



PHD IN BUSINESS ADMINISTRATION
Doctoral Student Handbook
2017-2018



INTRODUCTION

This **Handbook for Doctoral Students** is provided to give information on the policies, procedures and requirements for the Doctoral Program in Business Administration at the University of South Florida. Doctoral students are subject to the policies and procedures of the University, College and the Department handbooks. All of the policies and procedures outlined in the Handbook are pertinent to doctoral students. Students should also study carefully the USF Graduate Catalog for general requirements applying to all doctoral students at USF.

Questions regarding the required paperwork and procedures should be directed to the Muma College of Business Office of Graduate Studies. The Doctoral Program Coordinator in the student's concentration should be consulted on academic questions pertaining to one's particular field of study.

Program Objectives

The doctoral program offered by the Muma College of Business provides its graduates with preparation for careers as college and university professors and as research and staff personnel in industry and government. Students' intellectual growth is fostered through working closely with faculty in seminars, research projects, and other assignments that develop research and teaching skills. The curriculum offers breadth of understanding of the integral components of business administration as well as depth of field specialization sufficient to permit the student to make meaningful contributions to the discipline. Flexibility in the curriculum allows each student to build upon his or her strengths and to accommodate students with various levels of preparation in a wide variety of fields. Concentrations are offered in the following fields: Accounting, Finance, Information Systems, and Marketing. Support areas of study are offered in these fields, and in areas outside the College. However, the degree conferred is a Doctor of Philosophy in Business with a specialization in one of the named concentration areas.

Admission Requirements

A bachelor's degree from an accredited college or university is required for admission to the program. Applicants must also have an acceptable score on the Graduate Management Admissions Test (GMAT). Additionally, applicants from foreign countries where English is not the spoken language should be aware that the college complies with the University of South Florida's requirement that applicant's demonstrate proficiency in English. In addition, all students must meet the entrance requirements of, and be accepted by:

1. The Office of Graduate Studies of the University of South Florida
2. The graduate program of the Muma College of Business
3. The applicant's concentration department.

Courses offered in the doctoral program are designed with the assumption that the student is proficient in statistics (through multiple regression), college algebra, matrix algebra, differential calculus, and a computer language (not required by Accounting). Proficiency must be demonstrated by showing evidence of completion of appropriate courses with grades of "B" or better.

Because positions in the doctoral program are highly competitive, the above should be viewed as minimum requirements for admission. **The deadline for admission each year is January 2.**

The doctoral program in Business Administration is a **full-time** program.

Residency and Enrollment Requirements

The minimum requirement will be three academic years of work beyond the bachelor's degree. A minimum of 49% of the non-dissertation hours required for the degree must be completed at the University of South Florida-Tampa. Deviations from this rule must be recommended by the chairperson of the student's supervisory committee and approved by the Muma College Doctoral Program Committee and the Dean's Office.

Doctoral students receiving assistantships or university fellowships are required to maintain full-time enrollment. To be enrolled full-time a student must be registered for a minimum of 9 credit hours during the academic semesters and 6 credit hours during the summer. Failure to maintain full-time enrollment status can result in the loss of funding. Doctoral students who are no longer receiving funding must comply with the university's continuous enrollment and dissertation enrollment policies. The continuous enrollment policy requires that a student complete a minimum of 6 hours of graduate credit every three continuous semesters. The dissertation enrollment policy requires that a student working on a dissertation enroll for a minimum of 2 hours of dissertation credit every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies.

DOCTORAL ADVISORY COMMITTEES

A Major Advisor will be appointed during the student's first term by the program director/department chairperson. The student and his or her Major Advisor should plan a program of study which, when completed, will satisfy the specified degree requirements. A copy of this program, signed by the student and Major Advisor, should be maintained in the student's file. Major Advisors are expected to be active in scholarly pursuits as evidenced by meeting the college requirements for a scholarly academic.

A Doctoral Advisory Committee will assist the Major Advisor. The Advisory Committee will approve the student's course of study as well as create and grade the written comprehensive qualifying examination.

COURSEWORK FOR DOCTORAL DEGREE IN BUSINESS

A minimum of 90 semester hours beyond the bachelor's degree is required. This includes 21 hours of dissertation. A minimum of 45 hours of coursework must be completed at the University of South Florida.

Foundation Courses

Foundation requirements are designed to develop an appreciation of business and to help students see how their areas of specialization fit into the business environment. With the approval of the student's Committee, a student may satisfy foundation requirements in any of the following ways:

1. By completing an undergraduate degree in business at an AACSB accredited institution, with an average of "B" or better in the last 60 hours, no more than five years prior to admission to the doctoral program.
2. By completing an MBA degree at an AACSB accredited institution, no more than five years prior to admission to the doctoral program.
3. By completing one graduate course (2 credit hours or more) with a grade of "B" or better, in each of the functional areas: Accounting, Finance, Information Systems, Management and Marketing.

(Economics requirements are described under core requirements.) All graduate level courses at the 6000 level or above, with the exception of specific "tool" courses (e.g., statistics), will count toward this requirement.

4. By successfully petitioning the Muma College Doctoral Program Committee to accept previous academic work (e.g., specialized Masters programs in business, degrees granted more than 5 years ago, etc.) in fulfillment of all or part of this requirement. Such a petition must be initiated during the first semester of the program.

It is extremely important that first year doctoral students meet with their Major Advisor (usually the doctoral program coordinator) the first semester to ensure that foundation requirements are met and to ensure that the transfer of any credits that will be needed for the degree is accomplished.

Core Courses

The core courses are designed to provide a strong background in Economics and to develop the student's writing, quantitative and statistical research skills. These courses are required of all students in the program. The College will waive a course only if the student has passed the same or equivalent course with a grade of "B" or better within the preceding five years.

The Economics requirement can be met by completing two graduate level economics courses that have been approved by the student's advisory committee.

Students are required to take a one credit-hour research skills course, QMB 7557, Research and Writing Skills for Doctoral Students, in the first semester of the program. Following this introductory course, the quantitative and statistical coursework is to be determined by the student's advisory committee in consultation with the student. A three course series is required. An appropriate sequence should be chosen from the following:

ECO 6424	Econometrics I
ECO 6425	Econometrics II
ECO 7426	Econometrics III
ECO 7427	Econometrics IV
QMB 6375	Applied Linear Statistical Models
QMB 7565	Introduction to Research Methods
QMB 7566	Applied Multivariate Statistical Methods

Any substitution of other appropriate mathematics, statistical and quantitative courses must be approved by the Muma College Doctoral Program Committee, preferably at the time of acceptance into the program, or definitely before taking a substitute course.

In addition, students are required to take an additional research elective approved by their advisory committee.

Should a student earn a "C" or lower in one of the core courses, the case will be brought before the Muma College Doctoral Program Committee for review. After reviewing the case, the Committee will take one of the following steps:

1. Require the student to pass an examination that covers the material relevant to the subject. A student who fails the exam on the first attempt may retake it within one year. A student who fails the exam on the second attempt will be subject to dismissal.
2. Require the student to retake the course. If a student retakes the course and fails to receive a grade of "B" or better, the student is subject to dismissal.

Concentration

All students will take at least five courses at the 6000 or 7000 level in an area designated as the student's concentration. Students are encouraged to identify courses in the concentration that will provide experience in applying current research techniques to problems in that field. To accomplish this, the student may propose a combination of formal classroom courses and independent directed-research courses. This combination may include a year-long research seminar in which the groundwork is laid for the student's dissertation. The specific agenda of courses will be determined by the student's advisory committee. The following fields are offered as concentrations: **Accounting, Finance, Information Systems, and Marketing**. Courses taken as part of the Foundation or Core sections may not be counted as part of the hours required for a concentration.

Support Field

The support field will consist of a minimum of three courses (nine hours) from one or more of the fields listed under the concentration, or elsewhere in the University. The support field and the concentration cannot be taken in the same department. Courses within the support field can be selected to complement the concentration, and may include courses outside the Muma College of Business. The nature and number of the support field courses will be determined by the student's advisory committee in consultation with the doctoral program coordinator of the support field department.

Non-credit Requirements of the University Office of Graduate Studies

The University Office of Graduate Studies requires all new doctoral students to have basic RCR (Responsible Conduct of Research) training by completing the Collaborative Institutional Training Initiative (CITI) module related to the social, behavioral and education (SBR) sciences. The CITI modules are designed to introduce researchers to various elements of research conduct. Students must complete the module, or provide evidence of previous qualified RCR training to their Major Advisor and Office of Graduate Studies, in the first semester enrolled in a doctoral program. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the registration hold will be lifted. To complete the online training modules students should go to the University Office of Graduate Studies and click on the research tab (<http://www.grad.usf.edu/rcr-2.php>). To facilitate students meeting this requirement the CITI training is included as a required component of the QMB 7557 course required of all new Muma College of Business doctoral students.

The University Office of Graduate Studies also requires all new doctoral students who will have teaching assignments while on assistantships to complete training. The training is available from the Academy for Teaching and Learning Excellence (ATLE). The training is offered twice a year on the Friday before classes begin; once in August and once in January. Additional information concerning the training is available at <http://www.usf.edu/atle/events/ta-training.aspx>.

QUALIFYING EXAMINATION

Upon completion of all coursework, students must pass a comprehensive written examination in the concentration. (The Department of Marketing has a modified comprehensive examination policy. See addendum in the Marketing section for specifics of the process.) The student's performance on this comprehensive exam should reflect familiarity with the literature, as well as with current issues and problems related to the fields tested. A student who fails the qualifying exam may retake it within one year. A second failure disqualifies the student from continuing the doctoral program. If the degree is not conferred within five calendar years of successful completion of the qualifying examination, a second different examination must be taken. Students passing the qualifying examination are eligible for admission to candidacy for the doctoral program. Students have seven years from the original date of admission to meet all degree requirements and graduate.

The decision to administer a separate qualifying exam for a support area will be made by the department in which the support area is taken. In the event that an interdisciplinary support area is selected, any department represented by six (6) or more semester hours may require a qualifying examination. In the event that no single department represents six semester hours or more, the student's Doctoral Advisory Committee will solicit input from the faculty teaching the courses in the support area. If a majority of those polled take the position that a separate qualifying examination in the support area is not appropriate, the exam will not be administered. If a separate qualifying examination is not administered in a support area, material from the support area will be integrated into the comprehensive exam in the concentration.

A student who anticipates sitting for the exam should notify the department chair and the Muma College Associate Dean in writing during the first week of the semester in which he/she plans to take the exam. The exams will be a **minimum of eight hours**.

ADMISSION TO CANDIDACY

Students will be admitted to candidacy status when:

1. A Dissertation Committee has been appointed,
2. The Dissertation Committee, in consultation with the student's Doctoral Advisory Committee, has certified that the student has successfully completed the comprehensive qualifying examination(s) and has demonstrated the qualifications necessary to successfully complete requirements for the degree,
3. The student's Admission to Candidacy form is completed and approved by the Associate Dean of the Muma College and forwarded to the Dean of the University's Office of Graduate Studies for final approval.

DISSERTATION

After admission to candidacy, a doctoral candidate must write and then defend a dissertation as the final phase of the doctoral program. The dissertation must reflect original and significant research in the student's chosen field. It must meet high standards of scholarship as well as contribute to the body of knowledge in that field. The development of the dissertation should proceed through several phases, as follows:

1. The candidate explores potential areas of research and, under the guidance of his/her Dissertation Chairperson, selects a topic.
2. The candidate prepares a detailed dissertation proposal and makes an oral presentation to the Dissertation Committee. The presentation is open to all interested faculty. The purpose of the formal presentation of the proposal is to provide the candidate with an evaluation by the faculty, at an early stage, of the viability of the project, as well as to provide other suggestions and comments.
3. The candidate performs the research and prepares the dissertation. The Dissertation Committee meets with the candidate at least twice per semester to ascertain that acceptable progress is being made.
4. When all of the agreed-upon work is completed, the candidate presents an oral defense of the dissertation in an open meeting attended by the candidate's Dissertation Committee and other interested persons including faculty members and doctoral students.

The following sections contain basic guidelines for the selection of a dissertation committee, dissertation topic, proposal and dissertation defense, and registration of dissertation hours.

Dissertation Committee

The Dissertation Committee is charged with the responsibility of guiding and approving both the nature and scope of the dissertation topic and the research methodology to be used. As soon as an area of research is determined and a Dissertation Chairperson is chosen, a Dissertation Committee will be approved for the student. The selection of a dissertation committee must be finalized prior to a student's admission to candidacy.

The Dissertation Committee consists of at least four faculty members. Members of the committee must include at least three representatives from the student's concentration department (Accountancy, Finance, ISDS or Marketing). One member must be selected from outside the student's concentration department. However, it is possible to have an outside member from the area of concentration who is at another institution.

The Dissertation Committee is distinct from the student's Doctoral Advisory Committee and may be comprised of different faculty members. It is not necessary that the student's Major Advisor serve as either the Dissertation Chairperson or be a participating member of the Dissertation Committee. Once the Dissertation Committee has been selected, the Dissertation Chairperson, in consultation with the Department Chairperson, submits the names of the selected committee members to the Muma College of Business Associate Dean of Academic Affairs for formal appointment. The names are submitted on the Graduate Student Supervisory Committee Appointment form (see appendix).

Selecting a Dissertation Chairperson (Advisor) and Committee Members

The candidate, in consultation with the concentration area's Doctoral Program Coordinator and Department Chairperson, selects a Dissertation Committee Chairperson. The Dissertation Chairperson must be a member of the USF faculty and be chosen consistent with the scope and direction of the student's proposed research

interests. The Chairperson should be knowledgeable about the subject matter with which the dissertation will be concerned, and must have experience serving on dissertation committees. Once the selected individual has agreed to serve, the candidate and the Dissertation Chairperson work together, in consultation with the concentration area Doctoral Program Coordinator, to recruit the remaining qualified committee members. Generally, the candidate and the Dissertation Chairperson will attempt to choose the dissertation committee faculty members:

1. Whose area of specialization provides the needed expertise on various aspects of the dissertation, thus ensuring that the dissertation research is of highest quality,
2. Whose areas of interest are relevant to some aspect of the dissertation, thus increasing the likelihood that they will agree to serve on the committee, and
3. Who are likely to work well with the student, as well as work together as a committee.

Dissertation Proposal

The **dissertation proposal** is a formal document that provides a concise description of the problem to be studied and the motivation for the study, a review of the relevant research and literature, the conceptual framework that will provide structure to the research effort, the data to be collected, the research methodologies to be used, and the hypotheses to be tested.

The proposal should be a substantive and definitive document based on considerable thought and intellectual investment. It should provide sufficient information on the proposed study for the dissertation committee to judge whether the topic is reasonable in scope and likely to contribute to the field in a meaningful way. The dissertation committee provides guidance to the candidate in refining and honing his/her ideas and reworking the proposal document until it is approved by the committee. The doctoral candidate then proceeds to prepare for the dissertation proposal defense.

Dissertation Proposal Defense

Upon approval of the Dissertation Chairperson, and subsequent to acknowledgement by the other committee members, the candidate shall schedule the dissertation proposal oral defense. Doctoral students are expected to complete a dissertation proposal in a timely fashion. **Students will have two years after admission to candidacy to successfully defend their dissertation proposal, or they will be dismissed from the program.**

A complete copy of the written dissertation proposal must be given to each member of the committee and one complete copy must be given to the Muma College of Business Associate Dean of Academic Affairs a minimum of two weeks prior to the oral defense. The Dissertation Chairperson shall then immediately issue an inter-departmental memo to all interested faculty in the College, listing the time, place, and date of the oral defense, inviting all to attend, and noting that a copy of the written proposal is available for inspection electronically through the candidate's department. The Chairperson shall preside over the proposal defense with all committee members in attendance. Other interested faculty may ask pertinent questions or tender observations during the oral defense. Final determination of the acceptability of the proposal shall be made by the committee members from the following choices:

1. Unrestricted Approval,
2. Approval Subject to Modifications, or
3. No Approval.

Registration of Dissertation Hours and Submission of Final Dissertation

A minimum of 21 hours of dissertation credit must be earned prior to the granting of the doctoral degree in business. The candidate must register for a minimum of two credit hours of dissertation each semester after the semester of admission to candidacy up to and including the semester the dissertation is submitted for approval to the University's Office of Graduate Studies. Enrollment is required even though the minimum of 21 hours has already been attained. (It should be noted that candidates receiving assistantships are required to register for more than two credit hours each semester.)

At least three weeks before the end of the semester in which the student is to receive the degree, the candidate must submit to the Dean of the University's Office of Graduate Studies a completed dissertation signed by the committee. The dissertation must conform to the guidelines in the Handbook for Graduate Theses and Dissertations available on-line at <http://www.grad.usf.edu/ETD-res-main.php>. An abstract also is required. The Office of Graduate Studies will not accept a dissertation after the first day of the semester, unless the candidate is enrolled in the proper dissertation course for at least two credit hours. Prior to college certification for the degree the dissertation must be approved by the Dean of the University's Office of Graduate Studies. Contact the University's Office of Graduate Studies for additional information on dissertation submission and applicable fees.

Final Oral Examination

After the Dissertation Committee has carefully read the final draft of the dissertation and finds it suitable for presentation, the committee will complete a form (Request for Dissertation Defense) requesting the scheduling and announcement of the dissertation defense examination. Requests for Dissertation Defense should be completed a minimum of two weeks prior to the defense date being requested. The request form will be submitted via the appropriate Department Chairperson to the College of Business Associate Dean for Academic Affairs for approval. Please see the Forms and Procedures section in the back of the handbook for Dissertation Defense Procedures and Procedures for Conducting the Oral Defense.

After approval of the Request for Dissertation Defense the Dissertation Chairperson shall then immediately issue an inter-departmental memo to all interested faculty in the College, listing the time, place, and date of the oral defense, inviting all to attend, and noting that a copy of the proposal is available for inspection electronically through the candidate's department. A copy of the memo is to be sent to the Dean of the University's Office of Graduate Studies.

Guidelines for Dissertation Defense

The University requires an Examination Chair at the final oral defense. The role of the Examination Chair is to preside over all functions, including introduction of the candidate and the questioning procedures. An Examination Chair is not a part of the candidate's committee and must be selected from outside the candidate's concentration. The dissertation defense must include all members of the committee. In addition, other faculty members and students are encouraged to attend.

The examination should begin with a summary presentation by the candidate of the dissertation research. Following this presentation, the Examination Chair should begin questions from the Dissertation Committee in rotation, including himself/herself. Each examiner should limit questioning time on this initial round. Upon completion of the first round of questioning, a subsequent round may follow. Finally, questions from other attending faculty and students should be requested. The scope of questioning can be narrow (i.e., limited to the dissertation) or broad (i.e., including related issues in the discipline). Generally, the examination should not exceed three hours.

Following completion of these proceedings, the candidate and visitors will be asked to leave, and the Examination Chair will preside over the deliberation and voting of the committee. The voting is to be limited to pass or fail votes and it must be unanimous. The Examination Chair shall not vote. However, the Examination Chair has the responsibility to tally the votes, inform the candidate of the final decision, and convey the decision and the vote using the Successful Defense form.

TIME LIMIT

Time Limitation for Doctoral Students

Doctoral degrees must be completed within seven (7) years from the student's original date of admission for doctoral study. All courses applied to the doctoral degree must be completed within seven (7) years of the time the doctoral degree is conferred. However, there is no time limit for courses completed as part of a master's degree that are used toward a doctoral degree.

Additionally, the Muma College of Business requires that students defend their dissertation proposal within two years of admission to candidacy. Failure to do so will result in dismissal from the program.

Time Limitation for Assistantships

Doctoral students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than four years beyond receipt of a master's degree while working toward the doctoral degree. Doctoral student assistantship appointments are for a 12-month time period with the exception of the fourth year when the appointment is for a 9-month period.

INTERIM EVALUATION OF PERFORMANCE

The performance of each doctoral student is evaluated annually to determine if the quality of performance and the progress through the course work are satisfactory. Among the things considered in evaluating quality of performance are: the student's cumulative grade point average in the program, grades in specific courses, and other qualitative information provided by course instructors. As indicated, the student also is expected to demonstrate a reasonable rate of progress through course work and dissertation phases of the program, and the assessment of that rate of progress will be included in the evaluation.

The overall evaluation of quality of performance and rate of progress is used as one basis for determining whether the student should continue the program. Such decisions may also be based on additional information provided by departmental assessments.

Potential outcomes of an unfavorable evaluation are:

1. Conditional Status: A warning to the student that his/her performance exhibits some deficiencies. If improvement is not indicated by the next evaluation, the Doctoral Program Committee would normally choose to enforce a more severe penalty.
2. Loss of Financial Aid: The suspension of financial aid may be temporary or permanent.
3. Probation: The student is given one semester in which to clear up identified deficiencies. Probation carries with it a loss of financial aid. Probation is automatic for students whose cumulative grade

point average falls below 3.00.

4. Dismissal: The student is no longer permitted to continue in the doctoral program.

The student has the right to appeal the outcome of the evaluation. Prior to a formal appeal, the student is encouraged to work through the issue with the Doctoral Program Coordinator and/or the Department Chairperson. A formal appeal must be written and submitted to the Muma College's Associate Dean for Academic Affairs within 3 weeks after the student is notified of his/her evaluation, indicating why the evaluation is in error. The College will follow the academic grievance procedures outline in USF policy 10-002 (<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>) or for non-academic grievances USF policy 30-053 (<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-053.pdf>).

GRADUATION APPLICATION AND EXERCISES

Each student who plans to complete degree requirements by the end of a term must submit an Application for Degree to the Office of the Registrar by the deadline noted in the Academic Calendar for the term in which graduation is expected. The application is available on the OASIS student menu. (Inquiries regarding approval or denial should be directed to the department.) A student must be enrolled for a minimum of two dissertation hours during the semester of graduation.

Graduate students will not participate in commencement exercises until all requirements for the degree sought have been fulfilled.

FINANCIAL AID INFORMATION

A number of financial aid programs are available to doctoral students at USF. The major programs are described below. For further information, contact the Muma College of Business Graduate Studies Office.

Graduate Assistantships

A limited number of graduate assistantships are available for doctoral students. The assistantships pay a salary of \$20,000 per year. These are 12-month appointments requiring 20 hours of work per week (the 4th year assistantship becomes a 9-month appointment). Students are required to assist faculty with research and teach classes. They are expected to teach a total of 4 classes over four years of funding.

University Graduate Fellowship

A limited number of University Graduate Fellowships are awarded annually to outstanding first-year doctoral students. Recipients of these awards are determined by the departments receiving the fellowships.

McKnight Foundation Fellowship

This Fellowship program provides \$17,000 a year in tuition, fees and a stipend for African Americans or Hispanics pursuing doctoral degrees at the University of South Florida and eight other universities in the state of Florida. Applicants must be U.S. citizens who hold or will receive a bachelor's or master's degree from a regionally accredited college or university. The application process usually begins in the fall with a deadline of January 15. Contact the University Office of Graduate Studies for application procedures and forms.

L. Rene Gaiennie Endowment for Doctoral Research

Dr. Rene “Bud” Gaiennie served as a senior executive for the Singer Corporation and later as a Distinguished Lecturer in Management Policy in the Muma College of Business at the University of South Florida. He left a testamentary gift to the College with the purpose of promoting, developing and disseminating the research of USF Muma College of Business doctoral students. The Gaiennie Endowment funds the following doctoral student research related costs.

- Dissertation research grants to a maximum of \$5,000 per dissertation are available to students who have successfully defended their dissertation proposal and are students in residence at USF. Each proposal will be reviewed by the Muma College Doctoral Program Committee. External reviews may be solicited to help the Committee in its deliberations. The Muma College Doctoral Program Committee is solely responsible for the final determination of awards.

Research grant applications should contain a cover sheet, a brief narrative description, a budget proposal, and letters of support as described below. The grant application is to be submitted to the Doctoral Program Committee through the candidate’s department representative on the Committee. Electronic submissions are acceptable.

Cover sheet: Each candidate should include his or her name, department, phone number, e-mail, the number of years in the doctoral program, the date the dissertation proposal was successfully defended, the amount of funding requested, the starting date of the project, and a project abstract (100-150 words summarizing the narrative description and budget proposal that follows).

Project Narrative: Limited to five single-spaced pages, the narrative should describe the research project and include: a time line for completion, the project's relation to the goals of the Gaiennie Grant Program as stated above, the project's impact on the student's advancement, and the uniqueness of the project vis-a-vis activities normally sponsored by the College and the department.

Budget Proposal: An itemized budget for the requested amount is to be included. The candidate should avoid estimates whenever possible by securing quotes, listed prices or bids. Stipends are not permitted. Funds are to be used for research project expenses and are not available as a student stipend or for production costs. The cost of travel and per diem allowance cannot exceed the University's guidelines.

Letters of Support: Two letters of support, one each from the applicant's major professor or another member of the student's dissertation committee, and the sponsoring department's chair are to be included.

- Travel funding:
 - First year doctoral students will be provided up to \$700 to attend a premier conference or conference/workshop approved by the department doctoral program coordinator. The premier conferences are as follows: FMA (finance), AMA Summer Educators/Winter conference or ACR (marketing), ICIS/WITS/WISE (IS/DS), and AAA (accounting).
 - \$700 annually is available to attend general and specialty conferences that have been pre-approved by the department’s representative on the Muma College Doctoral Program Committee, and where the student is presenting a paper submitted under a competitive review process.
 - In addition to the \$700 provided to attend and present a competitively reviewed paper at a conference approved by the student’s doctoral program coordinator, students may be eligible for \$1,000 in travel funding to present a competitively reviewed paper at a premier conference in their discipline. Such funding to present at a premier conference is available to fifth year doctoral students.

The premier conferences are as follows: FMA (finance), AMA Summer Educators/Winter conference or ACR (marketing), ICIS/WITS/WISE (IS/DS), and AAA (accounting). Additional travel funding may be considered for international premier conferences or consortiums, which will be evaluated by the Muma College Doctoral Program Committee on a case-by-case basis. **Note that the funding for the premier conference is separate from the \$700 amount available for a non-premier conference, with the intent to encourage and fund two separate presentations.**

- A one-time allotment of \$1,000 per student for travel to a conference when searching for a job is available.

Requests for travel funds are to be made prior to travel. Travel requests should be made through your department's representative on the Doctoral Policy Committee. The Doctoral Policy Committee uses the approval of your department's representative in making decisions on travel awards.

The request should contain a description of the need for travel and a budget summary. Program participants should attach a copy of the program acceptance letter or other supporting documentation. An electronic request for travel funds is acceptable.

No funding will be provided to attend any conferences as an attendee, discussant, or track chair, except for the 1st year students, as described above. With the exception of funding for fifth year for a student presenting his/her research at a premier conference, travel funding is available for the first four years a student is enrolled in the PhD program.

Partial Tuition Waivers

Partial waivers of both in-state and out-of-state tuition fees will be given to graduate students who are appointed as Graduate Teaching/Research Assistants or Associates. At the present time, the tuition waiver may be limited to a maximum of 12 hours per semester. During the summer term, the tuition waiver may be limited to a maximum of six hours. Students receiving partial tuition waivers will be responsible for fees associated with credit hours taken.

Note: There is a 120 hour maximum on the number of credit hours covered by tuition waivers. Additional credit hours must be paid for by the student.

Student Health Insurance Program

All information and enrollment procedures can be found at the following website: www.shs.usf.edu . Additional information can be found in the back of this handbook.

OTHER COLLEGE OF BUSINESS DOCTORAL PROGRAM POLICIES

BizComm

Doctoral students have available for their use the services of the College's business communications center (BizComm) located on the second floor of the business building. To ensure that BizComm is able to assist all students needing help with research articles the following policy has been instituted.

1. BizComm will proofread one journal article per semester (and only once) for any Muma College doctoral student, but they might not be able to return it with comments immediately. Their primary work with undergraduate courses takes priority.
2. Doctoral students must first contact BizComm (pnickins@usf.edu) to request the service. Please do not just bring your draft to BizComm. When you contact BizComm they can let you know what the approximate wait will be.
3. *It is your responsibility to do an initial proofreading and check the formatting and accuracy of citations and references, before BizComm accepts it.* If it appears that you have not yet proofread your draft, they will return it to be cleaned up before they read it. They are happy to help you with citation style if you make an appointment.
4. If they find patterns of problems (ESL or otherwise), they will require one or more one-on-one meetings with a BizComm consultant to work on the problem(s) in conjunction with proofreading the article.
5. Although BizComm will proofread only one journal article per semester, all Muma College students (doctoral or otherwise) are welcome to come in to work with BizComm consultants at any point, for as many appointments as you want concerning other writing issues. There is no charge. You may set an appointment through the BizComm webpage <http://business.usf.edu/student/bizcom/>, which will take you to e-scheduler, or call the center at (813) 974-6924.

CONCENTRATION AND SECONDARY FIELDS

The specific courses to be included in a student's concentration are to be determined by the student's Doctoral Advisory Committee. The courses may include, but are not limited to, the following:

LYNN PIPPENGER SCHOOL OF ACCOUNTANCY

ACCOUNTING CONCENTRATION

In order to obtain a concentration in Accounting at the doctoral level, a student must complete all necessary prerequisite courses, a dissertation on an accounting topic, and the following coursework:

Required:

ACG 7156	SEMINAR IN FINANCIAL ACCOUNTING	(3)
ACG 7646	SEMINAR IN AUDITING	(3)
ACG 7356	SEMINAR IN MANAGEMENT ACCOUNTING	(3)
ACG 7415	SEMINAR IN ACCOUNTING INFORMATION SYSTEMS	(3)
ACG 7936	SEMINAR ON SPECIAL TOPICS IN ACCOUNTING	(1-4)

Students admitted to the program must be proficient in accounting.

SUPPORT FIELD IN ACCOUNTING

Students electing Accounting as their concentration must develop a support field in another concentration area or outside the College of Business. At least nine (9) credit hours are required in the support field. Courses in the support field should be selected primarily from the doctoral course listing. The students' proposed coursework for their support field must be approved by the Doctoral Committee of the School of Accountancy.

COURSE DESCRIPTIONS

ACG 7156 SEMINAR IN FINANCIAL ACCOUNTING (3)

PR: ACG 6875 or CI. This course will investigate advanced research and methodological issues in financial accounting. It will focus primarily on research which uses financial information in contexts external to the firm.

This course is designed to accomplish the following objectives:

- (1) to provide a general exposure to the sophisticated methodologies routinely applied to research,
- (2) to promote an ability to analyze research studies in a critical manner,
- (3) to engage each student in a deeper exploration of a financial accounting topics through an assigned research paper, and
- (4) to consider the future direction of research in accounting.

ACG 7356 SEMINAR IN MANAGEMENT ACCOUNTING (3)

PR: ACG 6346 or CI. Review and critical analysis of management accounting foundations with emphasis on the current research methods in organizational behavioral aspects and multiple criteria decision methods.

This course provides students with a discussion of recent theoretical developments and research findings

in managerial accounting. The specific objectives of the course include:

- (1) to expand the knowledge of selected areas of management accounting which were introduced in earlier courses,
- (2) to gain exposure to current research in management accounting through the critical evaluation of contemporary studies,
- (3) to increase proficiency in analytical and communication skills, and
- (4) to have each student explore a subject in sufficient depth that a research proposal can be developed.

ACG 7415 SEMINAR IN ACCOUNTING INFORMATION SYSTEMS (3)

PR: ACG 6405 or CI. Review and critical analysis of major topics and research methods in accounting information systems.

The primary objective of this course will be to provide doctoral level students with expertise in both behavioral and technical aspects of accounting information systems.

ACG 7646 SEMINAR IN AUDITING (3)

PR: ACG 6636 or equivalent or CI. This course involves a study of state-of-the-art research techniques as applied to major auditing issues and a critical analysis of the reported research findings.

This course provides students with an opportunity to broaden their understanding of auditing theory and research. Major works in the development of auditing theory and related research will be examined. Research related to various phases of the audit, application of quantitative methods in audit and auditor behavior will be studied and evaluated. Stress will be placed on the ability to interpret and critique research methods and results.

ACG 7936 SEMINAR ON SPECIAL TOPICS IN ACCOUNTING (1-3)

PR: CI. Coverage of particular topics of interest to doctoral faculty and students during any given semester.

This course will provide a vehicle by which faculty may deliver, or students may request, coverage of material which is of particular interest to individual faculty and students. This interest may be due to a particular faculty member's specialized expertise or the particular program needs of given students.

ACG 7980 DISSERTATION IN ACCOUNTING (1-21)

PR: Completion of comprehensive exams and CI. Research for and writing of a dissertation on an accounting topic. This course provides students with supervision and guidance during the thesis stage of their doctoral program.

FINANCE DEPARTMENT

FINANCE CONCENTRATION

In addition to the required core and foundation courses, the Finance doctoral curriculum normally will include the following courses:

FIN 6804	THEORY OF FINANCE	(3)
FIN 7808	ADVANCED MICRO FINANCE	(3)
FIN 7817	FINANCIAL MARKETS	(3)
FIN 7930	SELECTED TOPICS IN FINANCE	(3,3)
	(Two Semesters)	
FIN 7935	FINANCE RESEARCH SEMINAR	(3)

SUPPORT FIELD IN FINANCE

Those who elect finance as a support field will establish their support field curriculum in consultation with their major advisors and a representative of the Finance Department. Normally a support field in Finance would require the following three courses:

FIN 6804	THEORY OF FINANCE	(3)
FIN 7817	FINANCIAL MARKETS	(3)
FIN 7808	ADVANCED MICRO FINANCE	(3)

COURSE DESCRIPTIONS

FIN 6804 THEORY OF FINANCE (3)

PR: FIN 6406 or CI. A systematic and rigorous course in the theory of finance. Topics will include the theory of choice and the allocation of financial resources, the theory of optimal investment decisions, and the theory of risk and uncertainty in financial decisions. It also will cover the theoretical concepts underlying financing decisions and the cost of capital.

FIN 7808 ADVANCED MICRO FINANCE (3)

PR: FIN 6406, FIN 6804, and ECO 6424, or CI. The study of advanced theoretical and empirical works in finance primarily relating to financial decisions at the level of the firm. This course examines the analytical decision processes and empirical evidence associated with the financial management of the firm and of other complex organizations.

FIN 7817 FINANCIAL MARKETS (3)

PR: FIN 6406, FIN 6246, and FIN 6816, or CI. The study of advanced theoretical and empirical works in finance primarily relating to financial markets. This course examines the literature and theoretical structure of investments and the capital markets. The course will investigate theoretical and empirical studies of the operations of financial markets and financial institutions.

FIN 7930 SELECTED TOPICS IN FINANCE**(3)**

PR: FIN 7808, QMB 7566, or CI. Two consecutive semesters of in-depth studies of selected topics of current issues on the frontiers of financial thought.

FIN 7935 FINANCE RESEARCH SEMINAR**(3)**

PR: Completion of all other foundation courses and Ph.D. coursework in Finance. Theoretical and/or empirical research on finance related problems. This course will require research a paper to be written and presented. It is designed to aid the student in developing the idea and research methodology necessary for the doctoral dissertation.

FIN 7980 DISSERTATION IN FINANCE**(VAR.)**

PR: Completion of comprehensive exams and CI. Research and writing of a dissertation on a topic in finance. This course provides students with supervision and guidance during the dissertation stage of their doctoral program.

INFORMATION SYSTEMS DEPARTMENT

INFORMATION SYSTEMS CONCENTRATION

The Information Systems Management concentration focuses on the theory, research, management, development, and application of information systems in contemporary organizations. The curriculum consists of four parts:

Required Courses:

ISM 7911	Seminar in MIS Technical Research (taught alternating Spring terms)
ISM 7912	Seminar in IS Organizational Research (taught alternating Spring terms)
ISM 6930	Computational Methods in Business (taught alternating Fall terms)

MIS Foundation Course Requirements:

Graduate level courses in the MS in IS program (or approval of prior coursework equivalents):

ISM 6124	Advanced Systems Analysis and Design
ISM 6218	Advanced Database Management
ISM 6225	Distributed Information Systems

Dissertation:

Each student will complete a dissertation in an area related to Information Systems Management. All dissertation topics and methodology must be approved (in advance) by the student's dissertation committee. The student must then formally present and defend the proposal before the committee and other faculty.

SUPPORT FIELD IN INFORMATION SYSTEMS

The Support field in Information Systems in the doctoral program will normally consist of three (3) courses (nine hours). The student must have a grade of B or better for these nine hours. In additions, students need to take courses in statistics, research methods and economics required of all College of Business doctoral students.

COURSE DESCRIPTIONS

ISM 6124 ADVANCED SYSTEMS ANALYSIS AND DESIGN (3)

This course covers advanced topics of information systems development. Students learn to manage and perform activities throughout the information systems development life cycle. State-of-the-art system development processes, methods, and tools are presented.

ISM 6218 ADVANCED DATABASE MANAGEMENT (3)

Advanced database design and management. Review of Codd's rules for relational databases. Database control issues. Object-oriented database analysis and design. Distributed database design and use of parallel systems. Expert and intelligent databases. OLAP databases.

ISM 6225 DISTRIBUTED INFORMATION SYSTEMS (3)

Analysis, design, implementation, and management of distributed information systems and networks. (PR: ISM 6123, CC)

ISM 7905 INDEPENDENT STUDY (1-6 Var.)

Independent study in which students must have a contract with an instructor. Rpt. to 6 hrs. S/U

ISM 7911 SEMINAR ON TECHNICAL IS RESEARCH (3)

An examination of recently published empirical research in MIS and related disciplines, focusing on the development of a sound theoretical foundation for hypotheses, selection of appropriate design and statistical techniques, and evaluation of the results. (PR: ISM 7910)

ISM 7912 SEMINAR ON BEHAVIORAL IS RESEARCH (3)

This course is team taught by IS/DS faculty with research interests in behavioral and organizational fields. The seminar structure of the course allows flexibility of current research topics and opportunities for significant student faculty interaction. Students will achieve a broad understanding of the research areas and methods associated with behavioral and organizational IS research. (PR: ISM 7910)

ISM 7931 DIRECTED RESEARCH (1-6 Var.) Rpt. up to 6 hours. S/U.(PR: PhD. level, CC)**ISM 7980 DISSERTATION (1-21 Var.)** Rpt. to 21 hours. (PR:CC)**QMB 6375 APPLIED LINEAR STATISTICAL MODELS (3)**

A study of multivariate data analysis techniques and their applications to problems and systems in business. (PR: QMB 6305 or equiv., CC)

QMB 7565 INTRODUCTION TO RESEARCH METHODS (3)

A course in research strategies, design, analysis, and measurement for business research. (PR:CC)

QMB 7566 APPLIED MULTIVARIATE STATISTICAL METHODS (3)

A course in research analysis and measurement focusing on multivariate statistical analysis techniques. (PR:CC)

Other Courses Available To Doctoral Students**ISM 6155 ENTERPRISE INFORMATION SYSTEMS MANAGEMENT (3)**

Development of enterprise transaction processing applications using procedural or object oriented programming languages, relational database management, database sharing, CASE methodology and project management techniques. Students will work in groups on semester projects. (PR: ISM 6124, ISM 6218)

ISM 6930 SELECTED TOPICS IN MIS (1-6) Selected topics in MIS Rpt. (PR:CC)**ISM 6136 DATA MINING (3)**

The course covers the rapidly evolving data mining techniques that are becoming critical for customer relationship management and other applications

ISM 6137 STATISTICAL DATA MINING (3)

Development of statistical concepts and methods for mining large business databases.

ISM 6642 STATISTICAL PROGRAMMING FOR BUSINESS ANALYTICS (3)

Business analytics encompasses the collection, analysis, presentation, and use of data to assist in the decision-making process. This course introduces using SAS for statistical programming for data collection, analysis, and decision making.

ISM 6328 INFORMATION SECURITY AND RISK MANAGEMENT (3)

Introduction of frameworks to assess IT risk and implement IT general controls; development of technical skills to secure computer networks.

ISM 6145 SEMINAR IN SOFTWARE TESTING (3)

This course will survey and analyze the best practices in industrial testing groups and explore new ideas for improving the testing process. Students gain practical experience with both functional (black box) and structural (clear box) testing methods.

MARKETING DEPARTMENT

MARKETING CONCENTRATION

A Marketing concentration will consist of a minimum of 18 semester hours of selected coursework. Areas of specialization within Marketing are expected to be approved by the Doctoral Advisory Committee. Doctoral candidates majoring in marketing will select courses from the following, with most of these courses being required courses:

MAR 7555	CONSUMER BEHAVIOR THEORY	(3)
MAR 7635	ADVANCED MARKETING RESEARCH:DESIGN & TECHNIQUE	(3)
MAR 7667	MARKETING MODELS AND STRATEGY APPLICATIONS	(3)
MAR 7787	MARKETING THEORY AND HISTORY	(3)
MAR 7910	INDEPENDENT STUDY IN MARKETING	(3)
MAR 7930	ADVANCED SEMINAR IN MARKETING	(3)
MAR 7931	SEMINAR ON SELECTED MARKETING TOPICS	(3)

In addition, each marketing major must complete 21 hours of dissertation research (MAR 7980).

SUPPORT FIELD IN MARKETING

Students selecting marketing as their support field of study must complete a minimum of nine semester hours of graduate credit and a written field examination at the end of their coursework. Specific course requirements consist of Marketing Theory and History (MAR 7787) and a minimum of six additional semester hours of coursework. The specific courses will be determined by the student's interest and the Doctoral Program Advisory Committee of the student in their home department, in consultation with the Department of Marketing Doctoral Coordinator.

COURSE DESCRIPTIONS

MAR 7555 CONSUMER BEHAVIOR THEORY (3)

This course investigates the interrelationships and applications of behavioral science theories, concepts and methodologies to problems of understanding group as well as individual behavior in the marketplace.

The primary objective of this course is to develop and build a solid behavioral orientation for purposes of:

- (1) enhancing the student's understanding and appreciation of the importance of studying human attitudinal and behavioral patterns,
- (2) expanding sociological and psychological frameworks for investigating as well as predicting causal relationships associated with human behavior actions and reactions to given sets of stimuli, and
- (3) offering insights to the problems of studying individual and/or group habits and behavior patterns as well as to the benefits which can be derived for managerial applications and strategies.

MAR 7635: ADVANCED MARKETING RESEARCH: DESIGN AND TECHNIQUE (3)

An intensive study of the theoretical, conceptual and methodological issues in survey and experimental marketing research. A review and expansion of advanced marketing data analysis methods.

The primary objective of this course is to further enhance the student's scientific research framework and skills for purposes of (1) being able to design and conduct appropriate survey and experimental research endeavors for empirical investigations of marketing phenomena and theory; (2) expanding a workable understanding of advanced metric and non-metric statistical analysis methods, and (3) providing the students with hands-on application of these methods.

PR: QMB 7565; QMB 7566 or CI.

MAR 7667 MARKETING MODELS AND STRATEGY APPLICATIONS

PR: Graduate Standing and CI. A model-building approach to the management of marketing. Includes models developed to aid in the design, implementation and evaluation of corporate marketing strategies; information systems and marketing audits; and, the interrelationships of economic, quantitative, and behavioral disciplines that provide the structure and tools that are necessary to develop and implement marketing decision support systems.

The objectives of this course are: (1) to develop an understanding and appreciation of marketing decision support systems; (2) to develop a framework for investigating the strengths and weaknesses of marketing models; and (3) to develop model building skills as well as applications in strategy formation.

MAR 7787 MARKETING THEORY AND HISTORY (3)

PR: Graduate standing and CI. An intensive study of philosophy of science, marketing concepts and theories from 1900 to present. Emphasis will be on the development of theory as well as predictions of future theoretical developments. The course will help you:

- (1) to become aware of how our personal world views and various philosophies of science are related and impact our approach to conceptualizing and conducting marketing research.
- (2) to understand the history and development of marketing thought.
- (3) to become aware of the major theories, principles and concepts in general marketing and some specialty areas of marketing.
- (4) to identify how knowledge of marketing history can be used in conceptualizing and conducting marketing research in the future.

MAR 7910 INDEPENDENT STUDY IN MARKETING (1-3)

This course permits a doctoral student to pursue research in a specific area under the direct supervision of a faculty member.

MAR 7930 ADVANCED SEMINAR IN MARKETING (1-6)

PR: Graduate Standing and CI. Broad readings within the field of marketing; an intensive survey and analysis of current marketing problems, their significance, evaluation and probable outcome; suggestions of possible future empirical research directions and investigations.

The objective of this course is to familiarize students with the current state of theory concerning the planning and implementation of marketing strategies and programs. Areas will be identified where future research is needed and/or will be most useful to marketing practitioners and educators.

MAR 7931 SEMINAR ON SELECTED MARKETING TOPICS (1-9)

Intensive study of the theoretical, conceptual and methodological issues and problems which impact managerial applications in selected topic areas such as: marketing; consumer behavior; channels of

distribution; advertising/ media research; supply chain management or international marketing. This course may be repeated for credit when the topics vary. The objective of this course is to allow students to pursue in-depth, the study of an area or areas of specific interest.

MAR 7931 MARKETING CHANNELS, LOGISTICS & SUPPLY CHAIN MANAGEMENT (3)

The entire spectrum of logistical processes within a supply chain context will be examined. A historical perspective of the areas will be presented and discussed. A brief overview of the logistics process will be given with emphasis given to more advanced logistics topics and areas where logistics can be integrated with other management-related issues, e.g., total quality management, service quality, competitive advantage, global competition, etc. Current logistics and supply chain research areas will be discussed, including specific mention of materials found in books, articles, monographs, and doctoral dissertations. During the course, students will develop a research study that could be performed and submitted to a refereed marketing, general business or logistics journal.

MAR 7931 BUYER - SELLER INTERACTION (3)

This course investigates the interrelationships and the theoretical components which underline the marketing communication, sales management and personal selling function. The student will study the development and advancement of a variety of topical areas such as promotional communications, sales person performance and satisfaction, motivation, career theory, and buyer-seller interaction. The student will be expected to critically analyze the current literature and to propose avenues for future research in the areas. Theoretical and managerial issues will be integrated.

MAR 7931 READINGS IN MARKETING (3)

PR: Graduate Standing and CI. This course is designed to familiarize the marketing doctoral students with the teaching and research interests of the faculty in the Department of Marketing. The orientation is both theoretical and pragmatic. Issues of research and teaching will be examined within various contexts throughout the semester. The course will allow students early in their programs to develop an understanding of the myriad interests of the marketing faculty and to identify potential areas of research for articles, conference proceedings and/or dissertations.

MAR 7980 Ph.D. DISSERTATION (1-21)

PR: Completion of comprehensive exams in each major and secondary field, and advancement to candidacy for doctoral program in marketing. Dissertation Research.

This course is designed to conduct original research on a topic relevant to marketing (with prior approval of the dissertation chairperson and members of the committee) which makes an original contribution to knowledge in the general field of marketing or in one of its sub-fields.

MAR 7931 SENSORY MARKETING (3)

The purpose of this seminar is to provide Ph.D.-level coverage of the key research work in the domain of sensory marketing. For each session, a range of articles will be discussed. For each topic, our goals will be to determine the main ideas and research questions driving work in that topic area, what we have learned from the assigned readings, where the gaps are in our knowledge and what ideas for new research those gaps imply. In addition, this course will allow students to develop insights and research ideas in the domain of sensory marketing.

MAR 7931 MARKETING TOPICS PRO SEMINAR (3)

The purpose of the Pro Seminar is to enable the student to get into a research mode very early in the doctoral program. To facilitate this, the Pro-Seminar will a) provide an overview of some of the practical aspects of the

research process such as how to conduct a literature review and how to position a paper, and b) provide a forum for students to get acquainted with the research interests of the department faculty. As the outcome, students are expected to identify research area(s) of interest to them and to present one research idea in a written research proposal as well as in a presentation to the faculty.

ADDENDUM TO MARKETING CONCENTRATION QUALIFYING EXAMINATION

Written Paper Submission

At the end of the first year of doctoral studies, students will be required to complete a manuscript on some marketing topic. This exercise will occur during the Summer Semester after completion of the first two semesters of the doctoral program. The manuscript should not exceed 9,000 words in length (using Microsoft Word, 1" margins, New Times Roman 12-point font, double-spaced). Specifics of the first year paper are provided below:

First Year Paper

- Viewed as a “coaching” exercise.
- The paper will be graded as Acceptable or Unacceptable.
- The paper should not exceed 9,000 words and is due the first day of Fall classes following the Summer session. The paper should include:
 - Statement of purpose, gap(s) in the literature being addressed by the research question, and the importance of the research question.
 - Detailed literature review.
 - Coherent and logical development of hypotheses/propositions/conceptual models.
 - Abbreviated approach to methodology **OR** how would you test your work.
 - Research question should not have been addressed in any paper that the student has submitted as a requirement in any department, college or university doctoral seminar.
- It will enable students to get a quick start thinking about research topics and get immersed in the literature in areas of interest to them. The student will be directed by the Ph.D. Coordinator to faculty with similar interests. Once a focus for the paper is determined, the Ph.D. Coordinator can send an e-mail out to all faculty informing them what each student is working on perhaps facilitating greater interaction between the faculty and the students.
- The paper will be due at the end of the first year. A three member Review Committee, under the supervision of the department PhD Coordinator, will review each student’s paper. All Ph.D. faculty will be expected to read each student’s paper, but are not required to provide feedback to the students. If they would like to, however, they may submit their feedback either to the Review Committee or directly to the student. The Review Committee would be selected by the department PhD Coordinator, based on the topic area of the summer paper.
- Students would be given reviewers’ feedback by October 1.
- The student may choose to submit their first year paper to a conference or journal. The Review Committee could suggest appropriate outlets.

Second Year Paper

- This Summer paper should be a journal ready paper with data presented in the paper. Appropriateness of data will be determined by the nature of the research question. In some cases, the student will be able to use data gathered from large samples’ responses to close ended questions. Or, the student may use data gathered from in-depth interviews involving relatively small samples. Secondary data may also be used.

- The paper should explore a different research question from the one addressed in the 1st year paper. However, the paper could use the same body of research from the 1st year paper.
- This paper will be graded as “Acceptable,” “Revise and Resubmit,” or “Unacceptable”. If the paper is evaluated as “Unacceptable” grade in 2nd year paper, student may be dropped from the program at the discretion of the Review Committee.
- The same parameters regarding faculty involvement in the paper, review process, length of paper, etc. used in the 1st year paper will apply here as well.
- The paper is due on or before the first day of Fall semester classes following the Summer session.

Oral Comprehensive Exam

In addition to the second year summer paper, students finishing their second year and wishing to move to candidacy would have to pass an oral comprehensive exam. This comprehensive exam would be evaluated by a three-member committee, selected by the department PhD Coordinator. The comprehensive exam would cover the contents of the 2nd year summer paper as well as anything covered in any of the Marketing PhD seminars. All Marketing PhD faculty members would be allowed to attend the Oral Comprehensive Exam but the final evaluation would be undertaken by the three-member review committee, under the supervision of the department PhD Coordinator.

A student needs to have grades of “B” and above in all the Marketing PhD seminars to be eligible to stay in the program. Any student receiving a grade below “B” in any of the Marketing PhD seminars would be automatically dropped from the PhD program.

APPENDIX

University Office of Graduate Studies Policies

PROBATION INFORMATION

Current Policy defined in the Graduate Catalog

In Good Standing

To be considered a student in good standing, graduate students must:

Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and

Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs.

No grade of **C-** or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Probation

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or program may also place students on probation for other reasons as designated by the college or program. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information on the Automated Probation Process go to http://www.grad.usf.edu/inc/linked-files/Catalog%20and%20Policies/2012_2013/Policies/Automating_Academic_Probation_with_Examples_updated_10_24_12.pdf

**Policy on Spoken English Proficiency for
Graduate Teaching Assistants/Associates/Graduate Instructional
Assistants**

USF System Regulation USF10.102 requires the University to "ensure the spoken English language competence of all prospective and current faculty members involved in classroom instruction." Since graduate teaching assistants (TAs) at USF are engaged in classroom instruction, the Graduate School requires that all prospective TAs demonstrate spoken English proficiency before they may be hired into positions of Teaching Assistant (job code 9184) or Teaching Associate (job code 9183). Therefore, all international TAs from countries that are not predominantly English-speaking must provide a demonstration of English proficiency. (For a list of countries considered 'English-speaking', consult: <http://usfweb2.usf.edu/admissions/international-language-requirements.html>.)

English proficiency can be demonstrated by earning a minimum score of 26 on the spoken portion of the internet-administered TOEFL iBT, or a score of 160 on the spoken portion of the TOEIC. USF does not accept equivalencies with the IELTS test, as that is not scored by American English speakers. International TAs who fail to meet these requirements, cannot be assigned TA positions that require them to directly interact with students.

Students who receive a 23 to 25 on the TOEFL iBT or 130 to 150 on the TOEIC can enroll in the Spoken English for international TAs, which is funded by the Provost, is staffed by an INTO instructor, and is offered in the Fall and Spring semesters. As part of the class, the students are required to do a Microteaching Demonstration, which has the potential to serve as an alternative to either the iBT or the TOEIC. These presentations are given at the end of each semester and represent an exit assessment given to each student who has earned an 'S' in the course. This assessment will be rated by at least two trained SPEAK raters. The results of the assessment will lead to a recommendation regarding the student's eligibility for a TA position. These recommendations may include: 1) no recommendation for TA position; more individual development needed; 2) recommendation for conditional TA position with additional support; or 3) recommendation for unconditional TA position based on spoken English proficiency. Clearly, if the student meets the requirements of the third category, he/she can be appointed as either a Graduate Teaching Assistant or Associate (9184 and 9183 job codes). These scores will be entered into the Banner system so that the level of proficiency is documented.

PLEASE NOTE: International students whose country is not predominately English-speaking and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program.

Aids in Navigating the Doctoral Program

These items are provided as guidance to the doctoral student.

A TENTATIVE CHRONOLOGY AND REQUIRED FORMS*

Time Period	Step in the Process	Forms (see COB Handbook for Doctoral Students)
January 2	Deadline for application to the Ph.D. program	See http://www.usf.edu/business/graduate/doctoral/index.aspx for on-line application forms
February-March	Offers are extended	
August	Classes start. Program advisor and program committee are assigned.	Review foundation course needs with area coordinator. If applicable, coordinator will petition Doctoral Committee for waivers.
End of first year	Completed coursework plan is submitted for approval.	See <i>PhD Program of Study</i> form
Fall semester of the second year	First year paper is presented	
Fall semester of the third year	Comprehensive examinations – written and oral.	Complete <i>Certification of Completion of Required Coursework</i> form, and the <i>Successful Completion of Comprehensive Exams</i> memo
After successfully passing comprehensive exams	Dissertation committee is formed, followed by admission to candidacy. The student has two years from the time he/she is admitted to candidacy to successfully defend a dissertation proposal and seven years from admission to the program to complete a dissertation.	Complete the <i>Admission to Doctoral Candidacy</i> form
Approx. 9-12 months after admission to candidacy	Dissertation proposal defense. A public announcement is required.	Complete the <i>Certificate of Approval for Ph.D. Dissertation Proposal</i> form and public announcement form
Approx. 1 to 2 years after admission to candidacy	Dissertation defense. A public announcement is required. Submission of the dissertation to the Graduate School and application for graduation are separate procedures.	Complete the public announcement form, the <i>Successful Defense of the Ph.D./Ed.D. Dissertation</i> , and <i>Certificate of Approval Form for Theses & Dissertations: Manuscript Approval Form</i>

*The information provided is tentative. The time line provided is influenced by the motivation of the student and the type of study conducted. Forms provided by the Muma College of Business are examples. Electronic versions of some forms are on the Muma College website. Students are referred to the University website (<http://www.grad.usf.edu>) for up-to-date information and the forms required by the University Office of Graduate Studies.

Muma College of Business PhD Forms

Note: These forms should be kept in the student's department file. Copies of the following forms are available on the Muma College of Business Doctoral Program website.

UNIVERSITY OF SOUTH FLORIDA
Muma College of Business
PhD Program Sheet

Name: _____
Student #: _____
Concentration: _____

Foundation Course Requirements		Waive	Required	Credits	Grade	Term
Accounting				3		
Finance				2		
Info. Systems				2		
Management				2		
Marketing				2		
Research & Writing Skills and Economics (2 courses required)				Credits	Grade	Term
QMB 7557	Research & Writing Skills			1		
ECO						
ECO						
Research Methods: 9 credits in appropriate sequence (refer to handbook)				Credits	Grade	Term
				3		
				3		
				3		
Approved Research Elective: Minimum 3 credits				Credits	Grade	Term
Concentration Courses: Minimum 15 credits				Credits	Grade	Term
Support Field Courses: Minimum 9 credits				Credits	Grade	Term
Dissertation: Minimum 21 credits				Credits	Grade	Term

Program Committee:

Name	Signature	Date

PhD Coordinator _____ Date: _____

Student _____ Date: _____



Completion of Required Coursework in a PhD in Business Administration

STUDENT'S NAME: _____

STUDENT'S U#: _____ **CONCENTRATION:** _____

As the Area Coordinator of the above named doctoral student, I hereby certify that this student has (or will have) successfully completed all the required coursework outlined within his/her planned doctoral program as of _____ (date) and that the student will take his/her comprehensive examination in _____ and the Support Area, if requested, in _____ on _____ (date)

Area Coordinator: _____
Signature Date



Successful Completion of Written and Oral Comprehensive Examination

DATE:

TO: Jackie Reck
Associate Dean, Financial Management and Academic Affairs

FROM:

SUBJECT: Successful Completion of Written and Oral Comprehensive Exams

This is to certify that _____ has successfully completed both written and oral comprehensive examinations for the doctoral program in _____. The examinations were administered by and were graded by the following faculty members:

_____.

Committee Member Name

Committee Member Signature/Date

UNIVERSITY OF SOUTH FLORIDA
CHANGES TO THE GRADUATE STUDENT SUPERVISORY COMMITTEE

Please type or print all information, except where noted for signature.

Part I. STUDENT AND DEGREE INFORMATION

Name		USF ID#	-	E-mail Address	
Street Address		City		State, Zip	
College		Department		Dept. Mail Code & Tel #	
Graduate Program		Entered Degree Program (e.g. Fall 2000)		Degree Sought	

Part II. CHANGES TO ORIGINAL COMMITTEE *(add additional forms if necessary)*

A CV must be attached or on file in Graduate Studies for any non-USF faculty and for (Co-)Major Professor(s) of Ph.D./Ed.D. committees.

List each member being added, removed, or whose status has changed. Members added and the (Co-)Major Professor(s) must sign.

Name	Action Taken	Status	Signature of Approval	Dept. (abbreviate)	Date Signed
	Select action	Select new status			
	Select action	Select new status			
	Select action	Select new status			
	Select action	Select new status			
	Select action	Select new status			

Part III. REASON FOR CHANGE:

Part IV. APPROVALS

(REQUIRED):	<input type="checkbox"/> Major Professor	Name	Signature of Approval	Date Signed
	<input type="checkbox"/> Co-Major Professor			
	<input type="checkbox"/> Major Professor			
	<input type="checkbox"/> Co-Major Professor			
	Program Director			
	College Dean			

O:\BSN-Grad\PhD FILES\PhD Fall 2015\Handbook\Change_of_Committee_Form.doc



PhD Dissertation Proposal

Certificate of Approval

This is to certify that the PhD Dissertation Proposal (title listed below)

proposed by the candidate named below

toward a major in Business Administration with a concentration in _____,
has been approved by the Dissertation Committee on _____ and upon completion in
accordance with said proposal, such dissertation will be satisfactory for the dissertation
requirement for the PhD degree.

Dissertation Committee:

(insert name), Chair

(insert name), Member

(insert name), Member

(insert name), Member

Jackie Reck, Associate Dean

UNIVERSITY OF SOUTH FLORIDA

(Department)

Doctoral Dissertation Proposal Defense

Title

By

Name

On

Date

Time

Location

Dissertation Committee

(starting with major professor - list name, Ph.D.)

THE PUBLIC IS INVITED

For disability accommodations contact _____ at _____ at least 48 hours in advance
(an electronic copy of this proposal is available from the author)



Defense of a Doctoral Dissertation

Title

(This field can be as many lines as is needed)

by

Author

for the Ph.D. degree in

Major

Day of Week, Month Date, Year (Ex: Monday, May 1, 2013)

Time (Ex: 2:00pm)

Location (Ex: ALN 216)

THE PUBLIC IS INVITED

Examining Committee:

Defense Chair: Name, Degree (Ex: John Smith, Ph.D.)
(Must be NonDepartmental Faculty)
(Co-)Major Professor: Name, Degree
(Co-)Major Professor: (Remove row if student has only one major professor)
Committee: Name, Degree
Name, Degree
Name, Degree
Name, Degree

Name, Degree
Dean,
College Name

Dwayne Smith, Ph.D.
Senior Vice-Provost & Dean,
Office of Graduate Studies

Disability Accommodations:

*If you require a reasonable accommodation to participate, please contact the
Office of Diversity & Equal Opportunity at 813-974-4373 at least five (5) working days prior to the event.*



Successful Defense of the PhD Dissertation

The undersigned verify that the final oral defense of the dissertation has been successfully completed by the following doctoral candidate and that the dissertation is ready to submit to the Office of Graduate Studies pending revisions.

	Name	USF ID#	Degree
Doctoral Candidate			Ph.D.

Graduate Program	PhD in Business Administration
Graduate Department	
Dissertation Title	

Examining Committee

	Name	Signature of Approval
<input type="checkbox"/> Major Professor		
<input type="checkbox"/> Co-Major Professor		
<input type="checkbox"/> Co-Major Professor		
<input type="checkbox"/> Member		
Member		
Member		
Member		
Member		
Chairperson of Defense		
Defense Date		
Successful Defense Form Signed (date)		

University Office of Graduate Studies Forms

Note: These forms are available on the Office of Graduate Studies website. Copies of these forms should be kept in the student's department file and originals should be sent to the Office of Graduate Studies.



Admission to Doctoral Candidacy Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816
TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

PURPOSE

The Admission to Doctoral Candidacy form is to be submitted to the Office of Graduate Studies following the successful completion of all comprehensive exams and other program requirements. Doctoral candidacy indicates that the Program has approved the student for dissertation research.

DEADLINE: The Admission to Candidacy form is to be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. Completed Admission to Candidacy forms received by the Office of Graduate Studies up to the last day of classes in a given semester will be processed for that semester, allowing students to enroll in dissertation hours the following semester.

REQUIREMENTS

- Appointment and approval of a Doctoral Committee by the Program and College prior to Admission to Candidacy.
- Successful completion of the comprehensive qualifying examination/s and certification by the Doctoral Committee.
- Enrolled in at least two (2) graduate credits in the semester of the qualifying exam.
- Enrolled in at least two (2) graduate credits in the semester that the Admission to Doctoral Candidacy Form is submitted to the Office of Graduate Studies for approval.
- No "I" or "M" grades are present on the current student transcript. All "I" and "M" grades must be cleared before the Admission to Doctoral Candidacy form will be approved so that an accurate graduate GPA can be determined. The Office of Graduate Studies does NOT process **Change of Grade** forms and these should be sent to the Registrar prior to submission of the Admission to Doctoral Candidacy Form.
- Overall graduate GPA of at least 3.00. Programs/Colleges must attach a transcript with the submission of the Admission to Doctoral Candidacy form to the Office of Graduate Studies.

CANDIDACY IS EFFECTIVE IN THE SEMESTER FOLLOWING PROCESSING AND APPROVAL BY THE OFFICE OF GRADUATE STUDIES. For information refer to the Graduate Catalog, at <http://www.grad.usf.edu/catalog.php>

VERIFICATION OF CANDIDACY APPROVAL

Students

Following approval by the Office of Graduate Studies, the student will receive an official admission to candidacy letter from Graduate Studies. Students may also check their status through OASIS. On the "Registration Status" page, at the bottom the "**Class for registration purposes**" should read "**Doctoral Candidate**." Once classified as a candidate, students will be eligible to and must register for dissertation hours. Student classification will be "**6C**."

College and Program Administrators

The approved **Admission to Doctoral Candidacy** form will be placed into the student record in BANNER and can be access through BXS. Candidacy status can be verified in BANNER through the SGASTDN screen (General Student Record). At the mid-left of the form where the student's "class" is listed, the code will be "**6C**", and the terminology next to the code will read "**Doctoral Candidate**."



Admission to Doctoral Candidacy Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816
 TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

Please fill out form electronically. Please read instructions above prior to form submission

CHECKLIST

- ☐ Enrolled in at least two (2) graduate credits in the semester of the qualifying exam
- ☐ Enrolled in at least two (2) graduate credits the semester in which the Admission to Candidacy is submitted to the Office of Graduate Studies for approval
- ☐ No "I" or "M" grades on the transcript
- ☐ Overall USF graduate GPA of at least 3.00
- ☐ Current transcript is attached

QUALIFYING EXAMS

Successful Qualifying Exam(s) Completion:

Month Day Year

STUDENT INFORMATION

Last Name First Name M.I. USF ID # Degree Abbrev.

USF College Degree Program/Major (ex. Biology) Program of Concentration (if appl.)

Email Address Telephone Contact

X

Student Signature Date

PROGRAM AND COLLEGE APPROVAL

	Name (Please print)	Signature	Date
Major Professor			
Co-Major Professor/Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Graduate Program Director			
College Dean/Associate Dean/Designee			
Office of Grad Studies Asst. Dean / Designee			



PLEASE NOTE: The ETD Certificate of Approval has been updated, and now includes a second, mandatory page. Please complete both.

The Office of Graduate Studies requires that all students submitting a thesis or dissertation **MUST** complete the steps listed below in order to properly submit their Electronic Thesis or Dissertation.

ETD SUBMISSION CHECKLIST

- ☐ **Attend the ETD Workshop OR Complete the Online ETD Workshop** (http://www.grad.usf.edu/ETD_Req_01_WorkshopsAndSessions.php)
In order to understand the ETD process, deadlines, and How to format your ETD,
- ☐ **Register for Thesis/Dissertation Hours**
Register for 2 credit hours of thesis (6971) or dissertation (7980) in the semester you are submitting your ETD through the ETD Process.
- ☐ **ETD Process Registration** (https://www.grad.usf.edu/etd/registration_step1.php)
Complete the ETD Process Online Registration.
- ☐ **Survey of Earned Doctorates - DOCTORAL STUDENTS ONLY** (<https://sed-ncses.org/GradDateRouter.aspx>)
Complete the Survey of Earned Doctorates. At the end, you will receive an email with a certificate of completion.
 - ☐ **Print the SED Certificate of Completion to include with the ETD Certificate of Approval.**
- ☐ **Plagiarism Check** (<http://www.grad.usf.edu/ETD-plagiarism.php>)
Work with your Major Professor to submit a text only copy of your Thesis or Dissertation in Canvas to be run through the TurnItIn plagiarism check. The professor will review the results, ensuring there's no actual plagiarism in the document. You or your professor will need to print the first page of the results and turn that in with the Certificate of Approval.
 - ☐ **Print First Page of Plagiarism Summary to include with the ETD Certificate of Approval.**
- ☐ **Successful Defense Form (From the College)**
Your college may require the completion and submission of a Successful Defense Form. If so, bring this form to the defense.
- ☐ **ETD Certificate of Approval** (http://www.grad.usf.edu/inc/linked-files/ETD_Certificate_of_Approval_Form.pdf)
Be sure to complete (typed – not handwritten) the ETD Certificate of Approval and bring with you to your defense – so that the committee may sign and date the form.
 - ☐ **Complete the top section by typing in – do not handwrite as it needs to be legible.**
 - ☐ **Read and complete all sections on the first page, printing and signing your name.**
 - ☐ **Complete all of the second page .**
 - ☐ **Type the names and email addresses for yourself and your committee.**
- ☐ **Thesis/Dissertation Defense**
Successfully defend your thesis/dissertation. If the committee requests changes or revisions, make them and once the committee approves, they should sign and date both the ETD Certificate of Approval (Grad Studies) and the Successful Defense Form (College).
 - ☐ **Once all committee-requested corrections/additions are final, obtain the Approval Signatures from your entire committee (and your own signature).**
**If a committee member is not able to sign the form in person, they may sign a second Certificate of Approval (with your information at the top), scan it, and send back to you.*
- ☐ **Committee Verification Signatures**
Once approved, the completed, signed ETD Certificate of Approval must be signed by the Dean(or designee) of the College. If you are in the College of Arts & Sciences or the College of Behavioral & Community Sciences, the Program Director must sign.
 - ☐ **Obtain the necessary signatures (Dean/Program Director)**
 - ☐ **Submit the Successful Defense Form to the department or college (follow instructions on that form – each college has its own form).**
- ☐ **Submit the ETD Certificate of Approval Packet to the Office of Graduate Studies**
Once the Certificate of Approval, Plagiarism Check and, for Doctoral students, the SED Certificate of Completion, have been completed, you need to submit these to the Office of Graduate Studies either in-person (John & Grace Allen Building - ALN 226) or via e-mail (etd@grad.usf.edu).
 - ☐ **ETD Certificate of Approval, completed and signed**
 - ☐ **First page of the Plagiarism Results Summary.**
 - ☐ **DOCTORAL STUDENTS ONLY: Survey of Earned Doctorates Certificate of Completion**
- ☐ **ProQuest Submission of ETD** (<http://www.etdadmin.com/cgi-bin/school?siteid=309>)
ProQuest is the website we use to facilitate the ETD Review. It saves all versions of the ETD, and allows us to work with you on revising your document to meet the format requirements. You'll need to create a new account and then upload your thesis/dissertation in PDF format for review.

The ETD Certificate of Approval begins on the next page.



PLEASE TYPE IN ALL FIELDS EXCEPT DATE & SIGNATURE – MUST BE LEGIBLE.

<small>This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies (ALN226) simultaneously with the student's additional paperwork.</small>					
Name				USF ID #	U
	<small>Last Name</small>		<small>First Name</small>	<small>M.I.</small>	
USF College			Degree		
Degree Major (i.e. Chemistry)					
Manuscript Title:					

Please complete ALL of the following sections, reading and selecting the statements that apply to your thesis/dissertation.

By signing this form, I am certifying that the version I submitted is the final copy as approved by my advisory committee, has been analyzed by appropriate plagiarism-detection software, and all published material in this dissertation/thesis has the appropriate copyright permissions to be reproduced and are included in the appendix. Furthermore, if IRB approval was required for this research, a copy of that approval is included in the appendix. I hereby grant to USF and its agents the non-exclusive license to archive and make accessible my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.

REQUIRED RELEASE (EMBARGO) AGREEMENT

The document is submitted electronically (ETD) and archived under the release option noted both on this form and in the online final submission system when the PDF file is uploaded. If a restriction has been noted, electronic publication of the document will be delayed for one year from the date of final approval by the USF Office of Graduate Studies.

Select One Option: ☐ Immediate Worldwide Publication Access OR ☐ Publication Release Embargo of one year.

Note: Access information is also selected in the ProQuest system. Selections for both this paper form and in the online system **MUST MATCH** or the release information will be invalid and the manuscript will be released immediately for worldwide access.

COPYRIGHT REPRINT PERMISSIONS

The use of previously published material (text, images, figures, tables) – even if it's your own – requires permission from the publisher to reprint in your thesis/dissertation. Documentation of the publisher's approval, or notification that permission is not needed, should be included in the Appendices.

- ☐ I have previously published content, and I have obtained all of the reprint permissions to include this content in the thesis/dissertation.
☐ I do not have content that has been previously published in this thesis/dissertation

PHOTOGRAPHY/SUBJECT RELEASE FORMS

Using photographs with identifiable human subjects requires that you have their express written consent to include their likeness in your thesis/dissertation. Consent forms should be securely kept by the author – do not include signed consent forms in the Appendices.

- ☐ I have images with identifiable subjects (people) in them, and I have their signed consent to use their likeness in my thesis/dissertation
☐ I do not have images with identifiable subjects in them.

IRB/IACUC APPROVAL & USE OF CLASSIFIED DATA

By signing below, I certify that I:

☐ Received IRB Approval ☐ Received IACUC Approval

☐ Did not need approval because my research did not include human or animal subjects,
or I used de-identified data or my research was deemed exempt by the IRB.

If the thesis/dissertation included research with human subjects, all identifying information has been altered, using pseudonyms, fake initials, or numbers to refer to subjects. I understand that if any HIPAA violations are found, my thesis/dissertation will not be accepted.

Student Name (Printed)

Signature

Date

CONTINUED ON NEXT PAGE



Electronic Thesis & Dissertation (ETD) Certificate of Approval

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

Page 2 of 2

CONTINUED FROM PREVIOUS PAGE

PLEASE TYPE IN ALL FIELDS EXCEPT DATE & SIGNATURE – MUST BE LEGIBLE.

This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies (ALN226) simultaneously with the student's additional paperwork.

Name				USF ID # (Type numbers only)	U
	Last Name	First Name	M.I.		
USF College		Degree			
Degree Major (i.e. Chemistry)					
Manuscript Title:					

MANUSCRIPT APPROVAL

The aforementioned manuscript has been reviewed and approved to meet the thesis or dissertation requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Certificate of Approval Form serves as confirmation that the thesis/dissertation defense has been successfully completed and that the thesis or dissertation, including the Abstract, is approved and ready for submission and publication through the Office of Graduate Studies.

COMMITTEE (CO-) MAJOR PROFESSOR(S) CONTENT ANALYSIS

By signing below, the (Co-)Major Professor(s) confirms the analysis of the report generated from running the student-uploaded dissertation/thesis through a plagiarism-detection software ☐ Turnitin (through Canvas) OR ☐ Other : _____ and believes, based on that analysis as well as the limitations inherent in such detection software, that this dissertation/thesis is not plagiarized. The first page of the generated report **must** be attached; check here: ☐ if parts of the document have previously been published.

	Full Name (Please Type)	Email Address (Please Type)	Signature	Date
STUDENT				
Major/Co-Major Professor				
Co-Major Professor/Member				
Member				
Member				
Member				
Member				
Member				
Member				

COMMITTEE VERIFICATION - COLLEGE OF ARTS AND SCIENCES and COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES ONLY

The Department Program Director attests that the committee listed above was previously approved by the college, as well as that the authenticity of each member's signature.

Program Director				
------------------	--	--	--	--

COMMITTEE VERIFICATION - ALL OTHER COLLEGES
(THE ARTS, BUSINESS, EDUCATION, ENGINEERING, GLOBAL SUSTAINABILITY, MARINE SCIENCE, MEDICINE, NURSING, PHARMACY, PUBLIC HEALTH)
The Associate Dean of the College attests that the committee listed above was previously approved by the college, as well as that the authenticity of each member's signature

Associate Dean				
----------------	--	--	--	--

Administrative Program Specialist (If the department wants an approval email)	Name	Email

DO NOT COMPLETE – COMPLETED BY OFFICE OF GRADUATE STUDIES ONLY

<input type="checkbox"/> Plagiarism Summary	<input type="checkbox"/> ETD Registration	<input type="checkbox"/> Approved	Date:	
<input type="checkbox"/> NORC Survey (Dissertations only)	<input type="checkbox"/> ProQuest Submission			
<input type="checkbox"/> Previously Published	<input type="checkbox"/> Photo Release	<input type="checkbox"/> IRB/IACUC Approval		

Health Insurance Information