

DOCTORAL PROGRAMS IN BUSINESS ADMINISTRATION

THE UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF BUSINESS
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GENERAL ADMISSIONS CRITERIA

Admission to the PhD Program is competitive and the attainment of a specific set of minimum qualifications does not assure admission. Admission is granted to candidates deemed to be most qualified to achieve success from within the applicant pool in a given application cycle. If no candidates are deemed sufficiently qualified to be successful in the PhD program in a given pool of applicants, it is possible that no candidates will be admitted during the cycle. In general, all applicants must:

- A. Hold a baccalaureate degree from an accredited college or university with a satisfactory grade point average.
- B. Have completed a master's degree or at least 30 semester credit hours of graduate level work with a satisfactory grade point average.
- C. Have an acceptable score on the Graduate Management Admission Test or the Graduate Record Exam.
- D. Applicants whose native language is not English must submit an acceptable TOEFL, TSE or IELTS score if he or she does not hold a bachelor's degree from an accredited U.S. institution.
- E. Provide three letters of recommendation.
- F. Provide a statement of purpose indicating the application's chief academic interests, strengths and limitations, reasons for selecting their major field, and for choosing The University of Texas at Arlington.

GRADUATE ASSISTANTSHIPS

1. GENERAL INFORMATION

Graduate Teaching Assistantships are funded through state appropriations and federal, state, local and private grants for at least three reasons. First, the employment of graduate students in teaching and in research positions during their graduate education encourages and supports their participation in these two major functions of a University and strengthens the quality of their educational experience. Second, assistantships provide direct financial support to outstanding students who are essential to the development of quality graduate programs. Third, graduate students provide valuable and necessary services to the University in their roles as teaching and research assistants.

In order to ensure the appointment of the most highly qualified students available as Graduate Assistants, and to best realize the objectives for which Graduate Assistants are employed, UTA has adopted the following policies and regulations, and all provisions apply to Graduate Assistantships. UTA supports the "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants" of the Council of Graduate Schools in the United States. A copy of the resolution and list of signatory institutions is available in the Office of the Dean of the Graduate School.

2. CONTINUATION OR RENEWAL OF APPOINTMENT

Although a student may be appointed to a Graduate Assistantship for a full academic year initially, continuation of the appointment beyond the first semester is subject to the following conditions:

- A. The student must be in good standing in the University. Students who are placed on academic probation for failure to maintain a GPA of 3.25 are not in good standing and will lose their assistantship. The students' advisor, the Major Field Coordinator, may request a one-semester period from the PhD Director in which the student may keep the assistantship while working to raise the GPA and get off probation. Students may only be granted this one-semester exception when the Major Field Coordinator, the PhD Director, and the student's Supervisory Committee Chair all agree this is appropriate.
- B. The student must perform assigned assistantship duties satisfactorily as determined by the Department Chair in the department in which the assistantship is held. Students who do not perform well in their duties as a graduate assistant will be subject to disciplinary actions for poor performance, up to and including termination of their employment as a graduate assistant.
- C. Graduate assistantships are limited to a maximum of four years.

3. TUITION FOR STUDENTS WITH AN ASSISTANTSHIP

Graduate Teaching Assistants employed at least 20 hours per week in positions related to their degree programs are entitled to Texas resident tuition rates. Eligibility for the resident rate must be certified by the Dean of the College in which the assistantship is held prior to registration; otherwise full tuition will be assessed.

Non-resident or international students holding less than full assistantships (20 hours per week) are not eligible for Texas resident rates.

4. COURSE LOAD FOR STUDENTS WITH AN ASSISTANTSHIP

Graduate Teaching Assistants must register for and complete 9 semester hours per semester. The minimum semester registration limit may be reduced to six semester hours for students who have completed all coursework and (both written and oral) comprehensive exams, are registered for thesis or dissertation only, and have filed an approved Program of Study (To do this, international students must have an approved waiver form which is available from the international student office and should be signed by the Ph.D. Program Director or their Major Field Coordinator). The final semester, when the dissertation is defended, students may enroll in either BSAD 7399 (one time only for 3 credits) or BSAD 6699 (for 6 credits, can be repeated).

A load of more than 12 semester hours must be approved in advance by the Ph.D. Director. Tuition remission for students on Dean's Doctoral Assistantships is limited to courses designated as part of their Program of Study by their advisor.

5. PROFESSIONAL DEVELOPMENT

All College of Business PhD students with a Graduate Assistantship funded by the University of Texas at Arlington or the College of Business are **required** to attend the Teaching Tools workshop offered during the summer intercession in May following their first year in the PhD program and in the fall of their second year. Students **must** attend this workshop and pass it in order to maintain an assistantship after their first year in the program. The purpose of the Teaching Effectiveness Workshop is to prepare students to excel in teaching their subject matter.

BOOT CAMP

All incoming Ph.D. students are required to attend the Ph.D. Boot Camp which normally takes place the week prior to the fall semester. Details about the scheduling of PhD Boot Camp will be sent to students during the summer before their first semester in the PhD program. Topics covered may include but are not limited to: College of Business Ph.D. orientation, Statistics (SPSS, SAS and/or Stata), Research, Library orientation, Human Resources orientation (for those with an assistantship), Health Services and Counseling Services, Campus Tour, Time Management, meetings with faculty and current students. Lunch will only be provided one day.

COLLEGE OF BUSINESS FUNDING POLICIES

DDAs are for a maximum of 4 years. Additionally, to qualify for DDAs **and any other funding** (e.g., GTAs, scholarships and nonresident tuition waivers) students must meet certain requirements including the following:

- Good academic standing in any semester to which the funding applies
- Unconditional pass on written and oral comps by end of year 3 to be eligible for year 4
- Unconditional pass on the dissertation proposal defense by end of year 4 to be eligible for year 5
- The recommendation of the student's advisor and the PhD Director

Subject to available funds and the requirements listed above, the Dean's office may at its discretion provide non-resident tuition waiver (NRTW) and a \$1000 scholarship in a student's 5th year. Students beyond year 5 will not be considered for an NRTW.

Ph.D. PROGRAMS IN BUSINESS ADMINISTRATION

1. INTRODUCTION

The program areas for the Doctor of Philosophy in Business Administration degree of The University of Texas at Arlington are designed primarily to develop scholars with an ability to conduct research and teach in various areas of business. The programs prepare students for careers as creative teachers and researchers through exposure to both theory and practice. The curriculum emphasizes and develops rigorous analytical skills needed to make significant intellectual contributions in the field. Graduates of the program will assume significant roles in the world's educational and research institutions. Through the dissemination of knowledge in the classroom and publication of research in journals and books, graduates will add to the body of knowledge in their chosen fields.

2. FIELD OF STUDY

Coursework is offered in the following areas:

Accounting (Accounting, Taxation)

Finance (Banking and Finance, Business Economics, Business Statistics, Insurance and Risk Management, Investments and Securities, Real Estate, Behavioral Finance, Corporate Finance)

Information Systems (Data Analytics, Management Information Systems)

Management (Strategic Management, Human Resources Management, Organizational Behavior, Organizational Theory)

Management Sciences (Management Sciences, Operations Management)

Marketing (General Marketing, Marketing Management, Marketing Research)

All students must complete work in two fields: a major (dissertation) field and a research field. Courses in the major and research fields of study are chosen by the student with the assistance of the Major Field Coordinator and/or Supervisory Committee Chair (Section 4 discusses the Supervisory Committee).

3. STEPS IN THE Ph.D. PROGRAM

Year 1

- Complete initial 18 hours of coursework approved by Major Field Coordinator
- Make adequate progress as noted by first-year Diagnostic Evaluation conducted by Major Field Coordinator
- Select Supervisory Committee and gain approval of Program of Study (student)

Year 2

- Complete final 18 hours of coursework approved by Major Field Coordinator
- Make adequate progress as noted by second-year Diagnostic Evaluation conducted by Major Field Coordinator

Year 3

- Request and pass written comprehensive exam in major field (student must complete in year 3 to be eligible for any and all COB financial assistance)
- Request and pass oral comprehensive exam (student must complete in year 3 to be eligible for any and all COB financial assistance)
- Submit Comprehensive Examination Report to Graduate School (student)

Years 3-4 Dissertation

- Select Dissertation Committee (student)
- Prepare and present dissertation proposal (student must complete in year 4 to be eligible for any and all COB financial assistance)
- Write dissertation (student)
- Apply for graduation (student)
- Defend dissertation and submit to Graduate School (student)

4. SELECTION OF A SUPERVISORY COMMITTEE

At the end of the first year (18 hours), the student, in consultation with the Major Field Coordinator will select a Supervisory Committee consisting of at least three faculty members. A minimum of one (but more often two or more) faculty members must be from the student's major field. The Chair of the Supervisory Committee must be a full member of the Graduate Faculty and a member of the student's major field. Other Supervisory Committee members must be members of the Graduate Faculty. The role of the Supervisory Committee is to approve the student's Program of Study and oversee his/her progress through completion of the comprehensive examinations.

Membership of a student's Supervisory Committee may be changed upon approval of the Chair of the Supervisory Committee, the Major Field Coordinator and the Ph.D. Program Director. The student's Supervisory Committee is dissolved when he/she passes the oral comprehensive examination.

5. SELECTION OF MAJOR FIELD OF STUDY

- A. A student must complete coursework in a major field of study.
- B. The coursework required must be approved by the student's Major Field Coordinator and Supervisory Committee, and the Ph.D. Program Director as the student's Program of Study (see Section 9). See Appendix for course requirements.
- C. If a student wants to change a major field, he/she must submit a Change of Program Form, which may be approved by the Major Field Coordinator for the student's proposed major field, and the Ph.D. Program Director, after consultation with the Major Field Coordinator of the program the student wants to transfer from. Students who wish to change major fields will be evaluated along with applicants to that field. Changes in major fields are not automatic – students may or may not be accepted into a new major field area. The graduate assistantship is provided to a student as employment in the department where their major field of study is located. Thus, students who are accepted into a new field of study are not guaranteed an assistantship in a new department, even when they currently hold a graduate assistantship.

6. THE RESEARCH FIELD

- A. The research field consists of 12 hours of approved coursework. The research field is designed to provide students with a mastery of research design, methodology, and data analysis. Major issues addressed by the research field courses include: theory development and typologies; experimental and quasi-experimental design; survey design; sampling; measurement and scaling; descriptive and inferential statistics, including regression, multivariate statistics, and structured equation modeling; evaluation research; the use of data analytics; and computer applications.
- B. The research field is designed from the core research courses offered at UTA. Choice of the appropriate classes is made under the supervisor of the Major Field Coordinator, who must approve all student's coursework.
- C. Courses taken to meet a student's research field requirement shall not be counted toward meeting the requirements of a major field.

7. THE BUSINESS FOUNDATION

- A. Students whose undergraduate and masters' degrees are not in the area of business in which they are pursuing their PhD studies may sometimes be required to take up to 12 hours of business foundation courses (i.e., Masters-level business classes) to ensure they have an adequate background to succeed in PhD-level courses in their major field of study. The Major Field Coordinator, in consultation with other faculty in a student's major field of study, assesses whether business foundation courses are needed for a student based on that student's academic background. If the Major Field Coordinator requires a student to take business foundation courses, the student must complete these courses before he/she can proceed to take any PhD-level courses specified by the Major Field Coordinator.

8. ANNUAL PROGRESS EVALUATION

- A. The Milestone Agreement Form is completed with the Major Field Coordinator during the first semester and will be reviewed at least annually. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress are subject to penalties such as loss of funding, academic probation, or dismissal from the program.
- B. A progress evaluation will be conducted near the end of the first year and annually in each subsequent year.
- C. The progress evaluation is conducted by the Major Field Coordinator in consultation with the faculty PhD committee up until the point when the student passes the comprehensive exams. After the student passes the comprehensive examination and has a Dissertation Committee, the progress evaluation will be conducted by the Dissertation Chair with input from the Dissertation Committee.
- D. Upon completion of each progress evaluation, a recommendation of continuation in or dismissal from the program is made to the Ph.D. Program Director for a final decision. For a dismissal decision resulting from the first-year evaluation, the student will immediately be discontinued in the Ph.D. Program. For a dismissal decision in the annual performance in the second year and beyond, the student will have one regular semester (Fall or Spring) to demonstrate satisfactory improvement in his/her performance. At that time the Major Field Coordinator in consultation with the PhD Committee and the Ph.D. Program Director will make a final decision on whether the improvements are satisfactory. An unsatisfactory decision at that time will result in the immediate dismissal of the student from the program.

9. PROGRAM OF STUDY

- A. The following *minimum* semester hours must be included in the student's Program of Study:

Business Foundation	*
Major Field Seminars	12**
Other Major Field Coursework	12**
Research Field	12**
Dissertation Hours	18

*From 0 to 12 hours, depending upon the student's background at the time of admission to the program (see section 7).

**Previous equivalent advanced coursework may be accepted

Based on their developmental needs, as assessed by the PhD Coordinator with input from PhD faculty, PhD students may be required to take up to 12 additional hours of coursework to ensure they possess the competencies needed to complete the dissertation. Such coursework may include courses in Technical Writing, additional courses in Research Methods or Statistics, or other courses deemed appropriate by the student's advisor. Students who are not required to take additional courses are encouraged to speak with their advisor about whether there are additional courses that can help them become better researchers.

- B. Transfer courses may be allowed from AACSB-accredited (or equivalent) institutions for courses with a B grade or better, with the approval of the Major Field Coordinator.
- C. Students must select the major field before taking any coursework.
- D. Prior to the beginning of each semester, students in the Program should confer with their Major Field Coordinator, who will advise the student in the selection of appropriate courses. Students may add and drop courses only if the Major Field Coordinator approves the changes as appropriate for the program of study.
- E. Upon completion of the first-year evaluation, the student will prepare a Program of Study, which must be approved by the Major Field Coordinator indicating that the coursework conforms to the policies established by the faculty of the field.
- F. The Program of Study is located at:
<https://resources.uta.edu/business/forms/phd-forms.php>

10. COMPREHENSIVE EXAMINATIONS

- A. Students must demonstrate competence in their major field by the successful completion of a written comprehensive examination. Each major area decides the content of the comprehensive examination in that area. Each major area decides on the length of the exam, but no major area may give an exam longer than nine hours or across more than three days.
- B. Written comprehensive examinations will take place in August and January.
- C. A student who is eligible to take the written examination must complete a Comprehensive Examination Request Form and submit it to his/her Major Field Coordinator for approval. A student is eligible for a written comprehensive examination when he/she has completed the prescribed coursework in his/her field. Upon approval, the student will submit the form to the Ph.D. Coordinator no later than June 30 for the August examinations and November 30 for the January examinations. The form may not be submitted with any incomplete grades. If this form is submitted while the student is taking a course listed, in the student's plan of study or that is otherwise required before sitting for comprehensive exams, that course must receive an acceptable grade at the end of the semester when grades are posted. If no grade is earned the right to take this comprehensive exam is terminated and the student will need to submit a new request form when a grade is posted.
- D. The major field written comprehensive examination request form is located at: <https://resources.uta.edu/business/forms/phd-forms.php>
- E. For each student, four weeks prior to the examination date, the Ph.D. Program Coordinator will provide the Major Field Coordinator with a list of courses completed by each student in that field who has applied to take comprehensive exams. The Major Field Coordinator is responsible to ensure that all exam questions for written examinations are submitted to the Ph.D. Coordinator at least one week before the examination. For each field, the Major Field Coordinator shall be responsible to make sure that at least three graduate faculty members are involved in preparing questions and grading completed examinations.
- F. After administration of the field examinations, the Ph.D. Coordinator will forward the examinations to the Major Field Coordinators, who will distribute them to at least three graduate faculty who form the examination panel. A group of at least three graduate faculty will collectively determine whether the student passes or fails the exam. After learning the result of the exam from the Major Field Coordinator, the Ph.D. Coordinator will inform the Ph.D. Program Director who will inform the student in writing of exam results. Results must be submitted to the Ph.D. Coordinator no later than six weeks after the students took the exam.
- G. If a student fails a written comprehensive exam and continues in that field, he/she must retake the exam the next time it is offered. If a student fails a second written exam in the major field, he/she will not be permitted to continue in the program.

- H. After a student successfully completes the written exam, he/she will schedule a comprehensive oral exam as soon as possible, which is administered by the student's Supervisory Committee who determines the content of the oral comprehensive exam. The request form for the oral comprehensive exam must be submitted to the Ph.D. coordinator at least three weeks prior to the requested exam date. The oral comprehensive examination request form is located at:
<https://resources.uta.edu/business/forms/phd-forms.php>
- I. Any student failing the oral comprehensive examination will be given a second oral comprehensive exam within 12 months of the date of the first oral comprehensive exam. If a student fails the second oral comprehensive exam, he/she will not be permitted to continue in the program.
- J. If a student successfully completes the oral comprehensive exam, he/she is admitted to candidacy following the completion of the Comprehensive Examination Report. The Examination Report is located at:
<https://resources.uta.edu/business/forms/phd-forms.php>

11. DISSERTATION

- A. The Dissertation Committee consists of a minimum of three members, at least two of whom must be from the major field. The chair of the Dissertation Committee must be from the major field, and one member of the committee must be an external member from outside the department the student is in. The external member can be from another department at UTA, or, with the approval of the Graduate Dean, may be a nationally or internationally recognized non-UTA scholar.
- B. All forms related to the dissertation can be found at the following website:
<https://resources.uta.edu/business/forms/phd-forms.php>
- C. When forming a Dissertation Committee, the student must obtain the written consent of each Dissertation Committee member by completing the Dissertation Committee Form and filing it with the Ph.D. Coordinator.
- D. The Chair of the Dissertation Committee directs all activities in relation to the dissertation as a representative of the Graduate Faculty.
- E. If a member of the Dissertation Committee can no longer serve due to illness, extended absence from UTA, discontinuation of employment, or another reason, the student in consultation with the Dissertation Chair will select a replacement and inform the Ph.D. Director in writing. If a student wishes to change a member of the committee for a reason other than inability to serve, the student must petition the PhD Director to change any member(s) of the Dissertation Committee.
- F. Proposal. The student will prepare a dissertation proposal and submit copies to each member of the Dissertation Committee at least three weeks prior to the proposed presentation. At that time the student must complete the Request for Dissertation

Proposal Defense Form and file it with the PhD Coordinator. The entire Dissertation Committee must convene formally to act upon the dissertation proposal at a time and place with at least three weeks notification. The committee may reconvene for additional meetings. Other faculty members and graduate students may attend the proposal presentation. The proposal must be approved by each Dissertation Committee member by having them sign the dissertation proposal form and a copy must be provided to the PhD Coordinator for the PhD Program Director's signature.

- G. After comprehensive examinations, all full-time students must enroll for at least six hours of dissertation credits each regular semester to maintain an assistantship and/or immigration requirement. Doctoral students are required to register for either BSAD 7399 (allowed one semester only) or BSAD 6699 during their completion semester.
- H. During the research and writing phase of the dissertation, students are encouraged to consult with all members of the Dissertation Committee. Student must register for a minimum of 18 credit hours in the dissertation and show reasonable progress during each semester they are registered for the dissertation course.
- I. Dissertation Defense. After consultation with the Dissertation Committee Chair, the student will prepare and distribute copies of his/her completed dissertation to Dissertation Committee members at least three weeks prior to any scheduled defense and submit the Request for Dissertation Defense form (Form 11), signed by all committee members, to the PhD Coordinator to schedule a date of defense. The Dissertation defense will be open to faculty members, graduate students and guests. All members of the Dissertation Committee must attend the dissertation defense.
- J. All members of the Dissertation Committee and the Ph.D. Program Director must approve the dissertation by signing the dissertation defense report (Form 12).
- K. The student must submit the dissertation to Unicheck, the plagiarism checking tool in Canvas and submit the original report with the dissertation to the Graduate School. The Dissertation Chair is required to complete the Dissertation Rubric Form via the online survey that will be sent from the PhD Coordinator. The Dissertation Defense Report (Form 12) must be submitted to the PhD office.
- L. Dissertation Chairs, with the consent of committee members, have the discretion to allow students to obtain minor assistance with dissertation tasks such as copy-editing or final formatting. A student is prohibited from obtaining assistance with dissertation tasks without the written consent of the Dissertation Chair. If a student receives help with dissertation-related tasks without prior written approval from the Dissertation Chair, the student is engaging in a violation of academic integrity standards and will be subject to disciplinary action, following section 16 of this handbook.

12. DISSERTATION FORMAT GUIDELINES

Each student will choose one of two dissertation formats with the guidance of his/her dissertation chair: (1) a traditional monograph-based dissertation or (2) an article-based dissertation. Regardless of format, the dissertation is conducted under the guidance of the dissertation chair and committee members. All dissertations must be consistent with the UTA Guidelines for Dissertations provided by the graduate assembly as given below. A student who chooses the article-based dissertation must include a minimum of 3 articles in their dissertation. Any other issues not addressed specifically in these guidelines are left to the discretion of the dissertation committee.

A. Guidelines for monograph-based dissertations are provided here:

<https://www.uta.edu/gradstudies/admitted/resources/Thesis%20and%20Dissertation%20Manual.php>

B. Guidelines for article-based dissertations are provided here:

<https://www.uta.edu/gradstudies/admitted/resources/Thesis%20and%20Dissertation%20Manual.php>

13. PERFORMANCE STANDARDS

- A. Grades of D and F will count toward the overall grade point average but will not be considered successful fulfillment of a course appropriate to a field. Another course, as determined by the Supervisory Committee, will need to be taken if a student receives a grade other than A, B, C, or P. Any student who receives three grades of “C” or lower in any classes will not be permitted to continue in the program. Any student who earns an “F” will automatically be terminated from the program.
- B. A student’s academic performance will be reviewed every semester by the PhD Director. To remain in good standing, students must maintain a minimum cumulative 3.25 GPA in all UTA coursework taken after admission to the program and in all courses on their Program of Study. Students whose GPA falls below a 3.25 will be placed on academic probation for one semester. Students have this one semester to raise their GPA to a minimum of 3.25 in order to remain in the program. Students who do not meet the 3.25 GPA requirement after the 1-semester probation will be dismissed from the program.
- C. Students are eligible for no more than 1-semester probationary period during the PhD program. If, after getting off a 1-semester probation, a student’s GPA again falls below the 3.25 requirement the student will be dismissed from the program.
- D. At the end of the second year in the PhD program students must have a GPA of 3.25 or above in order to be eligible to take comprehensive exams. Students whose GPA falls below 3.25 as a result of their performance in their final semester of courses are not eligible to take comprehensive exams and will be dismissed from the program.

14. COURSE APPLICABILITY TOWARD MASTER'S DEGREE

Up to 21 hours (7 courses) of graduate coursework taken in the PhD program may be applied towards a master's degree. Courses already used to earn a degree CAN NOT be utilized. No more than two courses in the major and research fields and three courses in the minor field may be applied for this purpose.

15. PROGRAM GOVERNANCE

The Director of the Doctoral Programs in Business Administration oversees the program. The Director works with the PhD Graduate Studies Committee, which is comprised of the Major Field Coordinators in the College, to manage the program, advise the Dean of the College of Business, and provide recommendations to the college graduate faculty who are responsible for the program.

The Ph.D. Graduate Studies Committee is responsible for all the implementation of the programs' policies. The responsibilities of the Ph.D. Graduate Studies Committee are:

A. Provide oversight of:

- Recruitment
- Admissions
- Course requirements/coursework programs
- Course additions/deletions
- Academic performance
- Written and oral comprehensive examinations
- The Research Core
- Diagnostic evaluations and annual performance reviews

B. Review and act on:

- Student petitions requesting committee changes or major field changes
- Student petitions for reinstatement following suspension
- Cases of student academic dishonesty
- Student petitions for other reasons

C. Perform other duties as directed by the Ph.D. Program Director

16. PROGRAM COMPLIANCE

Failure to comply with the program rules incorporated in the Graduate Catalog, this Information Bulletin, and other documents issued by the Director will result in penalties ranging from disallowing credit for work performed to dismissal of the student from the program. The requirements stated in the Graduate Catalog are minimum standards that are superseded in part by standards stated in this Information Bulletin. Students may request exceptions to published rules by filing a proper petition with the Director.

17. ACADEMIC DISHONESTY

All students are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework, plagiarism (offering the work of another as one's own), and unauthorized collaboration with another person. Students are required to take the Acknowledging Sources tutorial and have their results provided to the Ph.D. Coordinator by the end of the first week of classes. (<http://library.uta.edu/plagiarism/index.html>) Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation to suspension to dismissal from the PhD program to expulsion from the University. Other forms of legal action may also be taken.

In accordance with the *Rules and Regulations of the Board of Regents of The University of Texas System* (part One, Chapter VI), institutional procedures regarding allegations of academic dishonesty are outlined in Part Two, Chapter 2, of the *UTA Handbook of Operating Procedures*. This information may be obtained by accessing the Student Judicial Affairs web site (<http://www.uta.edu/conduct/>) or by obtaining a hard copy of *May Dates & Data* in the Office of Student Development.

18. IRB REQUIREMENTS

The University of Texas at Arlington, by action of the President, has established an institutional review board to review human subject research. This board is supported by Regulatory Services. The IRB reviews research that is conducted or supported by the University of Texas at Arlington faculty, students or staff in order to determine that the rights and welfare of the human subjects are adequately protected. The IRB is guided by the ethical principles described in the 'Belmont Report' and by the regulations of the U.S. Department of Health and Human Services found at Title 45 Code of Federal Regulations, Part 46. The University of Texas at Arlington maintains an approved Federalwide Assurance (FWA) of Compliance with the Office for Human Research Protection (OHRP). (<http://www.uta.edu/research/administration/departments/rs/human-subjects-irb/index.php>)

All students conducting research using human subjects must complete the IRB submission process.

PLEASE SIGN THIS FINAL STATEMENT AND RETURN TO WILL WRIGHT

As a PhD student in the College of Business at the University of Texas at Arlington, I understand that failure to comply with the program rules incorporated in the Graduate Catalog, the PhD Handbook, and other documents issued by the Director will result in penalties ranging from disallowing credit for work performed to dismissal of the student from the PhD program. The requirements stated in the Graduate Catalog are minimum standards that are superseded in part by standards stated in this PhD Handbook. Students may request exceptions to published rules by filing a proper petition with the PhD Program Director.

Print Student Name

Sign Student Name

Date