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PhD Program in Business Administration

2025-2026 Doctoral Student Handbook

RCVCOBE PhD program mission

The Robert C. Vackar College of Business and Entrepreneurship (RCVCOBE) PhD Program in Business Administration is designed to prepare students of diverse 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.

RCVCOBE PhD program objectives

- To provide students with an intellectual environment conducive to the development of analytical and problem-solving skills.
- To provide students with 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 of Texas Rio Grande Valley (UTRGV) is located to study diverse global business practices, interrelationships and interdependencies.

Available concentrations

Accounting

In January 2019, UTRGV admitted students into the new Accounting Concentration of the PhD in Business Administration. In the Accounting Concentration, the rigorous curriculum consists of theory and accounting topics seminars, research methods courses, close interaction with faculty mentors, and a range of scholarly activities, all aimed at preparing students to be highly effective researchers. Our distinguished faculty specializes in research on auditing, corporate governance, taxation, financial accounting, disclosure, and international accounting. They have published in the premier accounting journals, including *Auditing: A Journal of Practice & Theory*, *Journal of Corporate Finance*, *Journal of Business Finance & Accounting*, *Journal of Management Accounting Research*, *The International Journal of Accounting*, among others.

Finance

The Finance concentration provides students with advanced training in theory and research methods to equip them with strong skills to produce high quality research in a broad range of fields in finance. Students specializing in this area will be able to conduct research in the fields of *corporate finance*, *financial econometrics*, *financial economics*, *financial markets and institutions*, *international finance*, *investments*, and related fields. Area faculty publish in quality academic and professional journals including *Energy Economics*, *Financial Management*, *Journal of Accounting & Economics*, *Journal of Banking & Finance*, *Journal of Corporate Finance*, *Journal of Financial and Quantitative Analysis*, *The Journal of Fixed Income*, *The Journal of Investing*, *Management Science*, and *Review of Finance* among others.

Information systems

The Information Systems concentration provides students with strong research skills that allow them to produce high quality research pertaining to theoretical and empirical developments in the areas of information systems and emerging information technologies. Students specializing in this area conduct high quality research on topics such as *business analytics*, *social media*, *information privacy and security*, and *health information*

systems. Area faculty have published in high quality information systems journals such as *Information*

Systems Research, Journal of Management Information Systems, Decision Sciences, Journal of the Association for Information Science and Technology, European Journal of Information Systems, Information and Management, and Decision Support Systems, among others.

Management

The PhD Program in Business Administration with a Management concentration is designed primarily to prepare students for careers in management research and teaching. The

Management concentration equips students with strong research skills that allow them to produce high quality research pertaining to organizations and management. Students specializing in this area conduct high quality research on topics such as human resources management, organizational behavior, international management, strategic management, operations management/sustainable supply chains as well as entrepreneurship. Area faculty have published in top management journals including *Academy of Management Journal, Journal of Applied Psychology, Personnel Psychology, Journal of Management, Journal of Operations Management*, and *Journal of Management Studies*, among others.

Marketing

The Marketing concentration provides students with strong research skills that allow them to produce high quality scholarly/academic research pertaining to the various facets of marketing theory and practice. Students specializing in this area will be able to conduct high quality research that can produce theoretical contributions on varied marketing topics, such as *marketing strategy, consumer behavior, social media, channels of distribution (regional and international), globalization, services marketing* as well as *cultural consumption*. Area faculty have published in high quality marketing journals including *Journal of Marketing, Journal Marketing Research, Journal of Consumer Research, Journal of the Academy of Marketing Science, Journal of Service Research, European Journal of Marketing, Journal of Consumer Culture, Journal of Business Research*, and *Marketing Theory* among others.

Admission requirements

To be admitted to the PhD Program in Business Administration, prospective candidates must first meet the following requirements for graduate admission to UTRGV.

The minimum admissions criteria for this program are:

- Online application (www.utrgv.edu/gradapply). The university application fee 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 with official WES/FCSA/SpaTran credential evaluations (must be submitted directly to UTRGV).
- GMAT or GRE General Test with scores submitted by February 1st for admission the following fall semester. The minimum required GMAT score is 500 (or equivalent GRE score).
- Submission of three (3) letters of recommendation from academic or professional 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 decisions for the doctoral program are made by the RCVCOBE PhD Committee in consultation with the respective doctoral faculty in each area of concentration. Once a list of finalists has been compiled, the area admission committee will conduct a mandatory face-to-face, Skype/Zoom 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 PhD Program in the fall semester. For fall semester admission, all documents should be received by February 1st preceding the fall of

the desired admission year. No students are admitted to begin in spring or summer. Part-time admissions to the program are not allowed.

Program overview

The RCVCOBE PhD in Business Administration comprises 57 academic hours. Admitted students select a concentration from accounting, finance, information systems, management, or marketing. 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 can take up to six credit hours of master's coursework as electives with the approval of their faculty advisor, their Department Chair, and the PhD Director. No MBA foundation courses that count as PhD leveling courses are allowed as PhD electives. Students complete core course work requirements within the first two years of their training. After the second year of core 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. Table 1 presents a summary of the program requirements. Figure 1 presents an overview of the pathway through the program.

Table 1: RCVCOBE PhD Program requirements

Course details		Number of hours required
Core courses		18
Research Method Courses		15
Electives		9
Capstone Requirement:		
PADM 6600: Dissertation Residency (taken twice)		12
Admission	Begin coursework and maintain 3.25 GPA	3
Coursework and scholarship seminar	Comprehensive exam	57 Hours
All But Dissertation (ABD) stage	Form dissertation committee	
Defend dissertation proposal	Defend final dissertation	

Figure 1: PhD program pathway

Statistical foundation coursework

To assess competency in statistics, all incoming students will be required to complete an online non-credit statistics training prior to registering for fall classes. This online non-credit statistics training requirement is equivalent to the standard of completing the QUMT 6303 Statistical Foundations course. Students who fail this initial online non-credit statistical training requirement will be required to take QUMT 6303 Statistical Foundations in the fall semester on entry to the program.

Levelling coursework

Students entering the PhD Program in each of the five concentrations (i.e. accounting, finance, information systems, management, and marketing) without a graduate degree in business are required to complete a minimum of nine (9) hours of graduate levelling

courses. Students who pass the online non-credit statistical training course can use it to substitute for QUMT 6303 Statistical Foundations.

The nine hours levelling course policy is only a minimum requirement. Applicants to the program are encouraged to work closely with their advisors to develop a personalized list of leveling courses that can better prepare them for the doctoral program. Depending on the individual student's academic background, more than nine hours of levelling coursework may be recommended. The student will work with his/her area PhD program representative in determining the list of levelling courses he/she needs to take to complete the requirement. The PhD program representative will consult the area doctoral faculty before finalizing the recommended levelling courses for the student. Table 2 summarizes minimum required levelling coursework.

Table 2: Levelling coursework required for each area of concentration

Concentration	Course code	Course title
Accounting	QUMT 6303	Statistical Foundations (Mandatory)
	ACCT 6301	Accounting for Managers
	ACCT 6320	Accounting and Financial Analysis
Finance	QUMT 6303	Statistical Foundations (Mandatory)
	ECON 6350	Managerial Economics
	FINA 6303	Introduction for Finance
Information Systems	QUMT 6303	Statistical Foundations (Mandatory)
	INFS 6330	Information Systems for Managers
	ECON 6350	Managerial Economics
Management	QUMT 6303	Statistical Foundations (Mandatory)
	Select two from the following depending on student interest:	
	MGMT 6330	Organizational Behavior
	MGMT 6360	Production & Operations Management
	MGMT 6390	Strategic Management
Marketing	QUMT 6303	Statistical Foundations (Mandatory)
	MARK 6310	Marketing Strategy
	MARK 6320	Consumer Behavior

Scholarship seminar

Upon completing the first two 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 faculty member 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 three (3) credit hour Scholarship Seminar course in the fourth regular (spring) semester and continues to work on and revise the scholarship seminar paper with his/her advisor. However, depending on progress, the area doctoral faculty (and supervisor) may ask the student to present the revised work again in the spring semester. 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" or "No Credit".

Comprehensive examination

Each PhD student must take and pass a comprehensive examination, in their area of concentration, 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. If a student has a "C" grade in any of the core courses, he/she will not be able to take the comprehensive examination until he/she improves this grade to "B" or higher by retaking the course.

The written comprehensive exam will be scheduled in the month of June, immediately following the student's fourth semester in the program. The contents of the written exam

will be decided by the area doctoral faculty in cooperation with faculty teaching statistics and research methodology.

Students must take the comprehensive exam after finishing core coursework (excluding BADM 9313 Teaching Preparedness and Professional Development) unless there is a valid reason to postpone. If a student presents a valid reason for delaying a scheduled comprehensive exam, his/her request will be presented to the PhD Committee for approval. If approved, the student will be allowed to take the exam in October of the same year. 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 of the exam 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 a student does not pass the written and/or oral exam in June, the student may retake another comprehensive exam in October of the same year. This scheduling is designed to give the student sufficient time to adequately prepare for the second written exam. If the student fails the second attempt exam in October, 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

Prior to each administration of the comprehensive exam, a comprehensive exam faculty coordinator will be elected by the respective area administering the comprehensive exam. Four weeks prior to the exam date, if a coordinator is not elected by each area, the default

will be the area representative on the PhD committee. The coordinator will solicit questions from doctoral faculty members within the respective area. These questions will serve as input into developing a standard exam covering the relevant materials within the area of concentration, which will also include discipline-based research methodology. The comprehensive exam coordinator from each respective area will then form a committee of doctoral faculty from that area of concentration who will have the responsibility of formulating and grading the comprehensive exam for that area.

The comprehensive exam will be administered by the PhD Program Office. Students will be provided the necessary tools to take the exam. No outside materials are allowed. Students must complete the exam within the prescribed time. Student responses to exam questions will be de-identified through the use of a key code to ensure student privacy is protected and potential bias minimized. Successful completion of the exam will be determined by the respective area committee using the evaluations from the graders.

In terms of grading, each answer will be graded by at least two members of the doctoral faculty who are knowledgeable in the subject matter covered by the question.

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. 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 and progression to the dissertation stage of the PhD program will be decided by the respective area committee and reported accordingly to the PhD Program Office.

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 Program Office. The student may, within ten (10) 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 Robert C. Vackar College of Business and Entrepreneurship. The Dean's decision is final.

Oral examination procedures

For students receiving a marginal pass on the written comprehensive exam, an oral exam will be scheduled within three (3) weeks after completion of the written exam unless an exceptional situation occurs. The examination committee from the student's area of concentration conducts the examination, with research methodology examination committee if needed, and one of the members chairs the oral examination session.

RCVCOBE faculty are invited to be at the oral comprehensive examination. 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 PhD Program Office. The student may, within ten (10) business days of receiving official notice, appeal to the PhD Committee. 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 Robert C. Vackar 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. 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 in

consultation with the Dissertation Chair. At least four (4) doctoral faculty members constitute the Dissertation Committee. The Chair and at least one other member shall be from the student's area of concentration/department/school. A third member shall be a RCVCOBE faculty whose research area/discipline falls into the student's dissertation topic (within or outside of the student's department/school). The fourth member must be from outside of the student's department/school. External faculty members from outside of RCVCOBE or other universities can be members of the Dissertation Committee if the Dissertation Chair deems their expertise relevant to the dissertation topic. However, external faculty must receive a Special Doctoral Faculty status in order to serve on a RCVCOBE Dissertation Committee. The student in consultation with the Dissertation Chair shall therefore provide a justification statement to be presented to the RCVCOBE PhD committee in order to obtain approval.

Proposal defense

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. If a doctoral candidate does not defend his/her dissertation proposal within two (2) years of passing the comprehensive exam, he/she will be required to re-take and pass the comprehensive exam in order to continue his/her candidacy in the PhD Program. Students seeking to defend their dissertation proposal must notify the PhD Program Office at least two (2) weeks before the planned date of defense.

The content and format of the proposal are determined by the Dissertation Chair and Committee. Each year the Dissertation Chair will evaluate the progress of the candidate's progress. Upon judgment by the Dissertation Chair and Committee that the dissertation proposal is ready for defense, a public forum for the defense that is open to all people will be scheduled. A copy of the complete proposal must be prepared for each Dissertation Committee member and a copy of the complete proposal must be submitted to the PhD Program Office at least two (2) weeks prior to the defense. The time and place for the

defense will be posted on the PhD program website and invitations to attend will be sent via email to all RCVCOBE faculty and doctoral students. In addition, a copy of the proposal document will be made available via email where faculty and students will have access for review prior to the defense. The document will be shared with the following copyright disclaimer: Do not circulate, cite, or replicate without the permission of the author.

At the defense and following the student's presentation, the Dissertation Chair will first invite questions from the Dissertation Committee then the audience. The Dissertation Committee evaluates the defense of the proposal as "satisfactory," "satisfactory-with minor revisions," or "unsatisfactory." When the Dissertation Chair finds the revisions satisfactory, the student will then proceed to complete the dissertation. No defense of minor revisions is necessary. For proposals judged "satisfactory-with minor revisions," the Dissertation Chair will provide suggestions for revisions. When a defense is judged "unsatisfactory," the Dissertation Chair will provide the student with an analysis of the concerns to be addressed via a written statement. When the Dissertation Chair 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 Dissertation Chair will advise the PhD Program Office 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 final dissertation. Each year the Dissertation Chair will monitor and evaluate candidate progress. Candidates judged not to be making satisfactory progress toward completion of the dissertation will be suspended from the program. Upon judgment by the Dissertation Committee that the dissertation is complete and ready for defense, a public forum for the defense that is open to all people will be scheduled. Students seeking to defend their dissertation must notify the PhD Program Office at least

two (2) weeks before the planned date of defense. The time and place for the defense will be posted on the PhD program website and invitations to attend will be sent via email to all RCVCOBE faculty and doctoral students. A copy of the complete dissertation must be prepared for each Dissertation Committee member and a copy of the complete dissertation must be submitted to the PhD Program Office at least two (2) weeks prior to the defense. In addition, a copy of the dissertation document will be made available via email where faculty and students will have access for review prior to the defense. The document will be shared with the following copyright disclaimer: Do not circulate, cite, or replicate without the permission of the author. Students are also required to submit a copy of their final dissertation to the Graduate College through [ProQuest ETD Administrator](#) and pay the required fees in order for the document to be processed. Students are also advised to be very familiar with dissertation processes required by Graduate College as stated in the [Graduate College Dissertation manual](#).

At the defense presentation, the Dissertation Chair is responsible for conducting the defense. Dissertation 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 permitted by the Dissertation Chair.

The Dean of the Graduate College retains the responsibility for evaluating the defense of the dissertation as “satisfactory,” “satisfactory-with minor revisions,” or “unsatisfactory.” No “conditional” evaluations can be made. The Dissertation Chair will provide suggestions for revisions for any dissertation defense judged “satisfactory-with minor revisions.” When the Dissertation Chair finds the revisions satisfactory, then the PhD Program Director 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 Dissertation Chair will provide the student with a summary of the concerns to be addressed. When the Dissertation Chair judges the concerns to have been addressed, then a defense of the modified dissertation, following the procedures for scheduling a dissertation defense, will

be conducted. Under no circumstances will the student be permitted more than one (1) 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 Dissertation Chair will advise the PhD Program Director 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 comprehensive exam in order to continue his/her candidacy in the PhD 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 PhD Program Director. Following his/her successful dissertation proposal defense, a doctoral candidate is required to meet with his/her Dissertation Chair and Committee 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 Program Office. The doctoral candidate is also required to defend his/her final dissertation within three years of passing the comprehensive exam.

Student academic progress

The student is expected to make consistent, satisfactory progress toward completion of the degree. The PhD Program Director is responsible, in consultation with the RCVCOBE PhD Committee, for monitoring student progress toward the creation of a Dissertation Committee and completion of the comprehensive examinations. The Dissertation Chair 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 cause for dismissal from the program. Incoming first year PhD students 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 RCVCOBE. Second year doctoral students 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 Chair.

Satisfactory academic progress and annual review

As a general guideline, doctoral students are 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 UTRGV Graduate College requires that doctoral students maintain a minimum GPA of 3.25 in order to be on good academic standing.

Table 3 outlines annual performance expectations for each of five years, by which time the student is expected to have graduated or be close to graduation stage.

Table 3: Annual expectations in progressing through PhD

By end of	Stated expectation
Year 1	<ul style="list-style-type: none"> • successfully completed first semester coursework with acceptable academic performance with a B grade or higher • successfully completed second semester coursework including research methodology courses with a B grade or higher • identified a general area of research that fits with student's personal interest and faculty expertise • identified a scholarship seminar topic and faculty advisor • successfully performed research assistantship duties
Year 2	<ul style="list-style-type: none"> • successfully completed second year coursework with a B grade or higher • successfully achieved a "Pass" grade for the scholarship seminar • successfully passed comprehensive examination • presented at least one refereed research paper at a major national or regional academic conference; • consistently attended, and presented in, the departmental brown bag presentations, dissertation proposal and final defense, research presentations by faculty candidates as well as other related presentations

	<ul style="list-style-type: none"> • submitted at least one research paper in a peer-reviewed academic journal • Successfully performed research assistantship duties
Year 3	<ul style="list-style-type: none"> • Electives complete • presented or scheduled to present at least one research paper to a major national or regional academic conference • submit at least one research paper in a peer-reviewed academic journal • volunteered as a reviewer in a major national and/or regional academic conference • completed dissertation residency credit hours • Successfully defended dissertation proposal • Successfully performed research assistantship duties
Year 4 and 5	<ul style="list-style-type: none"> • Successfully defended dissertation proposal within two years passing comprehensive exams • presented or scheduled to present at least one research paper at a major national or regional academic conference • authored or co-authored at least one research paper in a peer-reviewed academic journal • volunteered as a reviewer in a major national and/or regional academic conference • actively seeking academic employment on the job market for tenure-track positions • successfully performed research assistantship duties
By end of Year 5	<ul style="list-style-type: none"> • successfully completed final dissertation defense; • completed dissertation extension credit hours • Successfully performed research assistantship duties

Students with research assistantships

Research assistantships are allocated based on merit. They serve as an opportunity for PhD students to timely apply their acquired knowledge from in the PhD program and, moreover, to support RCVCOBE faculty members in their research. They can include up to 25% of teaching-related activities.

Research assistantships for first year students are awarded based on availability of funds and student merit, including the evidence of qualifications a student provides in their applications to the program. The award of a of research assistantship after Year 1 depends on the student meeting the academic progress and performance outlined in Table 4, in addition to UTRGV Graduate College requirements regarding satisfactory academic progress (e.g., 3.25 or higher GPA).

Table 4. Minimum academic performance requirements for PhD students holding a research assistantship.		
By end of	Minimum requirements	Job expectations
Year 1	<ul style="list-style-type: none"> • Pass QUMT 8310 with a grade of B or better, or pass ECON 8370 with a grade of B or better. • Meet or exceed expectations RCVCOBE PhD Program annual evaluation. 	<ul style="list-style-type: none"> • Assist with basic data collection, literature review, and basic statistical analysis. • Draft manuscript.
Year 2	<ul style="list-style-type: none"> • Pass QUMT 8310 and QUMT 8311 with grades of B or better, or pass ECON 8370 and ECON 8375 with grades B or better. • Pass the scholarship seminar. • Meet or exceed expectations RCVCOBE PhD Program annual evaluation. 	<ul style="list-style-type: none"> • Identify promising research questions. • Work on theory development. • Clean and organize datasets. • Work with advanced statistical analysis (e.g., at least at the level of QUMT 8310 and QUMT 8311). • Draft manuscript.
Year 3	<ul style="list-style-type: none"> • Submit at least one manuscript to a conference or journal. • Pass the comprehensive exam. • Meet or exceed expectations RCVCOBE PhD Program annual evaluation. 	<ul style="list-style-type: none"> • Utilize tools learned in their core and research methods courses. • Work independently on research. • Draft manuscript.

Students must meet all their yearly minimum requirements in Table 4 to meet the minimum qualifications for future research assistantships.

Annual evaluations

The RCVCOBE PhD Program conducts annual evaluation for each student. The purpose of this annual doctoral student evaluation is to:

1. Systematically and periodically evaluate the progress and development of doctoral students as they advance 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 is conducted as follows:

Prior to the beginning of the next academic year, the student submits his/her latest CV along with a one-page self-evaluation to the area of concentration advisor. The advisor reviews the student's performance and discusses any concerns and issues with the student. The advisor completes the annual evaluation form (see Appendix) to evaluate coursework, as well as academic and professional development. The advisor then signs the form and forwards it to the PhD Program office. The deadline for advisors to submit annual evaluations of doctoral students will be the third Monday of August of each year. The PhD program director will complete the form if the deadline is not met. Students with two below expectations annual evaluations will be dismissed from the PhD program. The student may, within ten (10) business days of receiving official notice, appeal to the PhD Committee. 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 Robert C. Vackar College of Business and Entrepreneurship. The Dean's decision is the final decision.

Research Assistant evaluation

Research Assistants are evaluated every long semester (i.e., spring and fall). The purpose of these evaluations is to have a systematic and periodic measure of performance and progress. In addition, we want to provide timely and constructive feedback to research assistants and make sure their work meets or exceeds expectations.

The faculty assigned as research assistant supervisor completes the Research Assistant Semester Evaluation Form (see Appendix) and forwards it to the PhD Program office. The completed evaluation form is recorded as part of the student's academic file.

Evaluations should either meet or exceed expectations. If the evaluation is marked below expectations, the student needs to meet the PhD Director and prepare a written improvement plan. If the student receives a second below expectations on a subsequent long semester, the student will be eligible to keep the research assistantship, but will no longer be eligible for conference travel funding, research award funds, or other fellowship

or scholarship funding for the following long semester. A third below expectations carries the same penalty but applicable for the following two long semesters. When a student is assigned to work with two faculty members in the same long semester, the penalties apply if both evaluations are below expectations.

The student may, within ten (10) business days of receiving official notice, appeal to the PhD Committee. 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 Robert C. Vackar College of Business and Entrepreneurship. The Dean's decision is the final decision.

Academic probation and dismissal

Throughout the doctoral coursework and upon receipt of a C grade, the student will be placed 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.

Throughout the doctoral coursework and upon receipt of a second C grade, the student will be suspended from the program for one semester (either fall or spring), effective 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 PhD Program Director.

Throughout the doctoral coursework and on receipt of a third C grade, or one F grade, the student will be dismissed from the program. A student desiring to appeal such dismissal may petition the RCVCOBE PhD Committee. The appeal must be received within ten (10) days of notification to the student of dismissal. The RCVCOBE PhD committee will perform a careful examination of the student situation and make proper recommendations to the

RCVCOBE Dean. An appeal may be made to the RCVCOBE Dean within ten (10) days of notification to the student of the PhD Committee decision. A final appeal can be made to the UTRGV Dean of the Graduate College. 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 RCVCOBE PhD Committee.

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 Doctoral Dissertation Committee as well as their advisor or members of their Dissertation Committee. 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

The thoughts and words expressed by each academic to advance knowledge in the discipline are recognized as intellectual properties. Knowledge creation and intellectual property are significant contributions to the discipline and to the community, including students. 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 UTRGV Dean of Students for investigation and possible disciplinary action. Students found guilty of academic

dishonesty may be suspended or expelled from the university. Each student has the responsibility to become familiar with the [Vaquero Honor Code](#) 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.

RCVCOBE faculty are 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, including doctoral 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 make significant contribution in the development of the paper. When an individual 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 areas. In addition, students are expected to attend all research presentations and lectures by distinguished speakers and

job candidates offered within RCVCOBE. These events provide excellent learning and networking opportunities for students and faculty. The PhD Program Director and area coordinators will monitor student attendance and participation in these events.

Office Assignments and Usage Policy

- The student must have a paper accepted at a top conference. The PhD Program Office provides funding only for top conferences, as recommended by each area of concentration.
- The PhD Office will assign workspace to research assistants.
- Priority will be given to students who are assigned to teach, subject to availability.
- Students who are beyond their fifth year in the program might not be eligible to receive office space.
- Students are expected to be professional and respectful with their officemates to help create a productive work environment. This includes keeping the shared workspace clean and being considerate with colleagues.
- Students must follow university policies regarding student conduct and discipline. See [HOP STU 02-100](#) and [Vaquero Honor Code](#).

Academic policies

Coursework transfer and substitution

Up to nine hours of doctoral course credit may be transferred toward the RCVCOBE doctoral degree. However, hours are not automatically transferred. Students must apply to the PhD Program Director 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 UTRGV within a 10-year span from the date of first enrollment in transferred courses. No substitutions of courses are permitted without authorization from the RCVCOBE 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 PhD Program Director.

Assistantships

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

Each annual admission cycle, the respective area admitting new PhD students submits to the RCVCOBE PhD Committee a list of recommended applicants eligible for the available graduate assistantships. The RCVCOBE PhD Committee determines which applicants in each specialization will receive graduate assistantship in consultation with the PhD Program Director. The PhD Program Director then allocates the graduate assistantships.

In the event there are new (incoming admitted students) and existing (first, second, and third year) applicants who are eligible for graduate assistantships, 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 PhD Program Director will present the issue to the RCVCOBE PhD 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 PhD Program Director will notify continuing students of the time lines 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. Assistantships allow for up

to 25% teaching-related activities. An assessment of student performance during the assistantship will be made by the PhD Program Director in consultation with the RCVCOBE PhD Committee. Students should contact the UTRGV Financial Services Office to determine if other sources of financial aid are available.

Requesting travel funding

PhD students can request travel funding from UTRGV Graduate College and the RCVCOBE PhD Program. Students can apply to the Graduate College Travel Scholarship by completing the application found here: <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 PhD Program:

- The student must have a paper accepted at a top conference. The PhD Program Office provides funding only for top conferences, as recommended by each area of concentration.
- Students request funding by e-mailing the PhD Program Director and attaching the conference acceptance letter. Note: Students SHOULD NOT pre-purchase airplane tickets or make his/her own car hire reservations. Travel reservations are made by the PhD Program Office only.
- Travel reservation requests need to be made to the PhD Program Office at least four (4) weeks prior to date of travel.
- The funding can only be used for the dates and place of the conference specifically approved and cannot be transferred to another conference.
- Only one RCVCOBE (PhD student) author will be funded to present each accepted paper.
- Each student will receive maximum one travel award per academic year

- Conference registration fees can be paid by the student and will be reimbursed upon return or it can be paid upfront. Students can contact the PhD Program Office Administrative Assistant for more information.
- Hotel, shuttle/taxi and meal receipts must be provided to the PhD Program office within 15 days upon returning from the conference.
- UTRGV students travelling are required to complete a Student Travel Authorization: <https://www.utrgv.edu/studentlife/resources/student-travel/index.htm>

Program leadership

PhD Program Director

In accordance with RCVCBE Bylaws, the PhD Program Director is responsible for:

- Ensuring that doctoral program policies and procedures are implemented and monitored systematically.
- Bringing any concerns to the attention of the doctoral faculty.
- Conducting semester reviews of doctoral students in accordance with program policies related to the timely completion of their doctoral degrees.
- Coordinating the development, implementation, evaluation, and revision of the RCVCBE PhD Program strategic plan.
- Planning and implementing the program's assurance of learning (AOL) process and overseeing activities associated with the AACSB accreditation process.
- Recruiting qualified students to the program and managing admission applications and correspondence with applicants.
- Scheduling times and locations of doctoral students' events and informing appropriate persons of doctoral students' progress toward completion of their degrees (e.g., comprehensive exams, dissertation proposal and final defense).
- Informing and assisting students with all program processes.

- Managing timely doctoral faculty approval updates and dissemination of doctoral handbook, policies, forms, and procedures.
- Manage the PhD Program budget.
- Reporting to the doctoral faculty periodically on the program's budget, progress, accomplishments, and needs.
- Suspending or dismissing students from the program at the recommendation of the RCVCOBE PhD Committee.
- Performing other duties as assigned by the RCVCOBE Dean.

PhD Program Specialist

The RCVCOBE PhD Program Specialist has the following responsibilities:

- Maintain accurate student records.
- Update degree plans at the end of each semester.
- Assist the PhD Program Director with admission and review process.
- Assist the PhD Program Director in the planning and implementation of program events.
- Keep accurate budget records and update the PhD Program Director pertaining to all budgetary matters.
- Perform other important functions concerning committee formation, travel, dissertation preparation, etc.

RCVCOBE PhD Committee

The purpose of the RCVCOBE PhD committee is to serve as a liaison between RCVCOBE doctoral faculty and the RCVCOBE PhD Program on issues concerning admission, content, and curriculum. This RCVCOBE PhD Committee is a college-level committee composed of one representative from each of the six departments in RCVCOBE: Accountancy, Information Systems, Economics and Finance, International Business and Entrepreneurship, Management, and Marketing. The PhD Program Director 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.

Appendix A

FORMS



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
ACCOUNTING CONCENTRATION COURSEWORK (FORM A)**

Student Name: _____ **ID:** _____

COURSEWORK	Credits	Grades Earned
CORE: (18 hours)		
ACCT 8309: Accounting Research Paradigms	3	
ACCT 8310: Capital Markets in Accounting	3	
ACCT 8320: Contemporary Accounting Research	3	
ACCT 8330 Accounting and Corporate Governance	3	
ACCT 8340 Auditing Research	3	
ACCT 8350 Accounting Theory: An Information Content Prospective	3	
RESEARCH METHOD: (15 hours)		
ECON 8370: Econometrics I	3	
ECON 8375: Econometrics II	3	
ACCT 8322: Scholarship Seminar	3	
QUMT 8310: Applied Multivariate Data Analysis I	3	
QUMT 8311: Applied Multivariate Data Analysis II	3	
ELECTIVES*: Topics with varying content (9 hours)		
BADM 9313: Academic Career Prep & Planning	3	
FINA 8360: Theory of Finance	3	
FINA 8375: Corporate Finance	3	
FINA 8380: Financial Markets and Institutions	3	
Graduate course(s) as approved by academic advisor**	3	
DISSERTATION: (15 hours)		
BADM 9690 Dissertation Residency (6 hours)	6	
BADM 9690 Dissertation Residency (6 hours)	6	
BADM 9391 Dissertation Extension (3 hours)	3	
TOTAL	57	
GPA (Minimum 3.25 required to graduate)	—	

* Can be taken three times for credit with varying topics.

PhD Program Director: _____ **Signature:** _____



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
FINANCE CONCENTRATION COURSEWORK (FORM A)**

Student Name: _____ **ID:** _____

COURSEWORK	Credits	Grades Earned
CORE: (18 hours)		
FINA 8350: Math for Finance	3	
FINA 8360: Theory of Finance	3	
FINA 8365: Theory of Investments	3	
FINA 8370: International Finance Management	3	
FINA 8375: Corporate Finance	3	
FINA 8380: Financial Markets and Institutions	3	
RESEARCH METHOD: (15 hours)		
ECON 8370: Econometrics I	3	
ECON 8375: Econometrics II	3	
FINA 8322: Scholarship Seminar	3	
ECON 8351: Seminar - Advanced Topics in Econometrics	3	
FINA 8341: Seminar - Empirical Methods in Finance	3	
ELECTIVES*: Topics with varying content (9 hours)		
BADM 9313: Academic Career Prep & Planning	3	
ECON 8351: Seminar in Economic Topics*	3	
ECON 8360: Macroeconomic Theory	3	
ECON 8365: International Trade	3	
FINA 8341: Seminar in Finance Topics*	3	
Graduate course(s) as approved by academic advisor**		
DISSERTATION: (15 hours)		
BADM 9690 Dissertation Residency (6 hours)	6	
BADM 9690 Dissertation Residency (6 hours)	6	
BADM 9391 Dissertation Extension (3 hours)	3	
TOTAL	57	
GPA (Minimum 3.25 required to graduate)	—	

* Can be taken three times for credit with varying topics.

PhD Program Director: _____ **Signature:** _____



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
INFORMATION SYSTEMS CONCENTRATION COURSEWORK (FORM A)**

Student Name: _____ ID: _____

COURSEWORK	Credits	Grades Earned
CORE: (18 hours)		
INFS 8320: Theories in Information Systems Research	3	
INFS 8328: Economics of Information Systems	3	
INFS 8338: Design Science Information Systems Research	3	
INFS 8348: Data Mining and Business Analytics	3	
INFS 8358: Digital Society	3	
INFS 8388: Social Media Analytics	3	
RESEARCH METHOD: (15 hours)		
INFS 8322: Scholarship Seminar	3	
INFS 8330: Information Systems Research Methods	3	
QUMT 8310: Applied Multivariate Data Analysis I	3	
QUMT 8311: Applied Multivariate Data Analysis II	3	
QUMT 8315: Applied Machine learning & Artificial Intelligence	3	
ELECTIVES*: Topics with varying content (9 hours)		
BADM 9313: Academic Career Prep & Planning	3	
INFS 8368: Selected Topics in Information Systems*	3	
INFS 8368: Selected Topics in Information Systems*	3	
INFS 8378: Independent Study	3	
QUMT 8315: Advanced Quantitative Analysis	3	
Graduate course(s) as approved by academic advisor**		
DISSERTATION: (15 hours)		
BADM 9690 Dissertation Residency (6 hours)	6	
BAMD 9690 Dissertation Residency (6 hours)	6	
BADM 9391 Dissertation Extension (3 hours)	3	
TOTAL	57	
GPA (Minimum 3.25 required to graduate)	–	

* Can be taken three times for credit with varying topics.

PhD Program Director: _____ Signature: _____



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
MANAGEMENT CONCENTRATION COURSEWORK (FORM A)**

Student Name: _____ ID: _____

COURSEWORK	Credits	Grades
CORE: (18 hours)		
MGMT 8333: Seminar in Organization Theory	3	
MGMT 8334: Seminar in Operations Management	3	
MGMT 8335: Seminar in Strategic Management	3	
MGMT 8336: Seminar in Entrepreneurship	3	
MGMT 8337: Seminar in Organizational Behavior	3	
MGMT 8338: Seminar in International Management	3	
RESEARCH METHOD: (15 hours)		
MGMT 8331 or MARK 8309: Research Methods I	3	
MGMT 8332: Research Methods II	3	
MGMT 8322: Scholarship Seminar	3	
QUMT 8310: Applied Multivariate Data Analysis I	3	
QUMT 8311: Applied Multivariate Data Analysis II	3	
ELECTIVES*: Topics with varying content (9 hours)		
BADM 9313: Academic Career Prep & Planning	3	
MGMT 8339: Special Topics in Management	3	
MGMT 8339: Special Topics in Management	3	
MGMT 8339: Special Topics in Management	3	
MGMT 8339: Special Topics in Management	3	
Graduate course(s) as approved by academic advisor**		
DISSERTATION: (15 hours)		
BADM 9690 Dissertation Residency (6 hours)	6	
BADM 9690 Dissertation Residency (6 hours)	6	
BADM 9391 Dissertation Extension (3 hours)	3	
TOTAL	57	
GPA (Minimum 3.25 required to graduate)	—	

* Can be taken three times for credit with varying topics.

PhD Program Director: _____ Signature: _____



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
MARKETING CONCENTRATION COURSEWORK (FORM A)**

Student Name: _____ **ID:** _____

COURSEWORK	Credits	Grades Earned
CORE: (18 hours)		
MARK 8310: Marketing Strategy	3	
MARK 8311: Consumer Behavior	3	
MARK 8312: Marketing Theory	3	
MARK 8314: Markets and Globalization	3	
MARK 8315: Services Marketing	3	
MARK 8320: Philosophy of Science	3	
RESEARCH METHOD: (15 hours)		
MGMT 8331 or MARK 8309: Research Methods I	3	
MARK 8313: Qualitative Research Methods	3	
MARK 8322: Scholarship Seminar	3	
QUMT 8310: Applied Multivariate Data Analysis I	3	
QUMT 8311: Applied Multivariate Data Analysis II	3	
ELECTIVES*: Topics with varying content (9 hours)		
BADM 9313: Academic Career Prep & Planning	3	
MARK 8371: Seminar in Marketing Topics	3	
MARK 8371: Seminar in Marketing Topics	3	
MARK 8372: Marketing Seminar	3	
MARK 8372: Marketing Seminar	3	
Graduate course(s) as approved by academic advisor**		
DISSERTATION: (15 hours)		
BADM 9690 Dissertation Residency (6 hours)	6	
BAMD 9690 Dissertation Residency (6 hours)	6	
BADM 9391 Dissertation Extension (3 hours)	3	
TOTAL	57	
GPA (Minimum 3.25 required to graduate)	—	

* Can be taken three times for credit with varying topics.

PhD Program Director: _____ **Signature:** _____



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

Doctor of Philosophy in Business Administration
Comprehensive Examination Result Form (Form B-2)

Student Name: _____ ID: _____

Subject: Written Comprehensive Exam Result Date: _____

Concentration area:

Please check	Area
	Accounting
	Finance
	Information Systems
	Management
	Marketing

The comprehensive exam grading committee has finalized their grading and has determined that above stated student has:

<input type="checkbox"/>	successfully passed the written comprehensive exam. <i>Congratulations!</i>
<input type="checkbox"/>	conditionally passed the written comprehensive exam. A follow-up oral examination is required.
<input type="checkbox"/>	not passed the written comprehensive exam (A date to re-take either part of or entire exam will be advised by the PhD Office)

Area Exam Coordinator

Print Name

Ph.D. Program Director

Print Name

Please return to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

Doctor of Philosophy in Business Administration
Oral Examination Result Form (Form C)

Student Name: _____

ID: _____

From: Dr. Diego Escobari
Ph.D. Program Director

Subject: Oral Comprehensive Exam Result

Date: _____

Concentration area:

Please check	Area
	Accounting
	Finance
	Information Systems
	Management
	Marketing

The comprehensive exam grading committee has finalized their grading and has determined that above stated student has:

<input type="checkbox"/>	successfully passed the oral comprehensive exam. <i>Congratulations!</i>
<input type="checkbox"/>	conditionally passed the oral comprehensive exam. A follow-up oral examination is required.
<input type="checkbox"/>	not passed the oral comprehensive exam (A date to re-take either part of or entire exam will be advised by the PhD Office)

Area Exam Coordinator

Print Name

Ph.D. Program Director

Print Name

Please return to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**Doctor of Philosophy in Business Administration
Comprehensive Examination Grading Form (Form D-2)**

To: Dr. Diego Escobari
Ph.D. Program Director

From: Comprehensive Exam Grading Committee

Subject: Report of Written Comprehensive Examination

Date: _____

Student Number (*Please do NOT write student name*): _____

The comprehensive exam grading committee has finalized their grading and has determined that the above student:

_____ has successfully passed the written comprehensive exam.

_____ has conditionally passed the written comprehensive exam.
A follow-up oral examination is required.

_____ has failed the written comprehensive exam.

A summary of committee's comments are attached.

Area Comprehensive Exam Coordinator

Print Name

Please return to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**Doctor of Philosophy in Business Administration
Dissertation committee form (Form E)**

To: Dr. Diego Escobari
RCVCOBE PhD 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).

DDC Chair Name

Signature

DDC Member Name

Signature

DDC Member Name

Signature

DDC External Member Name

Signature

Please return completed form to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

**Doctor of Philosophy in Business Administration
Report of dissertation proposal defense (Form F)**

To: Dr. Diego Escobari, PhD Program Director
From: Dr.
Chair of doctoral dissertation committee
Subject: Report of dissertation proposal defense
Student name:
Proposal defense date:

The doctoral dissertation committee has conducted this proposal defense and reports the dissertation proposal outcome as follows:

_____	Satisfactory
_____	Satisfactory w/ minor revisions
_____	Unsatisfactory

Doctoral dissertation committee chair:

Signature _____

Doctoral dissertation committee member:

Signature _____

Doctoral dissertation committee member:

Signature _____

Doctoral dissertation committee external member:

Signature _____

Please return completed form to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



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**Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program**

**Doctor of Philosophy in Business Administration
Report of final dissertation defense (Form G)**

To: Dr. Diego Escobari, PhD Program Director
From: Dr.
Chair of doctoral dissertation committee
Subject: Report of final dissertation defense
Student name:
Final defense date:

The doctoral dissertation committee has conducted this final dissertation defense and reports the outcome as follows:

_____	Satisfactory
_____	Satisfactory w/ minor revisions
_____	Unsatisfactory

Doctoral dissertation committee chair:

Signature _____

Doctoral dissertation committee member:

Signature _____

Doctoral dissertation committee member:

Signature _____

Doctoral dissertation committee external member:

Signature _____

Please return to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

Research Assistant Semester Evaluation Form (Form H)

Professor Name: _____

Research Assistant (RA) Name: _____

Semester: Fall ____ Spring ____ Year: _____

Please evaluate the performance of the RA assigned to you this semester on the following:

	Excellent	Above Average	Average	Below Average	Unacceptable
Availability					
Professionalism					
Conscientiousness					
Ability to make deadline					
Initiative					
Punctuality					
Work Quality					

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

Overall performance evaluation:

Exceed Expectations: _____ Meet: _____ Below Expectations: _____

Supervising Faculty Signature: _____ Date: _____

Please return completed form to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

RCVCOBE PhD Program: PhD Student Annual Self-Evaluation (Form I)

Student Name: _____ **Student ID:** _____

Year in Program: _____ **Concentration:** _____

Advisor name: _____ **Date:** _____

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.

1. Coursework and other academic requirements (e.g. dissertation):

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

3. Research assistantship responsibilities: Summarize activities and accomplishments

4. What are your professional objectives in this academic year as a PhD Student?

Student signature: _____

Advisor signature: _____

Please return to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

RCVCOBE PhD Program: Doctoral Student Annual Evaluation Form (Filled Out by Advisor)
(FORM JA – Up to Comprehensive Exam with PASS)

Name of Student: _____ Student ID: _____

Year in Program: _____ Concentration: _____

Evaluation Criteria	Yes	No	NA
1) Completed course works with a 3.25 GPA or higher			
2) Completed or on-track to complete CORE coursework in the discipline, as scheduled			
3) Received a "Pass" grade for scholarship seminar			
4) Passed comprehensive exam			
5) Presented at least one refereed research paper in a major national or regional academic conference			
6) Submitted at least one manuscript to a journal			
7) Served as a reviewer for a journal or a major national and/or regional academic conference			
8) Other achievements equivalent to points 5 through 8 (please, list them)			

Advisor Name: _____ Signature: _____ Date: _____

Student Signature: _____

Submitted information will be verified, and if needed, corrected by the PhD office. Please do not write below this line. PhD Office official use only.

Overall Assessment:

- ☐ Exceeds expectations (YES or NA - 1 through 4; then YES for any 5 through 8)
- ☐ Meets expectations (YES or NA - 1 through 4)
- ☐ Below expectations (NO for any item 1 through 4)



Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program

VCUBE PhD Program: Doctoral Student Annual Evaluation Form (Filled Out by Advisor)
(FORM JB – After Passing Comprehensive Exam: For Year 3 or Later)

Name of Student: _____ **Student ID:** _____

Year in Program: _____ **Concentration:** _____

Evaluation Criteria	Yes	No	NA
1) Completed course works with a 3.25 GPA or higher			
2) Completed or on-track to complete all coursework (including electives) in the discipline, as scheduled			
3) Identified a dissertation topic & identified dissertation committee chair			
4) Successfully defended dissertation proposal or on track to defend proposal within two years of passing comprehensive exam			
5) Received CREDIT (as opposed to NC grade) for dissertation			
6) On track to defend final dissertation within three years of passing the comprehensive exam			
7) Presented at least one research paper to a target conference in the field			
8) Submitted at least one research paper to a High Impact or Elite journal in the RVCUBE target journal list			
9) Served as a reviewer for a journal or a major national and/or regional academic conference			
10) Other achievements equivalent to points 7 through 9 (please, list them)			

Advisor Name: _____ **Signature:** _____ **Date:** _____

Student Signature: _____

Submitted information will be verified, and if needed, corrected by the PhD office. Please do not write below this line. PhD Office official use only.

Overall Assessment:

- ☐ Exceeds expectations (YES or NA - 1 through 6; then YES for any 7 through 10)
- ☐ Meets expectations (YES or NA - 1 through 6)
- ☐ Below expectations (NO for any item 1 through 6)



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**Robert C. Vackar College of
Business & Entrepreneurship
Ph.D. Program**

**Doctor of Philosophy in Business Administration
Approval of Master's Level Classes as PhD Electives (Form K)**

Student Name: _____

Student ID#: _____

Master's Level Course: _____

Term*: _____

Grade*: _____

*Expected term and minimum grade required if the student did not take the class already.

Approval of Academic Advisor:

Name

Signature

Approval of Department Chair:

Name

Signature

Approval of PhD Director:

Name

Signature

Please return to RCVCOBE PhD Program office or email: bianca.hammond@utrgv.edu

Milestones Agreement Form
Robert C. Vackar College of Business and Entrepreneurship
PhD in Business Administration

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. If a student has ongoing concerns or grievances related to his or her Milestones Agreement, the student should follow the institution's academic grievances policy as outlined by the Office of the Dean of Students.

Academic Advising

Upon entering the PhD in Business Administration program, all students will be assigned an advisor. Their advisor for the first year is the faculty representative in the PhD committee from the student's concentration. Their advisor for the second year is the faculty member who supervises their scholarship seminar. Starting from year three, the faculty advisor is the PhD dissertation committee chair.

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 annual reviews between student and advisor occur
- 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 PhD Committee 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
- Providing the student with experiences and information that will optimize the student's career opportunities and success

Requirements for all Students in the PhD in Business Administration Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Meets or exceeds expectations on evaluations by advisor	Annually
Successful completion of the Scholarship Seminar	Second year
Successful completion of the comprehensive exams	Second year
Coursework successfully completed	Third year
Dissertation Committee appointed and approved by the PhD Office	Third year
Dissertation proposal completed and approved	Third/Fourth year
Dissertation completed, successfully defended, and approved by Committee	Fourth year
Student completes and files all paperwork required for graduation	Fourth year

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with your advisor no later than the end of the first semester in the program
- Complete all required organized coursework
- Successfully complete Scholarship Seminar
- Successfully complete comprehensive exams
- Form your dissertation committee in consultation with your advisor and dissertation Chair
- Have your committee approved by the PhD Office
- Prepare and successfully present your dissertation proposal
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate College for completion and graduation

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 PhD in Business Administration program, as well as the expected timeline for completing these milestones.

Student's Signature

Date

Advisor's Signature

Date

PhD Program Director's Signature

Date