



## **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***

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

FAX: 513-558-7006  
PHONE: 513-556-7190  
E-MAIL: [angel.elvin@uc.edu](mailto:angel.elvin@uc.edu)  
WWW: [www.business.uc.edu/phd](http://www.business.uc.edu/phd)

### ***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 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 coursework 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.

### Finance

The Department of Finance's 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 diverse journals such 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*.

### 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 strives to foster a greater understanding of the challenges posed by today's business environment—marked by rapid changes in globalization, competition, and technology—as well as the intricacies of individual, corporate, and social entrepreneurship. Department research, teaching, and service activities explore how these challenges impact relationships within organizations, as well as between organizations and their environment.

Faculty's specific interests include such themes 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; the nature and effects of organizational justice; managerial sensemaking and paradox; balancing work and home; and personal and organizational identity issues. 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 managing in a changing world.

Faculty have published their work in a variety of journals such as 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 Management*, *Small Business Economics*, and *Journal of Small Business Management*. 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 Marketing Department at the University of Cincinnati seeks exceptional applicants with interests in the department's nationally recognized core strengths; consumer behavior, brand management, judgment and decision making, marketing modeling, and sales/sales management. PhD students accepted to the program work closely with department faculty to conduct research and develop skills leading to publishable manuscripts in the field's leading scientific journals. Members of the faculty have diverse interests that span marketing's key subfields; consumer psychology, brand management, marketing strategy, marketing ethics, sales management, advanced research methods, the cognitive and behavioral effects of music in advertising and retail environments, empirical aesthetics, statistical and analytical modeling, and controlled experimental research. The faculty publishes consistently in the field's major core journals, the *Journal of Marketing Research*, the *Journal of Consumer Research*, the *Journal of Marketing*, *Marketing Letters*, and *Marketing Science* and in a variety of nationally recognized journals that contribute to the marketing discipline or disseminate key developments to scholars in related fields, including *Management Science*, the *Journal of Personality and Social Psychology*, *Medical Decision Making*, the *Journal of Forecasting*, the *Journal of Business Research*, *Organizational Behavior and Human Decision Processes*, the *Journal of Consumer Psychology*, *Psychology and Marketing*, the *Harvard Business Review*, *MIT Sloan Management Review*, the *Journal of Advertising*, the *Journal of Interactive Marketing*, the *Journal of Economic*

*Psychology*, the *Journal of Direct Marketing*, and the *Journal of the Academy of Marketing Science* among others. Members of UC's marketing faculty serve on the review and editorial boards of many of these journals and the faculty includes the current co-editor of *Marketing Letters*.

A PhD student specializing in Marketing should expect to complete 2 years of full-time coursework plus an additional 2-3 years to complete his or her dissertation and related research. Experience in the classroom is also stressed. Marketing PhD courses are small seminars for doctoral students in Marketing. These seminars often attract doctoral students from related disciplines but remain intimate. UC's Marketing 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.

### 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, and applied statistics 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 [www.grad.uc.edu/ApplyOnline.aspx](http://www.grad.uc.edu/ApplyOnline.aspx)
- 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
- 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 or IELTS scores sent directly from ETS (University code 1833, international students)
- Official 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 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 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 Student Services. [www.ISSO.uc.edu](http://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 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 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.

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 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
Business Core	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
Methods of Statistics	22BANA7041	4
Regression Analysis	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.

\* Business Core Requirements/Additional Choice Coursework

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>		
		<i>MBA or has BBK</i>	<i>Other Master’s</i>	<i>No Master’s</i>
<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 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 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 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.

### **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 and passing the comprehensive examinations, the student is admitted to doctoral candidacy. The form *Request for Ph.D. Comprehensive Examinations and Admission to 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 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.** 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 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, 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](http://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 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.

For additional guidelines concerning dissertation committees, see the University of Cincinnati Graduate *Handbook*, available online at [www.grad.uc.edu](http://www.grad.uc.edu).

### ***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. A form to be completed at the conclusion of a successful dissertation proposal defense is included in the Appendix of this *Handbook*.

### ***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 [grad.uc.edu/student-life/graduation.html](http://grad.uc.edu/student-life/graduation.html) at least 14 days prior to the defense.

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.

***Instructions for the Preparation and Depositing of Masters Theses and Doctoral Dissertations***  
[www.grad.uc.edu](http://www.grad.uc.edu).

The Graduate School has developed guidelines for preparation of theses and dissertations. All dissertations submitted for the doctoral degree must comply with these specifications. The *Instructions* document is available online at the Graduate School website or in the Graduate School Offices in 110 Van Wormer Hall.

***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 in 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. Finally, 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, 110 Van Wormer Hall, 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 from the Graduate School ([www.grad.uc.edu](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 online with the Graduate School. Please go to [www.grad.uc.edu](http://www.grad.uc.edu) and follow "Graduation Guidelines and Procedures" through the Graduation link.

**To ensure graduating on schedule, students should submit to professors any papers and/or other materials needed to remove an Incomplete grade at least six weeks in advance of the graduation date. (A professor has one 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 April 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 Spring 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** [www.grad.uc.edu](http://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 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 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 online at [www.grad.uc.edu](http://www.grad.uc.edu).

## **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 College of Business, Graduate Assistantships cover full tuition and the general fee, and pay a stipend over a ten-month period. Summer assistantships are available on a limited basis. 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 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 semester, 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 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 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:

#### 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.

## University Graduate Assistantships (Teaching and Research Assistantships)

University Graduate Assistantships (UGA) 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 UGA 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 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-UGA 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 UGA 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-UGA funding (sponsored research; organizational funding, etc.) in order to buy students out of UGA 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.

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.

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 \$3000 stipend, and will still receive UGS 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. For more information, see:  
[www.grad.uc.edu/admissions/Funding/summer\\_fellowships.html](http://www.grad.uc.edu/admissions/Funding/summer_fellowships.html)

### 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 March or early April. Recipients are announced in May. For more information, see: [www.grad.uc.edu/student-life/awards/dissertation\\_completion.html](http://www.grad.uc.edu/student-life/awards/dissertation_completion.html)

### 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 [www.grad.uc.edu/student-life/awards/gshi.html](http://www.grad.uc.edu/student-life/awards/gshi.html) **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 website [grad.uc.edu/student-life/awards/gshi.html](http://grad.uc.edu/student-life/awards/gshi.html) **before the deadline to receive this award.**

**Support Services and Facilities** [www.uc.edu/current\\_students.html](http://www.uc.edu/current_students.html).

### *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. For more information about this policy, and details about the purchase program and recommendations, please see: [business.uc.edu/technology/computing-requirements.html](http://business.uc.edu/technology/computing-requirements.html).

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 UCit website. For full list of software available, please visit the UCit website at [www.ucit.uc.edu](http://www.ucit.uc.edu).

### ***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](http://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 websites to post information of interest to doctoral students.

**CARL H. LINDNER 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 coursework 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 semester in which the examination is to be taken.
3. Both written and oral comprehensive examinations must be passed within a maximum of three consecutive semesters.

I wish to take my written comprehensive examination:

Semester: \_\_\_ Autumn \_\_\_ Spring \_\_\_ Summer\* Year: \_\_\_\_\_

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

**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

**CARL H. LINDNER COLLEGE OF BUSINESS**  
**Proposal Defense and Committee Form**

(to be completed by the department and returned to the  
PhD Program Director or PhD office)

From: \_\_\_\_\_ Departmental Program Coordinator

This is to certify that \_\_\_\_\_ in the

Department of \_\_\_\_\_

Social Security/ID Number \_\_\_\_\_

Has successfully defended the dissertation proposal for the degree of

**Doctorate of Philosophy (Ph.D.)**

**DISSERTATION COMMITTEE MEMBERS:**

\_\_\_\_\_, Chair  
Print Name Signature

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Print Name Signature

**Proposal Defense Date:** \_\_\_\_\_

\_\_\_\_\_  
PhD Program Director

\_\_\_\_\_  
Date

## Siddall Fund Application

*Siddall funds are available to help students advance their research and professional development. All expenses must be approved by both the departmental doctoral program coordinator as well as the college doctoral program director before the student incurs the expense.*

### **Student Information**

Name \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_ M # \_\_\_\_\_

Year in School \_\_\_\_\_

Have you previously received Siddall funding this academic year? \_\_\_\_\_

If so, please list amount: \_\_\_\_\_

*Note: Students may request up to \$2500 of Siddall support per academic year, with a maximum of \$1000 per conference trip.*

Reason for funding request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated expenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Note: If requesting funding for travel, please fill out a travel authorization form as well.*

[www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travauth.pdf](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travauth.pdf)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Departmental Doctoral Coordinator Approval:**

Faculty name \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

### **College Doctoral Program Director Approval:**

Amount Approved \$ \_\_\_\_\_

\_\_\_\_\_  
Doctoral Program Director

\_\_\_\_\_  
Date

*Submit this completed form with all receipts to Debbie Schildknecht.*