

## **Handbook for Ph.D. Students in the Carl H. Lindner 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 over 42,000 students in 14 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 Carl H. Lindner College of Business is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB).

### ***How to Contact Us***

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### ***The Ph.D. Program in the Lindner 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 academia (research and teaching). Areas of concentration include: Accounting, Economics, Finance, Management, Marketing, and Operations/Business Analytics/Information Systems.

### ***Ph.D. Concentrations***

#### Accounting

The goal of the PhD program in accounting is to graduate students with the knowledge and skills that serve as the foundation for a successful academic career. Our curriculum provides a comprehensive understanding of the accounting literature and develops the expertise necessary to

engage in high quality research. The accounting faculty has many established academics with a strong interest in partnering with PhD students. Through close interaction with faculty mentors, students develop research design, modeling and writing skills that are critical to success in the field.

We value students who show an interest in research and teaching, have professional experience and certifications, and exhibit strong analytical and problem solving abilities. Our program prepares our students to do cutting edge accounting research that is timely, relevant and informative. To achieve this goal, accounting doctoral students are required to take accounting doctoral seminars that cover a broad range of topics, such as earnings management, disclosure, auditing, and corporate governance.

Our faculty members actively conduct high quality research in accounting, auditing, and taxation, and have articles published in top-tier journals, such as the *The Accounting Review*, *Journal of Accounting Research*, *Contemporary Accounting Research*, and *Review of Accounting Studies*, as well as in well-recognized journals, such as *Accounting Horizons*, *Auditing: A Journal of Practice and Theory*, *Behavioral Research in Accounting*, *European Accounting Review*, *Journal of Accounting, Auditing and Finance*, *Journal of Accounting and Public Policy*, *Journal of Business Finance and Accounting*, *Journal of Corporate Finance*, *Journal of Information Systems*, *Journal of International Accounting Research*, *Journal of Management Accounting Research*, and *Journal of the American Taxation Association*. Our faculty members also include the current Editor-in-Chief of *Journal of International Accounting, Auditing and Taxation*.

### Finance

The Department of Finance's teaching and research interests include: asset allocation, asymmetric information, asset pricing (theories and empirics), behavioral finance, corporate finance (theories and empirics), corporate governance, experimental finance, financial intermediation, incentives to commit fraud, insider trading, insurance and risk management, international finance, institutional informed trading, investments, merge and acquisition, mutual funds and hedge funds, market microstructure, real estate finance and investment, securities markets, and trading frictions.

Faculty publications appear regularly in top-tier journals such as: *Journal of Finance*, *Journal of Financial Economics*, *Review of Financial Studies*, *Journal of Financial and Quantitative Analysis*, *Journal of Business*, *Management Science*, *Econometrica*, *Journal of Accounting Research*, *Real Estate Economics*, *Journal of Risk and Insurance*, and *Operations Research*.

Doctoral students in finance are trained to be productive faculty members and researchers. Recent placements include University of Guelph, University of James Madison, Miami University, Rotterdam School of Management, University of Toledo, University of Wisconsin-Eau Claire, and Office of the Comptroller of the Currency.

### Economics

The Department of Economics seeks exceptional students with strong analytical and mathematical ability who are ultimately interested in a career as an applied researcher in academia, or as a technical specialist in industry or government.

The concentration in economics focuses on developing the theoretical knowledge and econometric skills necessary to conduct high quality applied research suitable for publication in leading academic journals.

Economics faculty research and teaching areas of specialization include: urban and regional, labor, health, and applied econometrics. Faculty publish in a diverse array of academic journals, such as: *Journal of Regional Science*, *Journal of Applied Econometrics*, *Labour Economics*, *Regional Science and Urban Economics*, *Journal of Real Estate Finance and Economics*, *Economica*, *Journal of Public Economics*, *Applied Economics*, *European Economic Review*, *Economics Letters*, *Journal of Economic Theory*, *Journal of Econometrics*, *Industrial and Labor Relations Review*, *Review of Economics and Statistics*, *Journal of Labor Research*, *Empirical Economics*, *Games and Economic Behavior*, *Economics of Education Review*.

### Management

The Department of Management is broadly inclusive, envisioning the future of individuals in organizations and in industries. Blending theory and practice, we engage in high-impact research, teaching, and business relationships, each while focused on the human element. Faculty's specific interests include upper echelons/top executives; strategic human capital; entrepreneurial ventures and family business; organizational justice; managerial sensemaking; balancing work and home; personal, professional, and organizational identity issues; team composition and processes; and leadership. These interests are explored through diverse theoretical perspectives and by utilizing a variety of quantitative and qualitative methods. Research themes continue to evolve as faculty members build a shared understanding of how people are shaping and are shaped by the business world.

Faculty have published their work in a variety of journals such as the *Academy of Management Journal*, *Academy of Management Review*, *Administrative Science Quarterly*, *Journal of Applied Psychology*, *Strategic Management Journal*, *Organization Science*, *Journal of Organizational Behavior*, *Journal of Management*, *Journal of Small Business Management* and *Harvard Business Review*. Faculty members are on the editorial boards of prominent journals and have earned national recognition for their work. They are also actively engaged in collaborations with business organizations in the region.

### Marketing

The Department of Marketing is represented by a diverse group of award-winning scholars who demonstrate excellence in the highest form as both teachers and researchers.

The research generated from this faculty offers specific contribution to an impressive breadth of domains, such as branding, retail, consumer satisfaction, marketing ethics, decision-making, goal setting, imagery, information accessibility, and discrete choice modeling. Moreover, these scholarly contributions are consistently represented in the top journals in the field of Marketing: *The Journal of Consumer Research*, *The Journal of Marketing Research*, *The Journal of Marketing*, *The Journal of Consumer Psychology*, among others.

Additionally, the teaching of the faculty has been consistently awarded for innovation and excellence in the classroom. Apart from the core courses, the faculty offer an equally broad range of topics that offer unique opportunity for students to learn about product management, advertising, branding, sales, direct marketing, product innovation, marketing strategy, logistical channels, and decision making.

In addition to their scholarly work, the faculty have extensive consulting experience with such companies as Procter & Gamble, A.C. Nielsen Corporation, Kraft USA, and the Kroger Company.

For students interested in pursuing a Doctorate in Marketing, students typically spend complete two years of full-time coursework plus an additional two years to complete their dissertation. Throughout the duration of the program, students are expected to consistently engage in research. Our faculty works closely with students to ensure that they are on the forefront of knowledge in their chosen area and are deeply acquainted with the rigorous expectations of publishing in the field's best journals. Experience in the classroom is also emphasized, as our doctoral seminars are small, student-focused, and address a variety of core marketing areas.

### Operations, Business Analytics, and Information Systems

The Department of Operations, Business Analytics, and Information Systems seeks exceptional students with strong analytical backgrounds or interests. OBAIS primarily prepares its doctoral students for successful careers as research faculty and university professors, although some of its graduates have enjoyed careers in industry.

The concentration in operations management (OM) focuses on research in operations planning and scheduling, quality management, supply chain management, healthcare and service operations, and operations strategy, with seminars on state-of-the-art issues in OM.

The concentration in business analytics offers the opportunity to focus on operations research or applied statistics. Graduates have been highly successful both in academic and industrial positions. Coursework includes mathematical programming, stochastic models, discrete-event simulation methods, statistical methods, linear regression, probability models, along with seminars on important methodological innovations.

The concentration 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.

Departmental faculty members consistently publish in leading academic journals, have received professional recognition for teaching, research, and professional service, and have written several leading textbooks. The OBAIS 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](#)
- Application fee, \$65 (an additional \$5 for international students) paid online with the application
- A Statement of Purpose essay in which you describe why you wish to pursue a Ph.D. degree, including area(s) of research and teaching interest
- Minimum of two letters of recommendation submitted electronically 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 or IELTS scores sent directly from ETS (University code 1833, international students)
- Unofficial transcripts from all previously attended graduate and undergraduate institutions
- Resume/vita outlining educational and work experience

These materials should be submitted online with the application. When all of these materials have been received, the application will be reviewed for an admissions decision. Applicants will receive electronic written notification of the admission decision.

### **Admission to the Ph.D. Program**

The faculty of the Lindner College of Business make admission decisions for applicants to their departments. Admissions are highly selective and require strong intellectual abilities and a mature commitment to research. Neither previous academic coursework in business-related fields nor business experience are necessary for admission to the program.

Students are admitted for doctoral study beginning in the fall semester only. There are no admissions in mid-year. The application deadline is January 15. 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 Services](#).

### ***Full Graduate Standing***

For admission to graduate standing at the University of Cincinnati, a student must hold a bachelor's degree from an accredited college or university. Applicants should have at least a B grade average (or equivalent) in relevant undergraduate coursework, or otherwise provide evidence of promise that satisfies the admitting department. Area faculty review each application and make 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 Lindner College of Business does not extend provisional admission.

***International Student Admission***

The Test of English as a Foreign Language (TOEFL or IELTS) 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 the PhD program is 100 internet based and the minimum on the IELTS is 7.0. The Graduate College has a list of [exempt countries](#).

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 the Lindner College of Business***

|                                      |                   |
|--------------------------------------|-------------------|
| Average GPA                          | 3.5/4.0           |
| Average GMAT                         | 675               |
| Average TOEFL                        | 103 (100 minimum) |
| Percentage of International Students | 66%               |

**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 90 graduate semester credits. The last 30 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 Lindner College of Business, credit hours will be distributed as follows:

| <b>Minimum Requirements</b>   |                          |
|-------------------------------|--------------------------|
| Introductory Doctoral Seminar | 3                        |
| Core Statistics Requirement   | 6                        |
| Additional Research Methods   | 6                        |
| Area of Concentration         | 18                       |
| Support Area/Area Specified   | 15                       |
| Basic Business knowledge      | 8                        |
| Additional Choice Coursework  | 4                        |
| Total Seminar/Course Hours    | 60                       |
| Dissertation work             | 30                       |
| <b>Total Graduate Hours</b>   | <b>90 Semester Hours</b> |

***Program Components***

Introductory Doctoral Seminar: Introduction to Research and Teaching

This seminar focuses on key issues and topics of the profession, the role of writing in research and publishing, and issues of philosophy of science. It also serves as an introduction to successful teaching. In addition, it introduces 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 |
|----------------------|------------|--------------|
| Stats Methods        | 22BANA7051 | 2            |
| Linear Regression    | 22BANA7052 | 2            |
| Statistical Modeling | 22BANA7042 | 2            |

Research Methods and Design

Each student is required to complete a minimum of 6 advanced credit hours studying research methods and design to gain proficiency in research methodology. These courses will be selected and approved by the student’s program director.

Basic Business Knowledge

All students receiving a Ph.D. in Business Administration should have substantial understanding of the functional areas of business and its global context. Entering students who have an undergraduate degree in business or a master’s degree with extensive business content from an accredited school will have the business core waived. Otherwise, students must take 8 hours of designated MBA coursework to fulfill this requirement, as indicated in the chart below.

|                         |                     | <b>Master’s Degree</b>                      |   |  |
|-------------------------|---------------------|---|---|--|
|                         |                     | <b><i>MBA or has BBK</i></b>                | <b><i>Other Master’s</i></b>                | <b><i>No Master’s</i></b>  |
| <b>Undergrad Degree</b> | <i>Business</i>     | No additional coursework needed (waive BBK) | No additional coursework needed (waive BBK) | 12 credit hours of choice (decided with advisor/coordinator)                   |
|                         | <i>Non-business</i> | No additional coursework needed (waive BBK) | 8 credit hours of BBK                       | Take 8 credit-hours of BBK and 4 hours of choice (decided with advisor/coord.) |

Area of Concentration

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

A minimum of 18 credit hours of coursework 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/Area Specified

The purpose of this area is to support the student's area of concentration and to complement his/her research efforts. The area consists of a minimum of 21 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 departmental doctoral program coordinator.

### **Designing a Program of Study**

Because of the highly individual nature of the Ph.D. Program, the role of the student's departmental doctoral program coordinator 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 coordinator, in association with other faculty, will 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 a specialty in relation to allied branches of learning.

The Doctoral Program Form is available as an Excel spreadsheet, and should be completed by the student and approved by both the departmental doctoral program coordinator and the college doctoral program director. 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 coursework 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 Lindner College of Business, each doctoral student is required to be enrolled as a full-time student carrying a minimum of 12 semester credit hours for, two consecutive semesters. Only coursework completed after formal admission to the Ph.D. Program will satisfy this requirement.

## **Second Year Project**

Students are expected to engage in research early in the program. By the end of their second year, students are required to submit a research paper. Individual concentrations may have additional requirements such as first year exam and first year paper.

## **Comprehensive Examinations**

After completing the required coursework, the doctoral 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 Lindner 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 exam when all prescribed coursework 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 semester; students should check departmental rules for this schedule. A sample of the form (*Request for Ph.D. Comprehensive Examinations and Admission to Candidacy*) to request comprehensive examinations is included in the Appendix of this *Handbook*. This form is also available in the Ph.D. Program Office and online, and should be returned to the departmental doctoral program 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 coursework, required projects and passing the comprehensive examinations, the student is admitted to doctoral candidacy. The form ***Request for Ph.D. Comprehensive Examinations and Admission to Candidacy*** needs to be submitted to the Ph.D. Assistant Director 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 semester 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.**

### *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 Lindner 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, the student must request a formal extension that has to be approved by the dissertation chair, program coordinator, and the program director. Any extension beyond nine (9) years must be approved by the [Graduate School](#).

Candidacy for the doctoral degree at the University of Cincinnati automatically terminates after four consecutive calendar years. **If reinstatement is approved by the dissertation chair, the program coordinator, and the program director, the student will be readmitted to candidacy only after satisfying the formal candidacy examination requirements administered by the department.**

### **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 30 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 of the UC Graduate

Faculty:

- 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 but from within UC.

A student may choose to include non-UC faculty on the committee, beyond the three UC members. The Dissertation Chairperson should send an email request to the Doctoral Program Director to add the non-UC member, and attach a copy of the individual's CV. The Doctoral Program Committee will then make a formal request to the Graduate School. Students have the right to request a change in the committee but must do so in consultation with the program director and his/her program must make the change in GradTracker.

For additional guidelines concerning dissertation committees, see the [University of Cincinnati Graduate Handbook](#).

### ***Dissertation Proposal***

The faculty of the Lindner 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 Ph.D. Program Director by the dissertation adviser, with a copy to the student's file, which is maintained in the Ph.D. Program Office. Upon successful completion of dissertation proposal defense the student should complete the Proposal Defense and Committee Form and submit to the Ph.D. Assistant Director.

### ***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. Students are required to enter details of their dissertation defense, such as time, date, and location, online at the Graduate School website through the [Graduation checklist](#) steps at the beginning of the graduating semester.

Each student must prepare a dissertation abstract of no more than 350 words, which provides 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 Lindner 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.

### ***Submission of Doctoral Dissertations***

After a dissertation has been approved, the candidate for the doctoral degree must submit his/her electronic dissertation by following the [current electronic dissertation submission](#) instructions found on the Graduate School website.

### **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 semesters 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 online with the Graduate School. Please and follow “Graduation Guidelines and Procedures” through the [graduation link](#).

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 April, August, and December each year. Caps, gowns, and doctoral hoods may be purchased in the University Bookstore.

### ***Ph.D. Hooding Ceremony***

The Graduate School annually hosts a Hooding Ceremony at the Fall, Spring, and Summer graduation ceremony for doctoral degree recipients who have earned their degrees throughout the year. Please be sure to follow all appropriate steps as outlined in the Graduate School Handbook to ensure that you are certified for graduation in a timely manner.

## **Special Rules & Provisions**

### ***Plagiarism***

Students must submit second year project, dissertation proposal, comprehensive exams essays, research papers and final dissertation for iThenticate analysis to the doctoral program director.

### ***Grievance Procedures for Graduate Students***

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

### ***Academic Integrity***

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 program. See [Student Code of Conduct](#), which is available

online.

### ***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 Lindner 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](#).

## **Financing the Degree**

### ***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 Lindner College of Business, Graduate Assistantships cover full tuition and the general fee, and pay a stipend over a nine-month period. Summer assistantships are guaranteed. These assistantships require continued study through the summer as well as some teaching responsibilities.

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 UC. 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 174 or more graduate credit hours.

1. Students receiving Graduate Assistantships or Graduate Assistant Scholarships (GAS) must carry a full-time course load (12 or more credit hours) each semester, exclusive of courses taken on an audit basis.
2. 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 semester. 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 semester (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 yearly 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 electronic 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:

#### Graduate Assistant Scholarships

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

#### Graduate Assistantships (Teaching and Research Assistantships)

Graduate Assistantships (GA) 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.

It is important that our doctoral students be assigned GA responsibilities commensurate with this vision and mission, meaning that doctoral students will have both research-related and teaching-related responsibilities throughout their tenure in the doctoral program.

#### *Balance of responsibilities across program tenure:*

Teaching and research responsibilities must be balanced across time, and it is our expectation that, across their doctoral program tenure, students will be assigned to 40-50% teaching-related (TA) responsibilities and 50-60% research-related (RA) responsibilities, although the specific distribution may not be exactly that in any given semester. Moreover, given the doctoral program's apprenticeship-style training model, it is expected that responsibilities will increase in difficulty over time, such that new doctoral students are engaged with more support-related research and teaching activities while more experienced doctoral students are engaged in more independent research and teaching activities.

A graduate assistantship requires 20 hours of teaching and/or research responsibilities each week, and the specific responsibilities will be assigned by the Department Head and/or

Department Doctoral Program Coordinator.

Teaching-related (TA) responsibilities:

TA responsibilities may include the following:

- Assisting faculty members with teaching-related duties. Such duties might include administration of assignments and exams, grading, holding office hours, developing assignments, preparing and copying materials, administering specific class sessions, etc.
- Leading breakout or recitation sections, or labs. Such duties would generally include coordinating with the lead course instructor and other TAs, and independently leading course time with smaller sections of students from a large course.
- Administering a distance-learning course. Such duties might include working with a faculty member on the administration of a DL course.
- Independently teaching courses. Such duties might include coordinating with other faculty/students teaching the same course, teaching from a “shared” syllabus, individually designing the content and delivery of the course, independently leading a DL course, etc.

Students are expected to have a variety of TA responsibilities over their doctoral student tenure. Moreover, it is expected that students will teach 1 independent class for each 2 semesters of GA funding. Thus, a student receiving 12 semesters of funding (4 years of Fall, Spring, and Summer funding) will teach 6 independent classes. A student receiving 8 semesters of funding (4 years of Fall and Spring, with no Summer funding) will teach 4 independent classes.

The independent teaching requirement is meant to be a guideline and shared expectation, and not an inflexible rule. It is understood that there are some circumstances under which this expectation may not be met. For example: (1) students who are given heavy TA responsibilities other than independent teaching may be released from one teaching responsibility, depending upon the specific needs of the department; (2) students who need to develop language skills may be given a different balance of TA responsibilities which still includes independent teaching experiences; (3) students who receive non-GA funding (e.g., URC Summer Fellowships, Distinguished Dissertation Fellowships, Private Endowment Fellowships, external grants, and sponsored research) are eligible for one class reduction for every two semesters of external funding. If a student has an odd number of non-GA funded semesters as they approach their fourth year, with no additional external funding expected for that fourth year, the number of classes to be taught will be rounded down in the student’s favor. Thus, as a student enters year 4, the following equation can be applied:

- 1 or 2 non-GA funded semesters = 1 course release
- 3 or 4 non-GA funded semesters = 2 course releases

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The independent teaching requirement is meant to be a guideline and shared expectation, and not an inflexible rule. It is understood that there are some circumstances under which this expectation may not be met. For example: (1) students who are given heavy TA responsibilities other than independent teaching may teach fewer independent classes, depending upon the specific needs of the department; (2) students who need to develop language skills may be given a different balance of TA responsibilities which still includes independent teaching experiences; (3) students who receive non-GA funding (e.g., URC Summer Fellowships or Distinguished Dissertation Fellowships) might end up with reduced independent teaching assignments due to the timing and unpredictability of such awards; (4) students who teach large auditorium sections without their own TA support would have the faculty workload equation applied, such that each class counts as 1.5 teaching experiences; etc.

Research-related (RA) responsibilities:

RA responsibilities may include the following:

- Assisting faculty members with their research-related duties. Such duties might include conducting literature searches, assisting in data collection, entering data, conducting statistical analysis, editing and proofreading, photocopying, supporting editorial board duties, etc.
- Conducting original research with faculty members. Such duties might include most of the above, plus design and writing responsibilities.

Funding Model:

It is the College's intention to fund doctoral students via GA for four years (based on satisfactory performance and progress in the program), encompassing 12 semesters (Fall, Spring, and Summer). Students may opt out of summer funding, if they so choose. In addition, faculty may seek non-GA funding (sponsored research; organizational funding, etc.) in order to buy students out of GA funding and its associated responsibilities.

Funding beyond the fourth year will be available to students, based on satisfactory performance and departmental recommendations, and will be tied to teaching responsibilities. Students will be paid the College's going rate per class for adjunct instructors.

[URC 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 a monetary stipend, and will still receive GAS tuition coverage as needed. While these Fellowships are not limited to dissertations, research associated with a dissertation is often favored. The deadline is usually in January.

[Graduate School Distinguished Dissertation Completion Fellowship](#)

Fellowships for support while writing the dissertation carry a significant stipend and a

tuition scholarship. The College may nominate one doctoral student who has completed all coursework and been elevated to candidacy for the degree. The competition is announced every year, with nominations usually due in late December. Recipients are announced in May.

### [Graduate Student Health Insurance Award](#)

The Graduate School offers two Student Health Insurance Awards. Award A offers \$500 for both fall and spring semesters, covering approximately 55% of the student's health insurance semester premium. If you are a graduate assistant or fellow AND you qualify for this award, the credit is directly applied to your bill. The application period occurs over the summer, ending in mid-August. All applications are online. Check the award website **before the deadline to receive this award.**

Award B offers \$500 for spring semester only. If you are a graduate assistant or fellow AND you qualify for this award, the credit is directly applied to your bill. The application period begins in mid-November and ends in mid-December. All applications are online. Check the award **before the deadline to receive this award.**

## [Support Services and Facilities](#)

### *Computer Facilities*

#### [Student Computing Recommendations](#)

Starting autumn semester 2012, all Lindner College of Business undergraduate, graduate, and PhD students are required to have a laptop computer that can connect to the Internet using a high-speed connection. Transfer students and international students are subject to this requirement as well.

Students can use their existing laptop or mobile workstation as long as it meets the [minimum specifications](#) set by the College and is able to run any software required by the program. The key benefit of purchasing a recommended model through the program is the support structure. The [LCB Service Desk](#) and the University Bookstore will be able to help facilitate a depot return for repair if the laptop was purchased through the program. This will eliminate the student's need to go off campus to a costly repair center or to send their hardware back to the manufacturer for repair.

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 UC IT website. For full list of software available, please visit the [UC IT website](#).

### *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*

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 websites to post information of interest to doctoral students.

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