

Warrington College of Business Administration

Ph.D. Program Requirements

Course Requirements

A minimum of 90 credit hours beyond the bachelor's degree is required for the Ph.D. degree in all fields. All master's degrees counted in the minimum must have been earned in the last seven years.

Transfer of Credit: No more than 30 hours of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the department petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university, to be applied to the Ph.D. degree, must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be letter graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate-level credits earned at the University of Florida (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. In such cases, it is essential that the petition demonstrate the relevance of the prior course work to the degree presently being sought.

Major: The student working for the Ph.D. must elect to do the major work in a department or interdisciplinary unit specifically approved for the offering of doctoral courses and the supervision of dissertations. These fields are listed under Graduate Programs.

Minor: With the approval of the supervisory committee, the student may choose one or more minor fields. Minor work may be completed in any department, other than the major department, approved for master's or doctoral degree programs as listed in this catalog. The collective grade for courses included in a minor must be B or higher.

If one minor is chosen, the representative of the minor department on the supervisory committee shall suggest from 12 to 24 credits (at least 12 credits must be at the 5000 level or higher) as preparation for a qualifying examination. A part of this background may have been acquired in the master's program. If two minors are chosen, each must include at least 8 credits. Competence in the minor area may be demonstrated through a written examination conducted by the minor department or through the oral qualifying examination.

Course work in the minor at the doctoral level need not be restricted to the courses of one department, provided that the minor has a clearly stated objective and that the combination of courses representing the minor shall be approved by the Graduate School. This procedure is not required for a departmental minor.

Leave of Absence

A doctoral student who will not be registered at the University of Florida for a period of more than one semester should obtain prior written approval from his/her faculty adviser for a leave of absence for a designated period of time. The student will be required to reapply for admission upon his/her return.

Supervisory Committee

Supervisory committees are nominated by the department chairperson, approved by the dean of the college concerned, and appointed by the Dean of the Graduate School. The committee should be appointed as soon as possible after the student has begun doctoral work and in general no later than the end of the second semester of equivalent full-time study. The Dean of the Graduate School is an ex-officio member of all supervisory committees.

Duties and Responsibilities of the supervisory committee:

1. To inform the student of all regulations governing the degree sought. It should be noted, however, that this does not absolve the student from the responsibility of informing himself/herself concerning these regulations.
2. To meet immediately after appointment to review the qualifications of the student and to discuss and approve a program of study.
3. To meet to discuss and approve the proposed dissertation project and the plans for carrying it out.
4. To give the student a yearly letter of evaluation in addition to the S/U grades awarded for the research courses 7979 and 7980. The chair should write this letter after consultation with the supervisory committee.
5. To conduct the qualifying examination or, in those cases where the examination is administered by the department, to take part in it. In either event, no fewer than five faculty members shall be present with the student for the oral portion of the examination. This examination must be given on campus. (See Examinations in the General Regulations section of this catalog for variation in procedure.)
6. To meet when the work on the dissertation is at least one-half completed to review procedure, progress, and expected results and to make suggestions for completion.
7. To meet on campus when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge. No fewer than four faculty members, including all members of the supervisory committee shall be present with the candidate for this examination. Only members of the official supervisory committee may sign the dissertation and they must approve the dissertation unanimously. (See Examinations in the General Regulations section of this catalog for variation in procedure).

Membership: The supervisory committee for a candidate for the doctoral degree shall consist of no fewer than four members selected from the Graduate Faculty. At least two members, including the chairperson, will be from the department recommending the degree, and at least one member will be drawn from a different educational discipline.

If a minor is chosen, the supervisory committee will include at least one person selected from the Graduate Faculty from outside the discipline of the major for the purpose of representing the student's minor. In the event that the student elects more than one minor, each minor area must be represented on the supervisory committee.

The Graduate Council desires each supervisory committee to function as a University committee, as contrasted with a departmental committee, in order to bring University-wide standards to bear upon the various doctoral degrees. A co-chairperson may be appointed to serve during a planned absence of the chairperson.

Language Requirement

Any foreign language requirement for the Ph.D. is established by the major department with approval of the college. The student should check with the graduate coordinator of the appropriate department for specific information. The foreign language departments offer special classes for graduate students who are beginning the study of a language. See the current Schedule of Courses for the languages in which this assistance is available.

The ability to use the English language correctly and effectively, as judged by the supervisory committee, is required of all candidates.

Campus Residence Requirement

Beyond the first 30 hours counted toward the doctoral degree, students must complete 30 hours in residence at the University of Florida campus or at an approved branch station of the University of Florida Agricultural Experiment Stations or the Graduate Engineering and Research Center. A department or college may establish and monitor its own more stringent requirement as desired.

Qualifying Examination

The qualifying examination, which is required of all candidates for the degree of Doctor of Philosophy, may be taken during the third semester of graduate study beyond the bachelor's degree.

The student must be registered in the term in which the qualifying examination is given.

The examination, prepared and evaluated by the full supervisory committee or the major and minor departments, is both written and oral and covers the major and minor subjects. All members of the supervisory committee, must be present with the student at the oral portion. Students must contact their department at least 10 days prior to their oral exam. The department will distribute the exam announcement to the Graduate Faculty in the College. The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward a Ph.D. degree.

If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the supervisory committee and approved by the Graduate School. At least one semester of additional preparation is considered essential before re-examination.

Time Lapse: Between the oral portion of the qualifying examination and the date of the degree there must be a minimum of two semesters. The semester in which the qualifying examination is passed is counted, provided that the examination occurs before the midpoint of the term.

Admission to Candidacy

A graduate student does not become a candidate for the Ph.D. degree until granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the department chairperson, the college dean, and the Dean of the Graduate School. The approval must be based on (1) the academic record of the student, (2) the opinion of the supervisory committee concerning overall fitness for candidacy, (3) an approved dissertation topic, and (4) a qualifying examination as described above. Application for admission to candidacy should be made as soon as the qualifying examination has been passed and a dissertation topic has been approved by the student's supervisory committee. A student may register for 7980 (Research for Dissertation) in the term he or she is admitted to candidacy for a doctoral degree.

Dissertation

Every candidate for a doctoral degree is required to prepare and present a dissertation that shows independent investigation and is acceptable in form and content to the supervisory committee and to the Graduate School. Dissertations must be written in English, except for students pursuing degrees in Romance or German languages and literatures. Students in these disciplines, with the approval of their supervisory committees, may write in the topic language. A copy of each approval should be forwarded to the Graduate School.

Since all doctoral dissertations will be published by microfilm, it is necessary that the work be of publishable quality and that it be in a form suitable for publication.

The original copy of the dissertation must be presented to the Editorial Office of the Graduate School on or before the date specified in the University Calendar. It must contain an abstract and be accompanied by a letter of transmittal from the supervisory chairperson, and all doctoral forms. After corrections have been made, and no later than the specified formal submission date, the fully signed copy of the dissertation, together with the signed Final Examination Report and five copies of the abstract, should be returned to the Graduate School. The original copy of the dissertation is sent by the Graduate School to the Library for microfilming and hard binding. A second copy, reproduced on required thesis paper, should be delivered to the Library or college for hard binding. The supervisory chairperson and the candidate will each need a copy and, if required, another should also be provided for the departmental library.

Publication of Dissertation: All candidates for the Ph.D. and Ed.D. degrees are required to pay the sum of \$55 to University Financial Services, S113 Criser Hall, for microfilming their dissertations, and to sign an agreement authorizing publication by microfilm.

Copyright: The candidate may choose to copyright the microfilmed dissertation for a charge of \$45 payable by a certified or cashier's check or money order to UMI attached to the signed microfilm agreement form. To assure receipt of the valuable Copyright Registration Certificate, candidates must give permanent addresses through which they can always be reached.

Electronic Dissertation: The University of Florida is conducting a pilot project in which the final submission of the dissertation is electronic. This is part of a national electronic thesis and dissertation (ETD) initiative which will make University of Florida graduate research available on the World Wide Web. More information is available at <http://www.circa.ufl.edu/~etd/> or from the Graduate School Editorial Office.

Guidelines for Restriction on Release of Dissertations

Research performed at the University can effectively contribute to the education of our students and to the body of knowledge that is our heritage only if the results of the research are published freely and openly. Conflicts can develop when it is in the interests of sponsors of university research to restrict such publication. When such conflicts arise, the University must decide what compromises it is willing to accept, taking into account the relevant circumstances. The AAU guidelines contained herein were adopted by the University of Florida Graduate Council on January 19, 1989.

1. The recommendations of sponsors, which result from prepublication reviews of research results and which affect subsequent publication of these results, should be considered advisory rather than mandatory.
2. The maximum delay in publication allowed for pre-reviews should not exceed three months.
3. There should be no additional delays in publication beyond the pre-review. Timely submission of any patent or copyright applications should be the result of effective communication between investigators and sponsors throughout the course of the project.
4. There should be no restriction on participation in non-classified sponsored research programs on the basis of citizenship.
5. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

Final Examination

After submission of the dissertation and the completion of all other prescribed work for the degree, but no earlier than the term preceding the semester in which the degree is conferred, the candidate will be given a final examination, oral or written or both, by the supervisory committee meeting on campus. All supervisory committee members must be present with the candidate at the oral portion of this examination. Students must contact their department at least 10 days prior to their final exam. The department will distribute the exam announcement to the Graduate Faculty in the College. At the time of the defense all committee members should sign the signature pages and all committee and attending faculty members should sign the Final Examination Report. These may be retained by the supervisory chair until acceptable completion of corrections.

Satisfactory performance on this examination and adherence to all Graduate School regulations outlined above complete the requirements for the degree.

Time Limitation: All work for the doctorate must be completed within five calendar years after the qualifying examination, or this examination must be repeated.

Certification

Doctoral candidates who have completed all requirements for the degree, including satisfactory defense and final acceptance of the dissertation, may request certification to that effect prior to receipt of the degree. Certification request forms, available in the Graduate School Editorial Office, should be filled out by the candidate, signed by the supervisory chair and college dean, and returned to the Graduate School for verification and processing.