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I. PROGRAM MISSION AND OBJECTIVES

PROGRAM MISSION

The Ph.D. Program in Business Administration is designed to prepare students of all backgrounds to become productive teachers and researchers at the university level by providing academically rigorous training in business administration. The program seeks to create an intellectual climate that embraces scholarship, diversity, and global awareness. Drawing from its strategic location as a “Gateway to the Americas” and the strength of the University of Texas System, the program trains students to impact the business community through the creation and dissemination of knowledge.

PROGRAM OBJECTIVES

- To provide students with an intellectual environment conducive to the development of analytical and problem-solving skills;
- To provide students with a wide array of theoretical and methodological tools required for conducting high-quality research that leads to discovery and application of knowledge among business organizations;
- To provide students, through a process of continuous review, a rigorous and relevant curriculum that fosters critical thinking, ethical decision making, and an understanding of the relationship between business and the global society;
- To cultivate a learning environment that promotes scholarly inquiry, exchange of ideas, and the development of excellent research skills;
- To provide students with opportunities to utilize the bicultural environment in which the University is located to study diverse global business practices, interrelationships, and interdependencies.
II. PROGRAM OVERVIEW

Scope

The doctoral degree in business administration consists of 63 academic hours. Admitted students select a concentration from finance, management, marketing, or information systems. Each student develops a customized degree plan in consultation with an advisor. All students are expected to complete quantitative methods and major field courses designed to provide a strong foundation for conducting high-quality research in business administration. Students complete core course work requirements within the first two years of their training. After required coursework is completed, students take comprehensive examinations followed by the writing and defending of the dissertation. Each dissertation is expected to make a significant contribution to the field of knowledge encompassing business administration.

PhD in Business Administration Program Requirements

Required Courses……………………………………… 21 Hours
Research Method Courses…………………………….. 15
Electives………………………………………………… 12

Capstone Requirement:
BADM 9690: Dissertation Residency (taken twice)…. 12
BADM 9391: Dissertation Extension……………………3

Total Graduate Hours for Degree……………………. 63 Hours

Foundation (Leveling) Coursework

All students entering the Ph.D. Program are required to have a business administration foundation. The foundation may be achieved by holding an MBA degree, an MS in a business field or a selection of coursework designed to provide the foundation. A student joining the program without a business educational background must complete “leveling” or foundation courses before enrolling in PhD Seminars. During the first year of the doctoral program or
subject to the advice of the student's program advisor for other time limits, a student without a business educational background must complete the following coursework (and associated prerequisites) prior to enrolling in PhD Seminars:

ACCT 6320  Accounting and Financial Analysis  
ECON 6350  Managerial Economics  
FINA 6340  Advanced Corporate Finance  
INFS 6330  Information Systems for Managers  
MARK 6310  Marketing Strategy  
MGMT 6330  Organizational Behavior  
QUMT6310  Business Research

**Preliminary Examination**

All PhD students are required to pass a preliminary examination at the end of their first year. The preliminary exam will be administered in the month of June and will cover both theoretical and methodological questions. The contents of the exam will be determined by each area’s doctoral faculty. The exam will have a pass/fail grade as determined by area faculty. A student who fails the preliminary exam will have the opportunity to retake the exam before the beginning of the Fall semester. A student who fails the second (retake) exam will be dismissed from the Program.

**Scholarship Seminar**

Upon completing the first two long semesters in their first year, students are required to begin working on their scholarship seminar research project. The purpose of this seminar is to prepare a high quality publishable paper under the faculty member’s guidance and thereby improve students’ research competency. The student will work with a faculty member of their choice starting the summer following the second regular semester (Fall and Spring semesters). The student will make an oral presentation of his/her scholarship seminar paper in his/her field during the student’s third regular (Fall) semester to area/department doctoral faculty. This will usually take place in the departmental brown bag seminars or similar research forums. This presentation allows students to get developmental feedback on the paper from area faculty. The student then registers for a 3 credit hour Scholarship Seminar course in the fourth regular (Spring) semester and continue to work on and revise the scholarship seminar paper with his/her advisor.
Depending on the progress, the area doctoral faculty (and supervisor) may ask the student to present the revised work again in the spring semester. If the student meets the requirement, he/she doesn’t need to do so. At the end of the Spring semester, the student will submit the final scholarship seminar paper to his/her advisor, who will determine, in consultation with area doctoral faculty as necessary, the student’s final grade of “Credit (Pass)” or “No Credit (Fail)

Comprehensive Examination

All students must take and pass a comprehensive examination (in their specialization area) prior to advancing to the dissertation stage of the program. Students must take the written comprehensive exam as soon as they have completed the core (required) coursework prescribed for the degree. The written exams will be scheduled in the month of June, right after the student’s fourth semester in the program. The content of the written exam will be decided by the field doctoral faculty in cooperation with faculty teaching statistics and research methodology.

Students must take the comprehensive exam on this date after finishing core coursework unless there is a valid reason to postpone. If a student presents a valid reason for delaying scheduled comprehensive exams, his/her request will be presented to the PhD Committee for approval. If approved, the student will be allowed to take the exam in the following January. A valid reason includes, but is not limited to, medical emergencies, leave of absences, academic suspensions in the semester preceding the summer comprehensive exams.

Successful completion of the exam is required before the student enrolls in dissertation hours.

The comprehensive examination will take place over two consecutive days for a total of twelve (12) hours. The first day will cover the major field exam questions in the candidate’s area for a period of eight (8) hours. The second day will cover the statistical analysis and research methods questions for a period of four (4) hours. An oral examination may be required if the student's performance on the written exam is marginal and will be scheduled within three weeks after the written exam. If the student fails the oral examination, he/she will have the opportunity to take the second attempt written exam in the following January. This scheduling is designed to give the student sufficient time to adequately prepare for the second written exam. If a student does not pass the written and/or oral exam in June, the student may retake another comprehensive exam in January. If the student fails the second attempt exam in January, he/she will be dismissed from the Program. There will not be an oral exam following the second written exam. Students are required to complete the comprehensive examination within three years of starting the program.
Comprehensive Exam Procedures:

1. Prior to each administration of the comprehensive exam, a comprehensive exam faculty coordinator will be elected by the departments administering comprehensive exams. The PhD Program Director (PPD) might select the faculty coordinator, if one is not elected by the departments four weeks prior to exam date. The coordinator will solicit questions from doctoral faculty members within the students’ discipline. These questions will be used as input into developing a standard test covering the relevant material within the discipline which will also include discipline-based research methodology issues.

2. Students take the exam using a computer available in one of the University’s Computer Labs. The PhD Office will hand out a flash drive to each student so he/she can save their answers to be submitted to the PhD Office at the end of the exam period. Students may also use a notebook to record their answers. Students may not use any outside materials and may not use any other resources except a calculator. Students must complete the exam within the prescribed time.

3. Upon completion of the examination, each answer will be graded by at least two members of the PhD faculty who are knowledgeable in the subject matter covered by the question.

4. The committee that produced the exam will determine the process by which students who receive a marginal pass will be tested in an oral examination. Successful completion of the oral exam (if so decided by the examination committee as defined below) and progression to the dissertation stage of the PhD program will be decided by the committee.

5. Exams will be identified only by the test-taker’s number. Successful completion of the exam will be determined by the committee using the evaluations of the graders.

6. Comprehensive examinations will be evaluated as “pass”, “marginal pass” or “fail”. Students who received a “marginal pass” will be required to pass a follow up oral exam. Students who received a “fail” grade must retake the exam. If a student fails the exam a second time, s/he will be dismissed from the PhD Program.

7. All communication to the student regarding comprehensive exam results must be in writing with a copy to be filed in the student’s folder in the PhD office. The student may, within ten business days of receiving official notice, appeal failing grades to the College level PhD committee. This committee is composed of doctoral faculty from various disciplines in the college. Should the student’s appeal be denied by the PhD committee, the student may, within
ten (10) business days of receiving official notice, appeal to the Dean of the College of Business and Entrepreneurship. The Dean’s decision is final.

**Oral Examination Procedures:**

1. For students receiving a marginal pass, an oral exam will be scheduled within three weeks after completion of the written exams unless an exceptional situation occurs.

2. The examination committee from the student’s discipline conducts the examination and one of the members chairs the oral examination session.

3. Doctoral students and VCOBE faculty are allowed to be at the oral comprehensive examination. Doctoral students may participate as observers only and will not be allowed to ask questions.

4. The results of the oral exam will be communicated to the student in writing with a copy to be filed in the student’s folder in the Ph.D. Office.

5. The student may, within ten (10) business days of receiving official notice, appeal to the PhD Committee. Should the student appeal be denied by the PhD Committee, the student may, within ten (10) business days of receiving official notice, appeal to the Dean of the College of Business and Entrepreneurship. The Dean’s decision is the final decision.

**Dissertation**

The dissertation is a report of original research that is a contribution to knowledge in the selected field. The writing and defense of the dissertation signifies the student’s ability to independently undertake a research project. The student must enroll for a minimum of twelve (12) hours of dissertation residency and three (3) hours of dissertation extension courses as needed over a period of time that will allow the student to complete the final defense of the dissertation within the ten (10) year time-to-degree limit as regulated by the state. Beyond twelve (12) dissertation residency hours, the student must enroll in a minimum of three (3) hours of dissertation extension in each semester until the dissertation is completed and defended or the student leaves the program or the student is suspended or dismissed.
Dissertation Committee

Upon the successful completion of the comprehensive examination, the student will first identify a dissertation chair and subsequently form a Doctoral Dissertation Committee (DDC) in consultation with the dissertation chair. At least four (4) members constitute the Dissertation Committee. The Chair and at least one other member shall be from the student’s discipline/department. A third member shall be a VCOBE faculty whose research area/discipline falls into the student’s dissertation topic (within or outside of the student’s department). The fourth member must be from outside of the student’s department. External faculty members from outside of VCOBE or other universities can be members of the DDC if the DDC Chair deems their expertise relevant to the dissertation topic. External faculty must receive a Special Doctoral Faculty status in order to serve on DDC. The Dissertation Chair shall obtain approval of such status from the PhD Committee prior to forming the DDC.

Dissertation Proposal

The proposal defense process will be completed within two (2) years of successful completion of the comprehensive exams. There are no extensions to the two (2) year limit outside of a formal medical leave of absence that a doctoral student may take through regular procedures. The content and format of the proposal are determined by the DDC. Each year the DDC will evaluate the progress of the candidate's dissertation. Upon judgment by the committee that the dissertation is ready for defense, the DDC will schedule a public forum for the defense to which all doctoral students and graduate faculty are invited. The content and format of the proposal are determined by the DDC. All doctoral students and faculty will be invited to attend the defense. Students are not allowed to ask questions unless allowed by DDC Chair. A copy of the complete proposal must be prepared for each DDC member, and a reading copy placed with the PhD Office where faculty and students will have access for review prior to the defense. A copy of the complete proposal must be submitted to the PPD two weeks prior to the defense. Students seeking to defend their dissertation proposal must notify the PhD Office at least two (2) weeks before the planned date of defense. The DDC evaluates the defense of the proposal as “satisfactory,” “satisfactory-with minor revisions,” or “unsatisfactory.”
For proposals judged “satisfactory-with minor revisions,” the DDC will provide suggestions for revisions. When the DDC finds the revisions satisfactory, the student will then proceed to complete the dissertation. No defense of minor revisions is necessary. When a defense is judged “unsatisfactory,” the DDC will provide the student with an analysis of the concerns to be addressed. When the DDC judges the concerns to have been addressed, then a defense of the modified proposal, following the procedures for scheduling a proposal defense, will be scheduled. In no case will the student be permitted more than three attempts to defend a dissertation proposal. An “unsatisfactory” evaluation of the third defense carries with it immediate dismissal from the program. In all circumstances the DDC will advise the PPD in writing of the results.

**Final Dissertation Defense**

Satisfactory defense of the proposal will authorize the student to proceed to data collection and analysis for the dissertation. Each year the DDC will evaluate the progress of the candidate's dissertation. Candidates judged to be not making satisfactory progress toward completion of the dissertation will be suspended from the program. Upon judgment by the committee that the dissertation is complete and ready for defense, the DDC will schedule a public forum for the defense to which all doctoral students and graduate faculty are invited. The Ph.D. Office will announce to faculty and students on the date, time and place of the defense. The DDC Chair is responsible for conducting the defense. DDC committee members are responsible for primary questioning, although any faculty member in attendance may initiate discussion points in the dissertation. Students are not allowed to ask questions unless allowed by DDC Chair.

A complete copy of the dissertation must be submitted to the PPD four weeks prior to the defense. This copy will be made available to all faculty by placing it in a location designed for such dissertations. A second complete copy must be presented to the PPD for transmission to the Vice Provost for Graduate Studies. The Vice Provost for Graduate Studies will determine whether the format of the dissertation is approved. The DDC retains the responsibility for evaluating the defense of the dissertation as “satisfactory,” “satisfactory-with minor revisions,” or “unsatisfactory.” No “conditional” evaluations may be made. The DDC will provide suggestions for revisions for any dissertation defense judged “satisfactory-with minor revisions.” When the DDC finds the revisions satisfactory, then the PPD will be advised of the satisfactory
completion of the dissertation defense. No defense of minor revisions is necessary.

When a defense is judged “unsatisfactory,” the DDC will provide the student with a summary of the concerns to be addressed. When the DDC judges the concerns to have been addressed, then a defense of the modified dissertation, following the procedures for scheduling a dissertation defense, will be scheduled. Under no circumstances will the student be permitted more than one additional attempt to defend a dissertation. An “unsatisfactory” evaluation of the second defense carries with it immediate dismissal from the program. In all circumstances, the DDC will advise the PPD in writing of the results.

Timely Completion of Dissertation

If a doctoral candidate does not defend his/her dissertation proposal within two years of passing the comprehensive exam, he/she will be required to re-take and pass the exam in order to continue his/her candidacy in the program. The candidate will re-take the comprehensive exam at the end of the two years after the date he/she first passed the exam. If the candidate fails the comprehensive exam after the two attempts stipulated in the comprehensive exam policy or fails to re-take the comprehensive exam as scheduled by the PhD Program office, he/she will be dismissed from the Program. There will be exceptions for students with an approved formal medical leave of absence and others with extenuating circumstances as judged by the PhD Committee and director of the Program. Following his/her successful dissertation proposal defense, a doctoral candidate is required to meet with his/her dissertation committee chair regularly to discuss his/her progress. In addition, the candidate is required to provide a one page (single-spaced) summary of his/her progress every semester to the dissertation committee and the PhD Office.

III. ADMISSION REQUIREMENTS

To be admitted to the doctoral program in business administration, prospective candidates must first meet all of the following requirements for graduate admission to the University of Texas Rio Grande Valley.

The minimum admissions criteria for this program are:

- Online application (https://apps.utrgv.edu/aa/gradapply). The university application fee of $85 ($100 for International Applicants) can be paid online by credit card or electronic check.
(in the online application). All application fees are non-refundable.

- Earned baccalaureate degree from a regionally accredited institution in the United States or a recognized international equivalent in a similar or related field.
- Cumulative GPA of at least 3.0.
- Official transcripts from each institution attended (must be submitted directly to UTRGV).
- GMAT or GRE General Test with scores submitted by February 1st for admission the following Fall semester.
- Submission of 3 letters of recommendation from academic sources.
- Submission of a personal statement describing goals, experiences, scholarly accomplishments, reasons for obtaining the degree, and possible research questions or topics of interest.
- Submission of resume or curriculum vitae.

Admission applications in the areas of Management and Marketing are accepted every even years while applications in Finance and Information Systems are accepted every odd years. Admission decisions for the doctoral program are made by the Ph.D. committee in consultation with the respective doctoral faculty in each department. Once a list of finalists has been compiled, the area admission committee will conduct a mandatory face-to-face, Skype or other video/audio technology meeting with short-listed applicants. The applicant should provide materials that will be helpful in making this decision. Applications are for entrance to the program in the fall semester. For fall semester admission, all documents should be received by the doctoral program by February 1st preceding the fall of the desired admission. No students are admitted to begin in spring or summer. Part-time admissions to the program are not allowed.

**IV. STUDENT ACADEMIC PROGRESS**

The student is expected to make consistent, satisfactory progress toward completion of the degree. The PPD is responsible, in consultation with the PhD Committee, for monitoring student progress toward the creation of a DDC, and completion of the comprehensive examinations. The Chair of the student’s DDC will be responsible for monitoring progress on the dissertation and counseling the student to ensure satisfactory progress is made toward completing the dissertation. A consistent unsatisfactory evaluation of academic progress may be cause for dismissal from the program. The incoming first year PhD student will have an area advisor (area PhD Committee member) who
will be responsible for advising and mentoring on course work, research, and other related academic issues. The advisor shall be a doctoral faculty in VCOBE. The second year doctoral student will be advised by the respective scholarship seminar supervising faculty member. In the third year or above of student work, the student will be advised by the dissertation committee chairperson.

**Satisfactory Academic Progress and Annual Review**

As a general guideline, the doctoral student is expected to make satisfactory academic progress in the area of course work or dissertation, scholarly activities (conference presentations and publications) as well as research assistantship duties. The following outlines annual performance expectations:

**First Year:**
- At the end of the first year, the student will have:
  1. successfully completed first semester coursework with acceptable academic performance (with a grade of “B” or higher);
  2. successfully completed second semester coursework including research methodology courses with a grade of “B” or higher
  3. identified a general area of research that fits with student’s personal interest and faculty expertise;
  4. identified a scholarship seminar topic and faculty advisor
  5. Successfully performed research assistantship duties.

**Second Year:**
- At the end of the second year, the student will have:
  1. successfully completed second year coursework with a grade of “B” or higher;
  2. successfully completed the scholarship seminar requirement (“Pass” grade);
  3. successfully passed comprehensive examination
  4. presented at least one refereed research paper at a major national or regional academic conference;
  5. consistently attended (if possible also present in) departmental brown bag research presentations, dissertation proposal defense, dissertation final defense, research presentations by faculty candidates as well as other related presentations;
6. submitted at least one research paper in a peer-reviewed academic journal
7. Successfully performed research assistantship duties.

**Third Year:**

♦ At the end of the third year, the student will have:

1. presented or scheduled to present at least one research paper to a major national or regional academic conference;
2. submit at least one research paper in a peer-reviewed academic journal;
3. volunteered as a reviewer in a major national and/or regional academic conference;
4. completed dissertation residency credit hours
5. Successfully defended dissertation research proposal within one year of completing coursework and passing comprehensive exams
6. Successfully performed research assistantship duties.

**Fourth & Fifth Year:**

♦ At the end of the fourth year, the student will have:

1. presented or scheduled to present at least one research paper to a major national or regional academic conference;
2. authored or co-authored at least one research paper in a peer-reviewed academic journal;
3. volunteered as a reviewer in a major national and/or regional academic conference;
4. to be on the job market for tenure-track academic positions
5. Successfully performed research assistantship duties

♦ At the end of the fifth year, the student will have:

1. successfully completed final dissertation defense;
2. completed dissertation extension credit hours
3. Successfully performed research assistantship duties
**Annual evaluations**

The PhD Program conducts annual evaluation on the student each year. The purpose of this annual doctoral student evaluation guideline is to:

1. systematically and periodically evaluate the progress of all doctoral students as they go through the program

2. provide timely and constructive feedback based on their annual academic performance in the doctoral program.

The annual evaluation of doctoral students follows the following steps:

1. At the beginning of each academic year, the student submits his/her latest CV along with a one page self-evaluation to the departmental advisor.

2. the advisor reviews the student’s performance and discusses any concerns and issues with the student;

3. The advisor uses the annual evaluation form (attached below) to complete evaluation in the areas of coursework and other academic requirements and scholarly and professional development. The advisor then signs the form and forwards it to the PPD.

4. The PPD reviews the student’s RA evaluation for the academic year and completes the student’s annual evaluation. The completed annual evaluation form will be part of the student’s academic file.

5. The annual evaluation of doctoral students will take place in the month of September (September 1-September 30) every academic year.
Academic Probation and Dismissal

Upon receipt of a grade of "C" the student will be on academic probation. In such a case the student must make an appointment with his or her academic advisor to discuss future courses and expectations. In collaboration with the advisor, the student will develop a written plan for improvement. Upon successful execution of the terms of the plan, the student will be released from academic probation. Upon receipt of a second grade of "C" the student will be suspended from the program for one long semester, effectively immediately upon receipt of the grade. The suspension includes forfeiture of any doctoral study financial aid. Returning to the program does not carry a guarantee of reinstatement of financial aid. The student may be asked to follow a program of improvement to be decided by the academic advisor in consultation with the PPD.

Receipt of a third "C" or one grade of “F”, will result in the student's dismissal from the program. A student desiring to appeal such dismissal may petition the PhD Committee. The appeal must be received within 10 days of notification to the student of dismissal. This committee will perform a careful examination of the student situation and make proper recommendations to the Dean. A final appeal may be made to the Dean of the Vackar College of Business and Entrepreneurship within 10 days of notification to the student of the PhD Committee decision. If a student's cumulative GPA falls below 3.25, he or she will forfeit any financial aid from the doctoral program. Raising the GPA to above 3.25 in subsequent semesters does not guarantee reinstatement of financial aid. Transfer of major under circumstances of suspension is discouraged. Only students in good standing can transfer after approval by the PhD Committee.

V. PROFESSIONAL CONDUCT EXPECTATIONS

Doctoral students are expected to conduct themselves in a professional, collegial, and ethical manner. Students are here to develop as professionals and to learn to teach and conduct research. They are expected to follow the advice and guidance of the Chair of their DDC as well as their advisor or members of their DDC. Should concerns arise, each student is expected to use a constructive, problem-solving approach to resolve the dilemma or conflict. Once the proper procedures are followed and a decision has been made, the student is expected to abide by the decision. Behaviors that disrupt the learning process, create destructive conflict, or bring undeserved discredit to the program are considered to be unsatisfactory and may be grounds for consideration for dismissal from the program.
ACADEMIC INTEGRITY

As academics, our unique intellectual properties—the thoughts and words expressed by each academic to advance knowledge in the discipline—are our greatest contributions to our students, our University, our disciplines, and to society. Accordingly, the unique intellectual contributions/property of all academics must be zealously protected by the adoption of standards of academic conduct. Academic dishonesty of any type violates the university disciplinary codes and will not be tolerated. Students suspected of academic dishonesty will be referred to the Dean of Students for investigation and possible disciplinary action. Students found guilty of academic dishonesty may be suspended or expelled from the university. It is each student’s responsibility to become familiar with the Student Code of Conduct and the Student Guide and to follow the guidelines provided. Students should refrain from (1) using the same text of more than 250 words in more than one paper that they author/co-author and (2) self-plagiarism once a paper has been published.

While writing papers around a coherent theme is encouraged in the program, students may not submit research papers that utilize substantially similar topics in different doctoral seminars. Each student has a responsibility to demonstrate that the paper written for each doctoral seminar is sufficiently unique and does not materially overlap with another paper(s) that he/she may have written for another seminar.

The Vackar College of Business & Entrepreneurship faculty is committed to abiding by, teaching, and enforcing the highest standards of academic honesty and integrity. While the established code of conduct for students at UTRGV applies to all students, those students pursuing careers as academic professionals must uphold the highest ethical standards as related to intellectual property by adhering to the strictest guidelines governing academic honesty. Likewise faculty members who do not materially contribute to a student’s work are not automatically entitled to their student’s words, thoughts, and ideas. Therefore, students are under no obligation to include a faculty member’s name on an article unless that faculty member has made a significant contribution to the article beyond those duties and responsibilities associated with their teaching assignment. No faculty member can require students to include the faculty member’s name on an article as part of the requirements for a class the student is taking with the faculty member.

Similarly, students should be included in a paper as co-authors only if these students made significant contribution in the development of the paper. Whenever anyone contributes in any
way to an article an acknowledgement in the article of that individual’s contribution is appropriate and proper.

Students are expected to consistently attend and participate in brown bag research seminars offered by their respective departments. In addition, students are expected to attend all research presentations and lectures by distinguished speakers and job candidates within the college. These events provide excellent learning and networking opportunities for students and faculty. The PPD and area coordinators will monitor students’ attendance and participation in these events.

VI. ACADEMIC POLICIES

Coursework Transfer & Substitution

Up to nine hours of doctoral course credit may be transferred toward the degree at UTRGV. However, hours are not automatically transferred. Students must apply to the PPD to have specific courses evaluated for inclusion in their degree plans. In general, courses transferred must have been taken in a time frame that permits the student to complete degree requirements at UT-RGV within a 10-year span from the date of first enrollment in transferred courses. No substitutions of courses are permitted without authorization from the PhD Committee. Any substitution request should be processed prior to taking a course. To process a substitution, a Request for Substitution form should be submitted to the Program Director.

Assistantships

The college has limited funds available exclusively for Ph.D. students. Assistantships are assigned on a competitive basis. Newly admitted students are usually offered research assistantship positions. The allocation of graduate assistantship positions to newly admitted and existing Ph.D. students is determined by the Ph.D. Committee in consultation with the PPD. In order to receive and maintain a graduate assistantship position, Ph.D. students should have good academic standing and meet all requirements as specified in the Ph.D. Student Handbook.

Every admission cycle, each department admitting new Ph.D. students submits to Ph.D. Committee a list of its recommended applicants eligible for the available graduate assistantships. Ph.D. Committee determines which applicants in each specialization will receive graduate
assistantship in consultation with the PPD. The PPD allocates the graduate assistantships. In the event there are eligible new (incoming admitted students) and existing (first, second and third year) applicants, the priority in graduate assistantship allocation will be with the former group. In cases where a graduate assistantship position becomes vacant and there is no eligible existing student requesting assistantship, the PPD will present the issue to the Ph.D. Committee for the decision as to whether to assign the assistantship to another program area.

Academic performance will be reviewed each year to ensure that the student is making satisfactory progress. The PPD will notify continuing students of the timelines for renewing or applying for assistantships. The student must be in good academic standing, enrolled in nine hours as a graduate student during the fall and/or spring semester to qualify for the assistantship renewal. The maximum amount of time allowed for assigned teaching and research duties is 20 hours per week. An assessment of student performance during the assistantship will be made by the PPD in consultation with the Ph.D. Committee. Students should contact the Financial Services Office to determine if other sources of financial aid are available.

**Requesting Travel Funding**

PhD students can obtain travel funding from Graduate College and the PhD Program. Students can apply to the Graduate College Travel Scholarship by completing application found in this website link: [http://www.utrgv.edu/graduate/for-new-and-current-students/travel-scholarship/index.htm](http://www.utrgv.edu/graduate/for-new-and-current-students/travel-scholarship/index.htm)

The following procedure must be followed to obtain travel funding from the Ph.D. program:

1. The student must have a paper accepted at a top national or international conference. The Ph.D. Office provides funding only for top conferences.
2. The student asks for funding by e-mailing the PPD attaching the conference acceptance letter.
3. If approved, the student will provide the following travel information to the administrative associate before the meeting date:
   a. the dates and place of the conference
   b. A plan to travel by car or plane (the student **SHOULD NOT** buy airplane tickets or make his/her own car reservations!). If the student plans to travel either by plane or
a car, the request needs to be submitted at least four weeks in advance to the administrative assistant.

c. The registration fee can be paid by the student and will be reimbursed upon return or it can be paid upfront. Students can contact the Administrative assistant for more information.

d. Hotel, shuttle/taxi and meal receipts upon returning from the meeting.

e. Completed student travel form (form can be found here: http://www.utrgv.edu/_files/documents/student-experience/dean-of-students/studenttravelpackage-domestictravel.pdf)

Some general notes:

1. The PhD Administrative Associate will make the travel reservations through the state-contracted travel agency (iTravel). The travel itinerary will then be forwarded to the student. The University will pay your airfare upfront.

2. There is no guarantee that of reimbursement if the conference trip is not pre-approved.

3. Students are advised to keep their travel receipts in case there are funds available for reimbursement. Only students who have received travel support during the fiscal year will be considered for this funding.

4. The Ph. D. program is not responsible for reimbursements if a student missed a flight due to personal reasons.

5. State law places limits on the amounts that can be reimbursed for travel and lodging (https://www.gsa.gov/portal/category/100120).

VII. PROGRAM LEADERSHIP

Ph.D. Program Director (PPD)

In accordance with the Bylaws of the College of Business & Entrepreneurship, the PPD is responsible for:

1. Ensuring that doctoral program policies and procedures are implemented and monitored systematically, and bringing any concerns to the attention of the doctoral faculty.

2. Conducting semester reviews of doctoral students in accordance with program policies related to the timely completion of their doctoral degrees.
3. Coordinating the development, implementation, evaluation, and revision of the doctoral program’s strategic plan.

4. Recruiting qualified students to the program and managing all admission applications and correspondence with applicants.

5. Scheduling times and locations of doctoral students’ events and informing appropriate persons of doctoral students’ progress toward completion of their degrees (i.e. comprehensive exams, dissertation proposal defense, dissertation defense).

6. Informing and assisting students with all program processes.

7. Managing timely doctoral faculty approval updates and dissemination of doctoral handbook, policies, forms, and procedures.

8. Reporting to the doctoral faculty each semester on the program’s budget, progress, accomplishments, and needs.

9. Suspending or dismissing students from the program at the recommendation of the PhD Committee.

10. Performing other duties as assigned by the Dean.

**Ph.D. Program Administrative Associate:**

1. Maintains student records.
2. Updates degree plans at the end of every semester.
3. Assists the PPD in compilation of admission applications and review process.
4. Assists in the planning and implementation of program events.
5. Manages the program budget and update the PPD pertaining to all budgetary matters.
6. Performs other important functions concerning committee formation, travel, dissertation preparation, etc.

**Ph.D. Committee**

The purpose of the PhD committee is to serve as a liaison between the doctoral faculty and the doctoral program on issues concerning admission, content and curriculum. This committee is a college-level committee composed of one representative from each of the six departments in VCOBE: Accountancy, Information Systems, Economics & Finance, International Business & Entrepreneurship, Management, and Marketing. The PPD and Associate Dean for Graduate Studies, Administration and Research serve as ex officio, non-voting members of the PhD Committee. The PhD Committee meets at least once each fall and spring semester.
I. FORMS
# DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

## MANAGEMENT CONCENTRATION COURSEWORK (FORM A)

**Student Name:** ________________________  **ID:** ______________

<table>
<thead>
<tr>
<th>COURSEWORK</th>
<th>Credits</th>
<th>Grades Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED:</strong> (21 hours)</td>
<td></td>
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</tr>
<tr>
<td>MGMT 8333: Seminar in Organization Theory</td>
<td>3</td>
<td></td>
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<tr>
<td>MGMT 8334: Seminar in Operations Management</td>
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<tr>
<td>MGMT 8335: Seminar in Strategic Management</td>
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</tr>
<tr>
<td>MGMT 8336: Seminar in Entrepreneurship</td>
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<td>MGMT 8337: Seminar in Organizational Behavior</td>
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<td>MGMT 8338: Seminar in International Management</td>
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<tr>
<td>BADM 9313: Teaching Preparedness &amp; Professional Development</td>
<td>3</td>
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<tr>
<td><strong>RESEARCH METHOD:</strong> (15 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 8331 or MARK 8309: Research Methods I</td>
<td>3</td>
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</tr>
<tr>
<td>MGMT 8332: Research Methods II</td>
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<td></td>
</tr>
<tr>
<td>MGMT 8322: Scholarship Seminar</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>QUMT 8310: Applied Multivariate Data Analysis I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>QUMT 8311: Applied Multivariate Data Analysis II</td>
<td>3</td>
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<tr>
<td><strong>ELECTIVES</strong>: (Topics with varying content) -(12 hours)</td>
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<tr>
<td>MGMT 8339: Special Topics in Management</td>
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<td>Dissertation Residency (6 hours)</td>
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<tr>
<td>Dissertation Extension (3 hours)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>63</td>
<td></td>
</tr>
</tbody>
</table>

Note: BADM 9310 should be taken in semester before comprehensive exam; *Can be repeated for credit with varying topics.

**Faculty Advisor Name:** ________________________  **Signature:** ________________________

**PhD Program Director:** ________________________  **Signature:** ________________________
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

MARKETING CONCENTRATION COURSEWORK (FORM A)

Student Name: ___________________________ ID: ______________

<table>
<thead>
<tr>
<th>COURSEWORK</th>
<th>Credits</th>
<th>Grades Earned</th>
</tr>
</thead>
<tbody>
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<td>REQUIRED: (21 hours)</td>
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<tr>
<td>MARK 8310: Marketing Strategy</td>
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<td>MARK 8311: Consumer Behavior</td>
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<td>MARK 8312: Marketing Theory</td>
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<tr>
<td>MARK 8314: Markets and Globalization</td>
<td>3</td>
<td></td>
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<td>MARK 8315: Services Marketing</td>
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<td></td>
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<tr>
<td>MARK 8320: Philosophy of Science</td>
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</tr>
<tr>
<td>BADM 9313: Teaching Preparedness &amp; Professional Development</td>
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<td></td>
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<tr>
<td>RESEARCH METHOD: (15 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 8331 or MARK 8309: Research Methods I</td>
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<tr>
<td>MARK 8313: Qualitative Research Methods</td>
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<tr>
<td>MARK 8322: Scholarship Seminar</td>
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<td></td>
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<tr>
<td>QUMT 8310: Applied Multivariate Data Analysis I</td>
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<td>QUMT 8311: Applied Multivariate Data Analysis II</td>
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<td>ELECTIVES*: (Topics with varying content)-(12 hours)</td>
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<td>MARK 8372: Marketing Seminar</td>
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<td>MARK 8372: Marketing Seminar</td>
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<tr>
<td>Dissertation Extension (3 hours)</td>
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<tr>
<td>TOTAL</td>
<td>63</td>
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</tbody>
</table>

Note: BADM 9310 should be taken in semester before comprehensive exam; *Can be repeated for credit with varying topics.

Faculty Advisor Name: ___________________________ Signature: ___________________________

PhD Program Director: ___________________________ Signature: ___________________________
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

FINANCE CONCENTRATION COURSEWORK (FORM A)

<table>
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<td>FINA 8350: Math for Finance</td>
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<td>FINA 8365: Theory of Investments</td>
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<td>FINA 8370: International Finance Management</td>
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<td>FINA 8380: Financial Markets and Institutions</td>
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<td>ELECTIVES: (Topics with varying content)- (12 hours)</td>
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<td>ECON 8351: Seminar in Economic Topics*</td>
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<td>ECON 8360: Macroeconomic Theory</td>
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<td>ECON 8365: International Trade</td>
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<td>FINA 8341: Seminar in Finance Topics*</td>
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<td>TOTAL</td>
<td>63</td>
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</tbody>
</table>

Note: BADM 9310 should be taken in semester before comprehensive exam; *can be repeated for different elective courses

Faculty Advisor Name: ______________________ Signature: ______________________

PhD Program Director: ______________________ Signature: ______________________
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

INFORMATION SYSTEMS CONCENTRATION COURSEWORK (FORM A)

Student Name: _________________________  ID: ________________

<table>
<thead>
<tr>
<th>COURSEWORK</th>
<th>Credits</th>
<th>Grades Earned</th>
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<tbody>
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<td><strong>REQUIRED: (21 hours)</strong></td>
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<tr>
<td>INFS 8308: Theories in Cognitive and Behavioral Information Systems Research</td>
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<td>INFS 8318: Theories in Managerial and Organizational Information Systems Research</td>
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<td>INFS 8338: Design Science Information Systems Research</td>
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<td>INFS 8348: Data Mining and Business Analytics</td>
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<td>INFS 8358: Information Technology Administration</td>
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<td>INFS 8328: Economics of Information Systems</td>
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<td>BADM 9313: Teaching Preparedness &amp; Professional Development</td>
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<td><strong>RESEARCH METHOD: (15 hours)</strong></td>
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<tr>
<td>QUMT 8312: Experimental Design and Analysis</td>
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<td>QUMT 8313: Nonparametric Data Analysis</td>
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<tr>
<td>INFS 8322: Scholarship Seminar</td>
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<tr>
<td>QUMT 8310: Applied Multivariate Data Analysis I</td>
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<tr>
<td>QUMT 8311: Applied Multivariate Data Analysis II</td>
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<tr>
<td><em><em>ELECTIVES</em>: (Topics with varying content)-(12 hours)</em>*</td>
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<td>QUMT 8314: Selected Topics in Quantitative Methods</td>
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<td>QUMT 8314: Selected Topics in Quantitative Methods</td>
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<td>QUMT 8314: Selected Topics in Quantitative Methods</td>
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<td><strong>DISSERTATION: (15 hours)</strong></td>
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<tr>
<td>Dissertation Extension (3 hours)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>63</td>
<td></td>
</tr>
</tbody>
</table>

Note: BADM 9310 should be taken in semester before comprehensive exam; *can be repeated for different elective courses

Faculty Advisor Name: _________________________  Signature: _________________________

PhD Program Director: _________________________  Signature: _________________________
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

Comprehensive Examination Result Form (Form B)

Student Name: _______________________                    ID: ____________________

FROM: Dr. Michael A. Abebe
      Ph.D. Program Director

SUBJECT: Written Comprehensive Exam Result

DATE: ________________

The ________ area comprehensive exam grading committee has finalized their grading and has
determined that you:

_______ have successfully passed the written comprehensive exam. Congratulations!

_______ have conditionally passed the written comprehensive exam. A follow-up oral examination is
required.

_______ have failed the written comprehensive exam. You will need to re-take either part of or entire
written exam on a date specified by the Ph.D. Office.

The PhD Office will contact you soon if a follow-up oral examination is needed or if you need to re-take the
written comprehensive exam.

Sincerely,

Michael A. Abebe, Ph.D.
PhD Program Director
Vackar College of Business & Entrepreneurship
The University of Texas Rio Grande Valley
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

DISSERTATION COMMITTEE FORM (FORM E)

To: Dr. Michael Abebe
    Ph.D. Program Director

From: ______________________________
      Doctoral Candidate

Subject: Dissertation Committee

Date: ____________________________

I am pleased to inform you that the following professors have agreed to serve on my Doctoral Dissertation Committee.

________________________________               ___________________________________
DDC Chair Name                                   Signature

________________________________
DDC Member Name                                Signature

________________________________
DDC Member Name                                Signature

________________________________
DDC External Member Name                      Signature
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

REPORT OF DISSERTATION PROPOSAL (FORM F)

To: Dr. Michael Abebe
   Ph.D. Program Director

From: ___________________________________
      Chair of Doctoral Dissertation Committee

Subject: Report of Dissertation Proposal Defense

Date: ___________________________________

Student Name: ____________________________

The Doctoral Dissertation Committee (DDC) has conducted this student’s oral defense and has evaluated it as follows:

Dissertation Proposal Outcome: _______ Satisfactory
                                _______ Satisfactory with minor revisions
                                _______ Unsatisfactory

________________________________       ___________________________________
DDC Chair Name                                           Signature

________________________________       ___________________________________
DDC Member Name                                       Signature

________________________________       ___________________________________
DDC Member Name                                       Signature

________________________________       ___________________________________
DDC External Member Name                     Signature
DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

Report of Dissertation Defense (Form G)

To: Dr. Michael Abebe
   Ph.D. Program Director

From: ____________________________
      Chair of Doctoral Dissertation Committee

Subject: Report of Dissertation Defense

Date: ____________________________

Student Name: ____________________________

The Doctoral Dissertation Committee has conducted this student’s oral defense and has evaluated it as follows:

Dissertation Defense Outcome:

_________Satisfactory

_________Satisfactory w/ minor revisions

_________Unsatisfactory

______________________________                 ________________________________
DDC Chair Name                      Signature

______________________________                 ________________________________
DDC Member Name                     Signature

______________________________                 ________________________________
DDC Member Name                     Signature

______________________________                 ________________________________
DDC External Member Name            Signature
PHD PROGRAM  
RESEARCH ASSISTANT EVALUATION FORM (FORM H)  

2016-2017 ACADEMIC YEAR

Professor Name: ______________________________________

Research Assistant (RA) Name: __________________________

Please evaluate the performance of the RA assigned to you this academic year below.

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<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td>Availability</td>
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<td>Professionalism</td>
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<tr>
<td>Conscientiousness</td>
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<tr>
<td>Ability to make deadline</td>
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<td>Initiative</td>
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<tr>
<td>Punctuality</td>
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<tr>
<td>Work Quality</td>
<td></td>
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</tr>
</tbody>
</table>

❖ Please summarize the project(s) or tasks that the RA has worked on this academic year:
___________________________________________________________________________
___________________________________________________________________________

❖ On a scale of 1 to 10 (1-poor, 10-excellent), how would you rate the RA’s overall performance?

úmero __________________

❖ Would you recommend reappointment? Yes ________ No ________

❖ If no, please explain. Feel free to use additional pages as necessary. ________________________

Supervising Faculty Signature: _______________ Date: _______________
Professor Name: ________________________________

Research Assistant (RA) Name: ______________________

Please evaluate the performance of the RA assigned to you this academic year below.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unacceptable</th>
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<tbody>
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<td>Initiative</td>
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<td>Punctuality</td>
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<tr>
<td>Work Quality</td>
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</table>

❖ Please summarize the project(s) or tasks that the RA has worked on this academic year:

___________________________________________________________________________

___________________________________________________________________________

❖ On a scale of 1 to 10 (1-poor, 10-excellent), how would you rate the RA’s overall performance? ________________

❖ Would you recommend reappointment? Yes ________ No ________

❖ If no, please explain. Feel free to use additional pages as necessary. ________________

Supervising Faculty Signature: ____________________ Date: ________________
**COBE PhD Program**  
**Doctoral Student Annual Evaluation Form (FORM J)**

**Name of Student:**  
**Student ID:**  
**Year Admitted to Program:**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Year Expectations</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Year Expectations</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Year Expectations</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Year Expectations</th>
</tr>
</thead>
</table>
| **Coursework and other academic requirements** | - complete first year course work with a grade of “B” or higher | - complete second year course work with a grade of “B” or higher  
- complete scholarship seminar and receive a “Pass” grade  
- Pass comprehensive exam | - identified a dissertation topic and formed dissertation committee  
- complete dissertation residency credit hours  
- Successfully defend dissertation proposal | - complete dissertation extension credit hours  
- Make significant progress on dissertation |
| **Scholarly and professional development** | - Develop a general area of research that fits with student’s personal interest and faculty expertise  
- identify a scholarship seminar topic and faculty advisor | - present at least one refereed research paper in a major national or regional academic conference  
- Consistently attend (also present in) departmental research presentations, dissertation defense, research presentations by faculty candidates  
- submit at least one research paper to a peer-reviewed journal | - present at least one refereed research paper in a major national or regional academic conference  
- submit at least one research paper to a peer-reviewed journal  
- volunteer as a reviewer in a major national and/or regional academic conference | - present at least one refereed research paper in a major national or regional academic conference  
- author or co-author at least one research paper to a peer-reviewed journal  
- volunteer as a reviewer in a major national and/or regional academic conference  
- be on the job market for tenure-track academic positions |
| **Research assistantship responsibilities** | -effectively perform activities as requested by faculty supervisor  
- score “Good” or “Excellent” in at least 70% of categories in RA Evaluation Form | -effectively perform activities as requested by faculty supervisor  
- score “Good” or “Excellent” in at least 70% of categories in RA Evaluation Form | -effectively perform activities as requested by faculty supervisor  
- score “Good” or “Excellent” in at least 70% of categories in RA Evaluation Form | -effectively perform activities as requested by faculty supervisor  
- score “Good” or “Excellent” in at least 70% of categories in RA Evaluation Form |

1. Based on the above standard for **course work requirement**, the student____ MEETS, ____ EXCEEDS or is ____ BELOW expectations.

2. Based on the above standard for **scholarly development**, the student____ MEETS, ____ EXCEEDS or is ____ BELOW expectations.

**Student Signature:** ____________________  
**Faculty Advisor:** ____________________  
**Date:** _________________
PhD Student Annual Self-Evaluation

Please provide a summary of your activities and accomplishments during last academic year in the areas of coursework, research and professional development as well as research assistantship duties. In your summary, please also include the specific challenges you faced during the academic year.

I. Coursework & other academic requirements (e.g. dissertation):

II. Scholarly and professional development (e.g. scholarship seminar, conference presentations & journal publications): Summarize activities and accomplishments

III. Research assistantship responsibilities: Summarize activities and accomplishments

IV. What are your professional objectives in this academic year as a PhD Student?
Milestones Agreement Form

The Doctor of Philosophy in Business Administration

College of Business & Entrepreneurship

The University of Texas Rio Grande Valley

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

Academic Advising

Upon entering the Doctor of Philosophy in Business Administration program, each student will be assigned a doctoral faculty advisor by the Ph.D. Program Director (PPD) in consultation with doctoral faculty in the student’s area for the first year of their program in consideration of interests. The student can, after the first semester, request that the advisor be changed. At the end of the Summer of the first year or beginning of the second year of the doctoral program, the doctoral student may select a dissertation committee chair in consultation with the Ph.D. Program Director, and a dissertation committee in consultation with the chair and approval of the PhD Committee.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

- Ensuring that at the end of each semester reviews between student and advisor occur. The results of this review will be included in the program’s annual doctoral progress report,
- Providing suggestions on course selection,
- Reviewing the student’s Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the PPD and student to determine if modifications are necessary,
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements,
- Providing the student with assistance in understanding the requirements for successful completion of dissertation,
- Providing the student with assistance in assembling a dissertation committee, and
- Providing the student with experiences and information that will optimize the student’s career opportunities and success.

The Ph.D. office will provide copies of check sheets that contain Degree Plans to the advisors and students to facilitate the monitoring of students’ progress.
# THE DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Expected Time of Achievement</th>
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</thead>
<tbody>
<tr>
<td>Review of student’s progress with <em>advisor</em></td>
<td>Every semester</td>
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<tr>
<td>Successful completion of the comprehensive exam</td>
<td>In the summer after the 4\textsuperscript{th} semester in the program</td>
</tr>
<tr>
<td>Coursework successfully completed</td>
<td>Core courses must be completed by the end of the 4\textsuperscript{th} semester. Elective courses must be completed by the end of the 5\textsuperscript{th} semester</td>
</tr>
<tr>
<td>Student admitted to doctoral candidacy</td>
<td>Upon passing the comprehensive exam and completing the required coursework</td>
</tr>
<tr>
<td>Dissertation Committee appointed and approved by Graduate School</td>
<td>By the end of 5\textsuperscript{th} semester</td>
</tr>
<tr>
<td>Dissertation proposal completed and approved</td>
<td>Within one year of completing coursework and passing comprehensive exams</td>
</tr>
<tr>
<td>Research protocols and/or IRB approval (as applicable)</td>
<td>Within one semester after the successful defense of the dissertation proposal</td>
</tr>
<tr>
<td>Dissertation completed, successfully defended, and approved by Committee</td>
<td>Within 5 years of entering the program and within one year of successfully defending the dissertation proposal</td>
</tr>
<tr>
<td>Student completes and files all paperwork required for graduation</td>
<td>At least one semester before graduation</td>
</tr>
</tbody>
</table>
Dissertation accepted by Graduate School
By the deadline set by Graduate School

Exit interview completed and submitted to SED
Upon graduation

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (*may also include summer depending on program-specific requirements*)
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the first semester
- Complete all required organized coursework
- Schedule and successfully complete required comprehensive exam
- Form dissertation committee in consultation with advisor and dissertation Chair
- Have dissertation committee approved by program PPD, Dean and Graduate School
- Prepare and successfully present the dissertation proposal
- Enroll in required dissertation hours and complete dissertation
- Successfully defend the dissertation
- Submit required documentation to the Graduate School for completion and graduation certification

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the **Doctor of Philosophy in Business Administration** program, as well as the expected timeline for completing these milestones.

________________________________________
Student’s Signature

________________________________________
PRINT NAME ___________________________ Date

________________________________________
Advisor’s Signature

________________________________________
PRINT NAME ___________________________ Date