



Handbook for Ph.D. Students in the College of Business

General Information

Cincinnati is located on the Ohio River in the southwest corner of the State of Ohio. The University of Cincinnati, founded in 1870, enrolls approximately 35,000 students in 19 colleges and divisions. The first graduate degrees were awarded in 1888. The University is 10 minutes from downtown Cincinnati, and students have easy access to many cultural and sporting events. Cincinnati is also the home of many internationally known companies, which maintain strong ties with the University community. The College of Business is fully accredited by the American Assembly of Collegiate Schools of Business (AACSB).

How to Contact Us

University of Cincinnati
Ph.D. Program Office
College of Business
Lindner Hall
Cincinnati, OH 45221-0020, USA

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The Ph.D. Program in the College of Business

The program is designed to provide the background and skills necessary to conduct independent research and to prepare the student for a primary career in teaching and research. Areas of concentration include: accounting, finance, information systems, management, marketing, operations management and quantitative analysis.

Ph.D. Concentrations

Accounting

The Department of Accountancy seeks exceptional students with strong analytical and verbal skills. Accounting research examines the incentives for and the process of generating accounting information and evaluates its usefulness for investors, corporate

managers and auditors. The program is rigorous and demanding requiring significant course work in microeconomics, mathematics, statistics, econometrics, and finance as well as doctoral level research seminars in accounting. Depending on the particular research interest, a student may also pursue coursework in psychology, sociology or other social science disciplines. The objective of the Ph.D. Program is to train individuals to identify original research questions and pursue them in an efficient and systematic manner. Doctoral students are trained primarily to be productive faculty members in research universities.

The accounting faculty has varied research interests, which include financial accounting and disclosure, the role of earnings and earnings forecasts in capital markets, analysis of managerial incentives and preferences for different accounting rules, regulations and disclosure regimes, issues related to audit market structure, auditors incentives and reputations, managerial performance evaluation and control, cost system design, and issues related to the role of culture and strategy in determining accounting rules and practices in the USA and international markets.

Accounting faculty members have published their research in the premier research journals in accounting and related fields such as, *The Accounting Review*, *Journal of Accounting Research*, *Journal of Finance*, *Management Science*, *Academy of Management Journal*, *Behavioral Research in Accounting*, *Journal of International Business Studies* and *Public Choice*.

Finance

The Department of Finance teaching and research interests include: corporate finance, financial management of financial institutions, working capital management, cost of capital and capital budgeting, international finance, speculative markets, financial theory and strategy, experimental financial economics, real estate investment and capital markets, real estate finance and valuation, investments and portfolio management.

Doctoral students in Finance are trained to be productive faculty members, with expertise in teaching and research, and service. The department is one of UC's best in terms of student retention, graduation, time-to-degree, and placement. Faculty publications appear in such diverse journals as: *Journal of Finance*, *Journal of Financial Research*, *Financial Review*, *Journal of Real Estate Finance & Economics*, *Quarter Journal of Business and Economics*, *Journal of International Business Studies*, and the *Pacific-Basin Finance Journal*.

Information Systems

The Ph.D. in Information Systems is primarily designed to prepare students for an academic career, involving research and teaching, at leading Universities around the world. Through a combination of coursework, research seminars, and mentored research, students acquire breadth of knowledge in the range of issues that define the field of IS, as well as in-depth expertise in an area of their choice.

The IS Department faculty have a wide range of research interests, including electronic commerce, data warehousing, data modeling, knowledge management, management of the IS function, electronic social networks, business intelligence, and the role of IT in

organization design and strategy. They regularly publish in leading journals in the field such as *MIS Quarterly*, *Information Systems Research*, *Journal of MIS*, *ACM Transactions on Database Systems*, *VLDB journal*, and others. Our faculty also serves in editorial roles on many of these journals. Finally, alliances with many leading vendors such as Microsoft, Dell, IBM, and SAP mean that our students always have access to the latest technologies for both their research and teaching needs.

Management

The Department of Management strives to foster a greater understanding of the challenges posed by today's business environment—marked by rapid changes in globalization, competition, entrepreneurial activity, and technology. Department research, teaching, and service activities explore how these challenges impact, in particular, three domains of the firm: relationships, organization, and knowledge. Faculty's specific interests within these domains include themes such as managing the changing nature of employee and other stakeholder relations, organizing for process/product innovation, creating and managing organizational forms such as entrepreneurial and family business ventures, building learning capabilities, and exploring diverse theoretical perspectives. These themes continue to evolve as faculty builds a shared understanding of managing in a changing world. Faculty publications are found in the *Academy of Management Journal*, *Journal of Applied Psychology*, *Harvard Business Review*, *Journal of Engineering and Technology Management*, *Academy of Management Journal*, *Academy of Management Review*, *Journal of Business Research* and *Operations Research Journal*.

Marketing

Faculty in the Department of Marketing have varied research and teaching interests which include: consumer behavior, consumer satisfaction, consumer psychology and product management, advertising, brand management, sales management, direct marketing, marketing strategy, marketing ethics, marketing channels, generation and diffusion of innovations, group and individual decision making, the application of experimental and mathematical statistics to problems in marketing management, pricing, forecasting and real-time control of supply-chain activities.

Marketing faculty regularly publish in such professional journals as *The Journal of Marketing*, *Journal of Consumer Research*, *Journal of Marketing Research*, *Journal of Consumer Psychology*, *Decision Sciences*. In addition, they have extensive consulting experience with such companies as Procter & Gamble, A.C. Nielsen Corporation, Kraft USA, the Kroger Company and the Battelle Memorial Institute.

Quantitative Analysis and Operations Management

The Department of Quantitative Analysis and Operations Management seeks exceptional students with strong analytical backgrounds and quantitative aptitudes. QAOM prepares graduates for careers as college professors or as technical specialists in industry or government.

The QA Ph.D. Program offers the opportunity to focus on operations research or applied statistics. Graduates have been highly successful both in academic and industrial positions. Course work includes mathematical programming, stochastic models and

applied statistics along with seminars on the latest developments in the field. The OM Ph.D. Program focuses on research in operations planning and scheduling, quality management, operations strategy and supply chain management, with supplementary seminars on state of the art issues in OM.

Departmental faculty members consistently publish in leading academic journals, have received professional recognition for teaching, research, and service, and have written several leading textbooks. The QAOM Department has been recognized as one of the University's "Centers of Excellence" through the State of Ohio Academic Excellence Program.

Application Procedure

The following documents must be received in the Ph.D. Program Office in order to review your application for admission to the Ph.D. Program.

- University Dean's Application <http://www.grad.uc.edu/ApplyOnline.aspx>.
- Application fee, \$45 paid online with the application
- Statement of Purpose: why you wish to pursue a Ph.D. degree, including area(s) of research and teaching interest
- Three letters of recommendation from faculty members, or professional colleagues, writers may use their own style
- Official GMAT or GRE scores sent directly from ETS (University code 1833)
- Official TOEFL scores sent directly from ETS (University code 1833, international students)
- Official transcripts of all previous graduate and undergraduate institutions
- Resume/vita outlining educational and work experience

These materials should be submitted online with the application or sent to the Ph.D. Program Office. When all of these materials have been received, the application will be reviewed for an admissions decision. Applicants will receive written notification of the admission decision.

Admission to the Ph.D. Program

The faculty of the College of Business makes admission decisions for applicants to their departments. Admissions are highly selective and require strong intellectual abilities and a mature commitment to research. Previous academic background in business is not necessary for admission.

Students are admitted for doctoral study beginning in September only. There are no admissions in mid-year. The application deadline is February 1. Before admission to the University is complete, all international students must fulfill US Immigration and Naturalization Service requirements and register with the UC Office of International Student Services. www.ISSO.uc.edu.

Full Graduate Standing

For admission to graduate standing at the University of Cincinnati, a student must hold a bachelor's degree from a college or university regarded as standard by a regional or general accrediting agency. The applicants should have at least a B grade average (or equivalent) in relevant undergraduate course work, or otherwise give evidence of promise satisfactory to the admitting department. Area faculty review each application, and makes recommendations for admission and financial support.

A student deficient in undergraduate preparation may be required to enroll in appropriate undergraduate courses, for which no graduate credit will be granted. The College of Business does not extend provisional admission.

International Student Admission

The Test of English as a Foreign Language (TOEFL) is required for all applicants whose native language is other than English. Official scores from the Educational Testing Service must be submitted before an admissions decision can be made. **Copies of test scores are not acceptable.** Presently, the minimum TOEFL score acceptable for graduate work in the College of Business is 250 (or 600 on the pencil/paper test). The exam should be taken by February 1 for admission in September.

Upon arrival at the University, each international student's English language proficiency is re-tested. No international student will be permitted to teach in the classroom before he or she has demonstrated satisfactory oral and written English proficiency.

Entering Class Profile in College of Business

Average GPA	3.5/4.0
Average GMAT	650
Average TOEFL	273 (250 minimum)
Average Work Experience	2.5 years
Percentage of International Students	20%

Doctoral Degree Requirements

Program Requirements

The degree will be granted for no less than the equivalent of three years of full-time graduate study, i.e., a **minimum** of 135 graduate credits. The last 45 credits, exclusive of research credits, must be completed at the University of Cincinnati or under its direction. Departmental policies may differ and have more rigid requirements. In the College of Business, these credit hours will be distributed as follows:

Minimum Requirements	
Introductory Doctoral Seminar	3
Core Statistics Requirement	8

Additional Research Methods	9
Philosophy of Science Seminar	3
Business Core	20
Area of Concentration	24
Support Area	15
Area Specified courses/seminars	<u>8</u>
Total Seminar/course hours	90 Credit Hours
Dissertation work	45
Total Graduate Hours	135

Program Components

Introductory Doctoral Seminar: Introduction to Research and Teaching

This seminar will focus on the key issues and topics of the profession, the role of writing in research and publishing, and an introduction to and experience in successful teaching. It will also introduce new doctoral students to the portfolio of research being conducted by faculty and graduate students, and to research resources available at UC.

Core Statistics Requirement

All doctoral students are well served by high quality statistics courses taken early in their program. The courses required to meet the statistics component of the doctoral program are:

	Course No.	Credit Hours
Methods of Statistics	22 QA 721	4
Regression Analysis	22 QA 722	4

Research Methods and Design

Each student is required to complete a minimum of 9 advanced credit hours of research methods and design to gain proficiency in research methodology. These courses will be selected and approved by the student's program director.

Philosophy of Science

In addition to the statistics courses above, all doctoral students will need further exposure to issues in philosophy of science. This course will be offered in alternate summers.

Business Core Requirements

All students receiving a Ph.D. in Business Administration should have substantial understanding of the functional areas of business and its global context. Graduate course work from the MBA core will generally fulfill this requirement. Doctoral students without MBA degrees may be required to take 20 credit hours from the MBA core. The specific courses should be drawn from across the business disciplines and are to be selected in consultation with the department/area coordinator.

Business Core (minimum 20 credits). Choose 5 of the following:

1.	Two of:		
	ACCT-711	Introduction to Accounting	2
	ACCT-712	Financial Accounting	2
	ACCT-713	Accounting for Managers	2
	(Students with prior knowledge of accounting are strongly encouraged to waive ACCT-711 and take ACCT-712-713)		
2.	ECON-711	Economics for Managers	4
3.	FIN-711	Finance for Managers	4
4.	IS-711	Information Technology for Managers	4
5.	One of:		
	MGMT-711	Organizational Behavior and Theory	4
	MGMT-712	Corporate Strategy	4
6.	MKTG-711	Marketing for Managers	4
7.	OM-711	Management of Operations	4
8.	QA-712	Decision Models	4

Area of Concentration

The area of concentration is the focal point of the Ph.D. Program and a high level of expertise is achieved through both course work and research, culminating in the dissertation. The area of concentration normally is chosen from the areas of Accounting, Finance, Information Systems, Management, Marketing, Operations Management or Quantitative Analysis. The student also may have the opportunity to develop an area of interest that overlaps the traditional departments in the College of Business and/or do research and write the dissertation in fields related to the primary concentration area.

A minimum of 24 credit hours of course work at the graduate level must be taken in the area of concentration, with the specific courses to be determined by the student's program committee.

Support Area

The purpose of this area is to support the student's area of concentration and to complement the research effort. The area consists of a minimum of 15 advanced credit hours in an area related to, but different from, the area of concentration. Courses may be selected from any discipline or combination of disciplines within the University, with the approval of the student's Program Committee.

Area-specified course hours

The student's Program Committee will specify a portion of the student's course work to meet individual interests and career objectives. Courses in this category may be additional hours in the area of concentration, support area, research design and methodology, or others.

Designing a Program of Study

Because of the highly individual nature of the Ph.D. Program, the role of the student's departmental faculty adviser is important in helping to shape a program of study that will enable the student to achieve proficiency in his/her desired area of concentration.

During the student's first year of study, the student and the Ph.D. coordinator, in association with other faculty, will be available to design a written program of study that meets all College, University, and departmental requirements, and achieves the student's personal objectives. The program of study will be designed to develop competence in research, scholarship, teaching and professional performance in general, and knowledge of the specialty in relation to allied branches of learning.

Ph.D. Program forms are available in the College Ph.D. Program Office or on line in the Handbook. This form should be completed by the student and approved by both the department and college representative. It should then be submitted to the Ph.D. Program Office where it will be retained in the student's file. The student, and the student's departmental adviser should retain copies of the Program Form for their records.

Teaching

The Ph.D. Program integrates teaching experience with course work and research to effectively prepare the student for leadership in the discipline. Each Ph.D. student is required to have teaching experience as a graduate student.

Residency

In order to establish residency in the College of Business, each Ph.D. student is required to be enrolled as a full-time student carrying a minimum of 12-quarter credit hours for three quarters, *two of which must be consecutive*. Only course work completed after formal admission to the Ph.D. Program will satisfy this requirement. Summer quarter is a regular quarter of the academic year.

Comprehensive Examinations

After completing the required course work, the Ph.D. student is expected to demonstrate knowledge of the current literature in his/her field by passing a comprehensive examination. The adviser and/or other faculty members will discuss the nature of the exam with each student.

The Faculty of the College of Business requires that each student pass a written comprehensive examination in the area of concentration. The major department is responsible for administering the comprehensive examination.

Students are eligible to take the written comprehensive when all prescribed course work has been completed successfully. Any exception to this policy must have written approval of the student's adviser and departmental Ph.D. coordinator.

The student must file a request to take the written comprehensive with his/her departmental adviser at least thirty (30) days prior to the date of the examination. Not all departments offer the written exams every quarter; students should check departmental rules for this schedule.

A sample of the form to request comprehensive examinations is included in the Appendix of this *Handbook*. Forms are available in the Ph.D. Program Office and should be returned to the departmental Ph.D. coordinator.

The comprehensive examinations are designed by the student's major department and may vary in format from department to department. The examination will include a written portion and may include an oral part as well.

Failure of One or More Comprehensive Examinations:

In the event that a student fails one or more examinations, the following rules apply:

- If the comprehensive examination is failed, the student may repeat that examination once.
- Any student who fails a comprehensive examination in the area of concentration may not thereafter change from that area to another.
- If any comprehensive examination is failed twice, the student will be dismissed from the Ph.D. Program.

Admission to Candidacy

After completing all course work and passing the comprehensive examination, the student is admitted to doctoral candidacy. The form *Application for Comprehensive Examination and Admission to Doctoral Candidacy* will be submitted by the Ph.D. Office to The Graduate School as soon as the student is notified of successful completion of these requirements.

University policy requires that the Ph.D. student register for at least one-quarter credit hour in each academic year after admission to candidacy. **A student's candidacy will terminate automatically if he/she fails to register appropriately during an academic year.** To be reinstated into candidacy, a student may be required to retake the candidacy examinations.

Time Limitations and Lapse of Candidacy

The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study. The period of time from first enrollment into the doctoral program to candidacy will not exceed five (5) years. In the College of Business, all requirements for the doctoral degree, including the dissertation, must be completed within seven (7) years from initial enrollment in the program. At the end of the seven- year period, if the student has not completed his/her degree program, he/she automatically will be terminated from the Ph.D. Program.

Candidacy for the doctoral degree at the University of Cincinnati automatically terminates after four consecutive calendar years. With the written approval of the student's faculty adviser and appropriate departmental faculty, the student may petition The Graduate Council of the University for extension of doctoral candidacy prior to its expiration or for reinstatement if candidacy has expired. **If reinstatement is approved, the student will be readmitted to candidacy only after satisfying the formal candidacy examination requirements administered by the department.**

www.grad.uc.edu.

The Dissertation

Dissertation Adviser and Committee

The Ph.D. dissertation is the culmination of the student's research training. It represents a unique contribution to the field, and meets the general standards of the discipline. A total of 45 credit hours will be granted for successful completion of the dissertation and may accumulate only after admission to candidacy. Each student must prepare a dissertation proposal under the direction of the Dissertation Chairperson. The Dissertation Chairperson is responsible for guiding the research of the dissertation.

The Dissertation Committee must be composed of at least three members:

- a) At least two members from the major department, one of whom must be on the Graduate Faculty and serves as the Chair.
- b) At least one member from outside the major department.

For additional guidelines concerning dissertation committees, see the University of Cincinnati Graduate *Handbook*, available on-line at www.grad.uc.edu.

Dissertation Proposal

The faculty of the College of Business requires that each Ph.D. student successfully defend the dissertation proposal. This defense is conducted by the Dissertation Committee and is open to departmental faculty, graduate students, and other interested individuals. To retain one's candidacy and remain in good standing in the Ph.D. Program, the student must successfully defend a dissertation proposal within one year of admission to doctoral candidacy.

A successful dissertation proposal defense is defined as:

- a) A unanimous pass vote for three-member committees, or
- b) For committees of more than three members, a pass vote from a majority of the committee and from a majority of the committee members from the major department, including the chairperson.

The outcome of the dissertation proposal defense (disposition and conditions) shall be conveyed in writing to the Associate Dean for Faculty and Research by the dissertation

adviser, with a copy to the student's file, which is maintained in the Ph.D. Program Office.

Final Defense of Dissertation

The University Graduate Faculty requires that every Ph.D. student defend his/her dissertation, including an oral presentation of the dissertation and a question/answer period with the committee. This defense will be conducted by the Dissertation Committee and is open to faculty, graduate students, and other interested individuals in the academic community.

Each student must prepare a dissertation abstract of no more than 350 words, which will give a succinct account of the dissertation. The abstract is expected to contain:

- a) Statement of the problem
- b) Procedure or methodology used
- c) Results
- d) Conclusion

At least one week in advance of the dissertation defense, the student must (1) distribute an abstract to the College of Business faculty, doctoral students and other interested parties, and (2) make available a "lending" copy of the typed draft of the dissertation.

A successful dissertation defense is defined as:

- a) A unanimous pass vote for a three-member committee, or
- b) For committees of more than three members, a pass vote from a majority of the committee and from the major department, including the chairperson.

Instructions for the Preparation and Depositing of Masters Theses and Doctoral Dissertations www.grad.uc.edu

The Graduate School has developed a guideline for preparation of theses and dissertations. All dissertations submitted for the doctoral degree must comply with these specifications. The *Instructions* document is available on-line at the Graduate School web site or in the Graduate School, One Edwards Center, Suite 773.

Publication of Dissertation

All dissertations approved for the doctorate will be published in the form of a master microfilm negative that will remain on deposit with University Microfilms at Ann Arbor, Michigan. Microfilm copies will be available from University Microfilms at a nominal charge. In addition, a 350-word abstract of the dissertation will be published in Dissertation Abstracts and listed in its cumulative and annual indexes. In addition, one microfilm copy of the complete dissertation will be deposited with the Library of Congress and listed in its subject and author catalogs.

Candidate's Responsibilities

In order to have the dissertation submitted to University Microfilms for publication, the student must provide the Graduate School, One Edwards Center, Suite 773, with a complete package and meet all specifications as outlined in the *Instructions for the Preparation and Depositing of Masters Theses and Doctoral Dissertations*. "Certification of Completion" form, Surveys of Earned Doctorates, Microfilm Agreements, and Exit Surveys also are available in the Graduate School office, 773 One Edwards Center, or on-line at <http://www.grad.uc.edu>.

Annual Evaluations of Academic Performance by Major Department

Your adviser will talk with you frequently about your progress in the Ph.D. Program. In addition to this informal exchange, you will receive a formal once-a-year written evaluation of your work. Departments have established procedures for departmental faculty to review the progress of each Ph.D. student and to inform the student in writing of the results of that evaluation. Typically, evaluations occur at the end of each academic year. However, schedules may vary in some departments. College and University policies require that all graduate students maintain a cumulative average of 3.00 or higher on a 4.00 grading scale. Under College policy, students are subject to dismissal under the following circumstances:

1. Any student whose cumulative grade point average, exclusive of incomplete grades, falls below 3.00 for two consecutive registered quarters will be dismissed from the program. All courses taken for graduate credit to meet Ph.D. degree requirements are calculated in the grade point average.
2. Any student who receives two **F** (Failing) grades will be dismissed from the program. An Incomplete (**I**) grade will revert to an **I/F** if not removed within one calendar year.
3. If a comprehensive examination, written or oral, is failed twice, the student is dismissed from the program.

Maintaining a cumulative grade point average above 3.00 is required, but it is not sufficient for a satisfactory Ph.D. student evaluation. Departmental faculty may establish higher grade point average expectations. They must also judge the student's potential for carrying out an independent research program. Students who do not make satisfactory progress in developing research skills may be dismissed from the program. Questions concerning your progress in the Ph.D. Program should be discussed with your departmental adviser as early as possible.

Graduation

Application for Degree

A formal Application for the Doctoral Degree must be filed on line with the Graduate School. Please go to www.grad.uc.edu and follow "Graduation Guidelines and Procedures" through the Graduation link.

To assure graduating on schedule, students should submit to professors any papers and/or other materials needed for removal of an Incomplete at least six weeks in advance of the graduation date. (A professor has a month to grade materials submitted for removal of an Incomplete. Processing a change of grade can take at least another week).

An official transcript from all of the student's undergraduate and graduate institutions must be on file in the Graduate Programs Office showing baccalaureate and previous graduate degrees awarded and the date(s). No student will be approved for graduation from the doctoral program if final undergraduate and graduate transcripts are missing from the student's file.

In the event that a student applies for graduation but fails to meet all requirements on schedule, s/he will be removed from the graduation list. **It is the student's responsibility to file a new Application for Degree for a subsequent graduation period.** No Application for Degree carries forward from one graduation date to the next.

UC Commencement

Formal commencement exercises are held in June each year. Students graduating in August, December or March are invited to participate fully in commencement ceremonies the following June. Caps, gowns, and doctoral hoods may be purchased in the University Bookstore.

Ph.D. Hooding Ceremony

The Graduate School annually hosts a Hooding Ceremony for doctoral degree recipients who have earned their degrees in August, December, March and June.

All doctoral candidates must verify the title of their dissertations and the name of their dissertation chairmen with The Graduate School, so that this information can be published in the June Commencement program. Candidates should contact the Graduate School, One Edwards Center, 513-556-4335, with this information no later than May first of the year in which they are graduating.

Please make sure you write the exact title of your degree, i.e., Ph.D., so you receive the appropriate color hood. The Graduate School will pick up the doctoral hoods at the Bookstore for presentation at the ceremony.

All participants must wear academic caps and gowns. Cap, gown, and the appropriate doctoral hood should be ordered at the University Bookstore (513) 556-1700.

Special Rules & Provisions www.grad.uc.edu.

Grievance Procedures for Graduate Students

A Grievance Procedures Manual is available from the CoB Graduate Programs Office, the University Ombudsman or the Graduate School.

Academic Honesty

Academic dishonesty in any form is a serious offense and cannot be tolerated in any academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the Graduate School. See *Student Code of Conduct*, which is available on line.

Student Responsibilities Concerning Policies and Guidelines

This publication is up to date at the time of printing. The University reserves the right to make changes in policy, regulations, course offerings and descriptions, entrance periods, degree requirements and fees, as circumstances dictate, subsequent to publication. The College of Business expects its students to have knowledge of the information presented in this and other University publications. Additional details concerning University rules, regulations and policies pertaining to graduate studies are provided in the Graduate School *Handbook*, available on-line at www.grad.uc.edu.

Financing the Degree <http://www.grad.uc.edu>.

Financial Aid

Financial aid is available for doctoral study and is awarded on a merit basis. Awards are not made on the basis of financial need. University Graduate Scholarships cover full tuition, but do not include the general fee, the ITIE fee, or other expenses. In the College of Business, Graduate Assistantships cover full tuition, the general fee, and pay a stipend over a ten-month period (October 1 through July 1). Summer assistantships are available on a limited basis. These assistantships require continued study through the summer as well as some teaching responsibilities.

Those international students who receive financial support from the University must pass an oral proficiency test administered through the University of Cincinnati after their arrival at U.C. Students will be notified of financial aid awards at the time they are notified of admission. For current fee and stipend amounts please contact the Ph.D. Program office.

Financial Aid Eligibility: assistantships and tuition scholarships will not be awarded to students who have accumulated 260 or more graduate credit hours.

1. Doctoral students in the College of Business who already hold an MBA Degree (or equivalent) are eligible to receive financial support (scholarship or assistantship) for a maximum of four years of Ph.D. study. Doctoral students entering the program without an MBA degree may be funded for a maximum of five years.
2. Students receiving Graduate Assistantships or University Graduate Scholarships must carry a full-time course load (12 or more credit hours) each quarter, exclusive of courses taken on an audit basis.
3. The academic department determines the workload requirements of students

who hold assistantships, but they are generally expected to provide up to 20 hours per week in departmental service. In addition, they must register for a minimum of 12 graduate credit hours each quarter. When students are employed over and above their assistantships, a number of legitimate academic concerns can be raised (including length of time to earn their degree). The following policy recommendations are to be followed:

- a. One course per quarter (or the equivalent FTE% for non-instructional assignments) is the maximum part-time workload allowable for those who have a graduate assistantship.
- b. Departments will closely monitor academic progress of students holding more than one University appointment/employment. This should include quarterly grade reports and a progress report for each student's file.
- c. Continued academic progress is expected; should progress slow, the additional appointment should be terminated.

Financial Aid Awards: Graduate Assistantships are awarded on a yearly basis; they are **not renewed automatically**. Continuation of financial support is based on academic merit and satisfactory progress toward the degree, with the recommendation of the student's departmental adviser. The Ph.D. Program office will send award letters to students each year. Questions relating to financial aid awards can be directed to the Director of the Ph.D. Program.

Financial Aid Opportunities

Ph.D. students are expected to enroll in the program on a full-time basis. Most Ph.D. students receive one or more of the following forms of financial aid:

Teaching and Research Assistantships

Graduate assistantships provide full tuition and a stipend to assist with living expenses. Responsibilities associated with assistantships provide Ph.D. students with opportunities to become involved with research activities and/or to gain teaching experience. Graduate assistants will receive specific assignments from their major department.

Teaching assistantships also are available during the summer for Ph.D. students in the College of Business.

University Graduate Scholarships

University Graduate Scholarships (UGS) cover partial to full tuition with the exception of the general fee. The UGS requires no service contribution.

Albert C. Yates Minority Fellows and Scholars Program

Awarded by the Division of Research and Advanced Studies, these fellowships provide a cash stipend and include a full tuition scholarship and waiver of general fees for the first

year of doctoral study. Minority fellowship recipients are eligible for a departmental teaching or research assistantship in subsequent years of doctoral study.

U.C. Summer Research Fellowship

Fellowships are offered by the University Research Council to outstanding graduate students to continue their research activities during the summer. Students receive payment of tuition and a stipend. While these Fellowships are not limited to dissertations, research associated with a dissertation is often favored. Deadline is usually March 1. *For additional information, please contact the Graduate School, One Edwards Center, Suite 773, Cincinnati, OH 45221-0627 or visit their web site <http://www.grad.uc.edu>.*

University Distinguished Dissertation Fellowship

Fellowships for support while writing the dissertation carry a significant stipend and a tuition scholarship. Each department may nominate one doctoral student who has completed all course work and been elevated to candidacy for the degree. The competition is announced every year, with nominations usually due in early April. Recipients are announced in May. *For further information, please contact the Graduate School, One Edwards Center, Suite 773, Cincinnati OH 45221-0627 or visit their web site at www.grad.uc.edu.*

Support Services and Facilities http://www.uc.edu/current_students.html.

Computer Facilities

Student Computing Recommendations

The College of Business strongly recommends that all students have access to their own computer for the duration of their degree program. The college provides state of the art computer labs, but lab capacity is limited and the labs are not open at all times. Laptops provide the greatest access to 24x7 computing both on and off campus, enabling students to utilize the mobility of our wireless network.

The College of Business IT team has developed computing standards to ensure compatibility with the college network and application software. The college and the university have established relationships with major IT vendors to make cutting edge hardware and software available to our students. We offer Dell laptops at preferred pricing for students. These computers have been fully tested in our network environment and with the software used in our classes. They are guaranteed to be compatible with our systems. The specific models chosen are from Dell's corporate product line which is renowned for quality and reliability. Students can purchase pre-configured Dell computers at preferred pricing by visiting www.business.uc.edu/dell. A Dell desktop computer is also available for students who prefer to do most of their work at home.

Minimum System Configuration

Hardware:

Pentium III 1 GHz

256 MB RAM

20 GB Hard drive

10 or 100 Mbps Ethernet card

802.11b or 802.11a compliant wireless card that supports 128 bit WEP encryption (laptops only)

Operating system:

Microsoft Windows 2000 or XP Professional

Please note that Windows XP home as well as Windows 98, ME and NT are incompatible with our network. Windows XP professional is available for purchase from the campus bookstore. Please check with your system vendor about upgrading the operating system as most vendors will not honor the warranty and will not provide support for a system if the operating system is upgraded.

Application Software:

Microsoft Office XP Professional

McAfee VirusScan 7.0

Microsoft software is available for the cost of media at the campus bookstore as part of the university's enterprise licensing agreement with Microsoft. Students may purchase Office 2000 or Office XP for \$11.00. Operating systems of Windows 2000 and Windows XP can be purchased for \$11.00 as well. This software may be checked out of the library and burned for free. The library should be consulted first for availability. Virus scan software is available for download from the UCit website. For full list of software available, please visit the UCit website at www.ucit.uc.edu.

Computer Support Policy

Dell computers purchased through the Business@UC student computing program:

Dell will provide support for all hardware and operating system issues. The College IT team will provide support for all Microsoft software, networking and printing and will guarantee compatibility with our systems.

Other systems:

If you already own a computer, you do not need to purchase a new one as long as your present computer meets the minimum requirements stated above. The IT group will provide limited application software, networking and printing support for laptops from other vendors as long as it meets the minimum requirements. Given the large variety of laptop configurations and hardware available, we will not be able to guarantee compatibility with our network and software for these systems. Please note that all hardware and operating system issues must be resolved by the laptop vendor. The limited support extends to all computers that are purchased outside of the college's student purchase program including those purchased directly from Dell.

Student Identification Number

Each student's personal record is assigned a unique identification (ID) number. In most cases, the ID number is the student's Social Security number. International students, who do not already have a US Social Security number, are assigned an ID number at the time of application to the University. When they receive their US Social Security number, they may have their records updated to reflect the new number, or may continue using the ID assigned. Questions concerning ID numbers should be referred to the Office of Student Records.

Bearcat-on-Line www.onestop.uc.edu.

All graduate students need a campus e-mail address in order to facilitate communication between faculty, staff, and other students. Many faculty members use *Bearcat-on-Line* or their individual web sites to post information of interest to doctoral students.

Rev. 08/10

Ph.D. Program FORM
COLLEGE OF BUSINESS - UNIVERSITY OF CINCINNATI

Name: _____

Address: _____

_____ (E-Mail) _____

Phone (Home) _____ (Work) _____

	Qtr/Yr	Cr Hrs	Grade	Faculty
Intro. Doctoral Seminar (3 hrs)	_____	_____	_____	_____

Core Statistics (minimum 8 hrs)

22 QA 721 Methods of Statistics	_____	_____	_____	_____
22 QA 722 Regression Analysis	_____	_____	_____	_____

Research Methods (Minimum 9 hrs)

Course #	Title	Qtr/Yr	Cr Hrs	Grade	Faculty
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Philosophy of Science (3 hours)

_____	_____	_____	_____	_____
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Business Core (Minimum 20 hours. Choose 5 of the following:)

Course # Title	Qtr/Yr	Cr Hrs	Grade	Faculty
22 ACCT 711 Intro to Acctg	_____	_____	_____	_____
22 ACCT 712 Financial Acctg	_____	_____	_____	_____
22 ACCT 713 Acctg for Mgrs	_____	_____	_____	_____
(Students with prior knowledge of accounting are strongly encouraged to Waive ACCT 711 and take ACCT 712-713)				

22 ECON 711 Econ for Mgrs	_____	_____	_____	_____
22 FIN 711 Finance for Mgrs	_____	_____	_____	_____
22 IS 711 Info Tech for Mgrs	_____	_____	_____	_____

One of the following:

22 MGMT 711 Org Behav & Theory	_____	_____	_____	_____
22 MGMT 712 Corporate Strategy	_____	_____	_____	_____

22 MKTG 711 Marketing for Mgrs
22 OM 711 Mgmt of Operations
22 QA 712 Decision Models

Course #	Title	Qtr/Yr	Cr Hrs	Grade	Faculty Approval
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Area of Concentration (Minimum 24 hours)

Support Area (Minimum 15 hours)

Area Specified Courses/Seminars (Minimum 8 Hours)

PROGRAM COMMITTEE APPROVAL

Departmental Approval Date

Associate Dean Date

Copy: Ph.D. Adviser, Department
Ph.D. Program Office

**COLLEGE OF BUSINESS
UNIVERSITY OF CINCINNATI
REQUEST FOR PH.D. COMPREHENSIVE EXAMINATIONS
AND ADMISSION TO CANDIDACY**

NAME: _____

MAJOR DEPARTMENT: _____

ADDRESS: _____

PHONE (Home): _____ (Office): _____ FAX: _____

E-MAIL: _____

I understand that in requesting to take my written comprehensive examination:

1. All course work must be completed successfully prior to admission to candidacy
2. All "I" and "N" grades (except doctoral dissertation research) must be removed by the beginning of the quarter in which the examination is to be taken.
3. Both written and oral comprehensive examinations must be passed within a maximum of three consecutive quarters.

I wish to take my written comprehensive examination:

Quarter: ___ Autumn ___ Winter ___ Spring ___ Summer* Year: ___ - ___

*With departmental permission, students may take their written comprehensive in the Summer Quarter with the clear understanding that the examination may not be graded until early in the Autumn Quarter.

RESULTS OF COMPREHENSIVE EXAMINATION (to be filed with Graduate Programs Office after both written and oral examinations have been completed).

PASS _____
Adviser Coordinator

FAIL: _____

Date: _____
Ph.D. Departmental Coordinator