supporting field (e.g. economics and psychology), and 6-12 graduate hours in quantitative methods courses.

The PAC will monitor students' performance in the courses listed on the degree plan, counsel the student when performance is less than satisfactory, and file a revised degree plan with the CoB if courses are added or deleted. A grade of C for five or more hours of credit in graduate level courses, or a grade of D or F in any graduate level course will result in automatic dismissal from the CoB doctoral program.

After completing the course work specified in their degree plan, students must pass a preliminary (comprehensive) examination before being admitted to candidacy for a Ph.D. degree and beginning work on their dissertation. The department that supervised the student's course work will determine the format and nature of the comprehensive exam, and decide how the student's response will be assessed. Upon passing the exam, the CoB will file the necessary paperwork with the Graduate School to have the student admitted to candidacy for the Ph.D.

Students who fail their comprehensive exam may petition their department for a make-up exam, and if the request is granted, the department will stipulate any conditions that must be met. Students who fail the make-up exam will be dismissed from the program.

Upon passing the comprehensive exam, the candidate will assemble a Dissertation Committee and provide a listing of committee members to the CoB. The dissertation must include no less than five faculty members, including at least one SIU faculty member from outside the CoB, and no more than one adjunct member who is not on the faculty at SIU. At least two members of the Dissertation Committee must have dissertation direction authorization, including the member designated as chairperson. The Dissertation Committee and the candidate will jointly determine whether the dissertation takes the form of a single project or a series of major papers.

Candidates are expected to make continual, satisfactory progress toward completion of the dissertation as determined by their dissertation chairperson. Failure to make satisfactory progress or failure to complete all degree requirements within five years after passing the comprehensive exam will result in the candidate being terminated from the doctoral program.

The department supervising the dissertation determines what procedures candidates must follow to develop their research idea and conduct their study. When the dissertation committee agrees that a student's dissertation is ready to be defended, the dissertation chairperson will notify the CoB one month prior to the anticipated date of the defense. The CoB will coordinate the date of the defense with the candidate's dissertation committee, reserve a room for the defense, notify CoB faculty and doctoral students of the date and location for the defense, and file all necessary paperwork with the Graduate School.

During the dissertation defense, the candidate must deliver an oral presentation and answer questions about the research they have performed before an audience that includes the dissertation committee (or their proxies), along with other faculty and doctoral students who choose to attend. After the presentation, the dissertation committee will go into executive session to vote on a recommendation (see Appendix for details of recommendations and procedures).

**Appendix****DISSERTATION EXAMINATION RECOMMENDATIONS**

<b>Dissertation Acceptable</b>	<p style="text-align: center;"><b>Recommendation 1</b></p> <ul style="list-style-type: none"> <li>• Dissertation acceptable, with or without minor revisions</li> <li>• Oral defense acceptable</li> </ul> <p>All members of the Dissertation Committee sign the certification pages except the chair, who will sign only after ensuring the necessary revisions have been made.</p> <p><i>As a general guide, if the committee does not feel that dissertation revisions can be completed within a two-week time frame by a student working full-time on the dissertation, it should consider Recommendation 2.</i></p>	
<b>Dissertation Requires Re-Submission</b>	<p style="text-align: center;"><b>Recommendation 2</b></p> <ul style="list-style-type: none"> <li>• Underlying research adjudged to be sound, but dissertation in need of recasting, addition of illustrative material or limited additional data</li> <li>• Oral defense acceptable</li> </ul> <p><i>Recommendation 2 is often used in a situation where different members of the committee take on specific responsibilities for ensuring that a particular part of the dissertation is revised as required. In these circumstances, the normal practice is for those with such responsibilities not to sign the approval page until the revisions have been made, while other members not so involved may sign immediately after the examination. Otherwise, none of the committee members sign approval pages until the revised document has been returned for the committee's final approval (no additional oral defense).</i></p>	<b>Oral Defense Acceptable</b>
<b>Dissertation Acceptable</b>	<p style="text-align: center;"><b>Recommendation 3</b></p> <ul style="list-style-type: none"> <li>• Dissertation acceptable</li> <li>• Oral defense unacceptable</li> <li>• Only available to students taking the oral exam for the first time</li> </ul> <p><i>Second attempt at oral defense should be completed within three months of the date of the initial examination.</i></p>	<b>Oral Defense Unacceptable</b>
<b>Dissertation Unacceptable</b>	<p style="text-align: center;"><b>Recommendation 4</b></p> <ul style="list-style-type: none"> <li>• Dissertation does not meet minimum standards, but committee believes that further research and/or revision may bring it to an acceptable standard <u>or</u> dissertation defense is unacceptable but the Committee agrees that the Candidate has the potential, with additional preparation, to be able to successfully defend work</li> <li>• Only available to students taking the oral exam for the first time</li> </ul> <p><i>Re-submission of dissertation and second attempt of oral defense no sooner than six months and no later than twelve months after the original defense.</i></p>	<b>Oral Examination Re-Take</b>
	<p style="text-align: center;"><b>Recommendation 5</b></p> <ul style="list-style-type: none"> <li>• Dissertation does not meet minimum standards and committee considers that no reasonable amount of additional research or revision is likely to bring it to an acceptable standard <u>or</u> oral defense of dissertation is completely unacceptable and Committee agrees that the Candidate does not have potential to be able to successfully defend the work</li> </ul> <p><i>Committee recommends Candidate be Required to Discontinue from the Graduate School</i></p>	<b>Clear Fail</b>

**Appendix (Continued)****DISSERTATION EXAMINATION RECOMMENDATIONS**

1. The Examining Committee shall consist of the Candidate's Dissertation Committee. The Chair of the Candidate's Dissertation Committee will serve as the Chair of the Examining Committee.
2. According to the practice of the Department or Unit in which the Candidate is registered, other individuals who are not members of the Examining Committee may or may not attend the Candidate's presentation and questioning.
3. The person chairing shall invite the Candidate to make an oral presentation, highlighting the major issues dealt with in the dissertation and the conclusions which have been reached. Committee members may question Candidate's during the oral presentation. At the conclusion of the Candidate's presentation, each member of the Examining Committee shall be given the opportunity to examine the candidate.
4. Questions should be based mainly on the content of the dissertation, but the Committee should satisfy itself that the Candidate has the appropriate knowledge for a specialist in the area defined by the dissertation.
5. At the end of the question period, the members of the Examining Committee convene in the absence of the Candidate and other individuals who may have been present for the presentation and question period. The Committee's decision is reported to the Director of the Doctoral Studies Program for the department using the Dissertation Oral Defense Report. If the Committee cannot reach a consensus on the recommendation, a vote must be taken. The decision will be one of the recommendations outlined on Policies and Procedures for Ph.D. Defenses (see reverse). Only members of the Examination Committee will vote. Abstentions shall be interpreted as negative votes. A Candidate will be recommended for the degree only if the members of the committee, with at most one exception, vote that the defense is satisfactory.
6. Should further work by the Candidate be required, the person chairing the Examining Committee must see that the Committee states clearly, for the Candidate and the Graduate School, what work is to be done and whether or not the Examining Committee shall meet again before the dissertation can be accepted.
7. When satisfied with a positive report of the Examining Committee, the Dean shall recommend the Candidate to the Faculty of the Graduate School for the award of the degree.