IUP Graduate Handbook

PhD in Business

Eberly College of Business and Information Technology

Handbook Updated 06/24/2021

TABLE OF CONTENTS

Table of Contents ii
Introduction 1
Indiana University of Pennsylvania 1
IUP's Civility Statement 1
Affirmative Action 2
Title IX Reporting Requirement www.iup.edu/gradcatalog 2
Student Conduct and Student Rights 2
Eberly College of Business and Information Technology 2
Mission Statement and Program Objectives 2
Faculty and Staff 4
Admission 4
Financial Assistance 5
Graduate Assistantships 5
Academic Advisement 5
Campus Resources & Student Support 5
IUP Email 6
Graduate Student Assembly 6
Programs and Degrees 6
Course Descriptions 6
Evaluation of Students 6
Comprehensive/Candidacy Examinations 7
Degree Completion 8
Dissertation Completion 8
Dissertation Requirements 8
Determining A Research/Dissertation Topic 9
Choosing a Chair and Committee 10
Dissertation Research Strategy or Plan 10
Changing Committee Members 11
Time Limits 12
Frequently Asked Questions 13

Preparing your Dissertation Proposal 15
Defending your Proposal 16
IRB – Institutional Review Board 18
Dissertation Defense 19
Dissertation Submission Procedures 21
Graduation 23
University Policies and Procedures 24
Research 25
Signature Page 29

Introduction

Welcome to the PhD in Business offered by the Eberly College of Business and Information Technology (" Eberly") at IUP.

Deciding to pursue a PhD is a decision that reaps life-long professional and personal rewards.

Congratulations on making such a momentous decision! As you begin your educational journey, rest assured that others have traveled this same path and have achieved success while using their IUP PhD to pursue life goals. Such goals may be in their current professions, achieve a promotion and/or to start their own business. You have joined a community of dedicated students seeking knowledge and skills for making a positive difference in academia, business, government, and non-profit sectors. Take time to get to know your fellow students and your faculty. Key components to business professionalism are networking and always putting your best foot forward.

Indiana University of Pennsylvania

Advance your career by earning a graduate degree at IUP's Pittsburgh East facility. Located at Penn Center East, just minutes away from the Monroeville Mall, IUP at Pittsburgh East offers classes for several master's and doctoral degrees on a flexible schedule that is sure to suit working professionals in the greater Pittsburgh area.

As a student, you will take courses from doctoral-level IUP faculty with extensive teaching, research, and private-sector experience. Many of the programs offered at Pittsburgh East feature a convenient hybrid format, offering a combination of on-campus and virtual classes during the afternoon, nights, and weekends to work around your career.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Affirmative Action
www.iup.edu/gradcatalog

Title IX Reporting Requirement
www.iup.edu/gradcatalog

Student Conduct and Student Rights
www.iup.edu/studentconduct/policies/
www.iup.edu/gradcatalog

Eberly College of Business and Information Technology

Eberly College has a long tradition of training individuals for successful careers in business and information technology. The Eberly College has approximately 25,000 alumni. Many of them hold high-level positions in major corporations and accounting firms. There is substantial evidence that these graduates have been well prepared for today's competitive environment.

The PhD in Business at IUP has been designed to sharpen your business acumen and decision- making skills to render you more competitive in today's global environment. Our faculty members possess not only robust academic training, but also extensive real-world experience as executives of major corporations or management consultants.

The Eberly College is accredited by AACSB-International, the premier accrediting body for collegiate business programs worldwide.

Mission Statement and Program Objectives

The mission of the Eberly College is to provide you with a broad range of high-value undergraduate and graduate business programs aimed at fostering ethical behavior, an entrepreneurial spirit and developing skills vital to your success in today's world.

The Eberly College enrolls a highly diverse student body from Pennsylvania, other U.S. states, and many countries around the world. The college provides a student-centered and technologically integrated learning environment, maintains a global focus, and provides opportunities for real- world exposure and cross-cultural experience.

The Eberly College is especially committed to high-quality instruction and research activities that will enhance the quality of education and contribute to both the applied and academic business literature.

What Can You Expect from the PhD in Business Doctoral Program, Faculty and Coordinator?

1. The PhD in Business Doctoral Faculty will:
2. Foster a collaborative, engaging, and student-centric learning environment
3. Guide your efforts in courses and research through supportive engagement and sharing of their extensive knowledge
4. Evaluate your academic performance fairly and provide timely, clear, and actionable feedback and,
5. Above all, treat you with the respect and professionalism that you deserve.

The PhD in Business Department and/or the PhD in Business Doctoral Coordinator ("the Coordinator") will:

1. Provide you with accurate and timely information regarding the Program requirements and academic evaluation.
2. Correspond with you regularly with updates regarding the Program
3. Meet with you periodically to discuss academic progress and steer you toward a successful and timely completion of your degree
4. Guide you on your professional development and career advancement
5. Will inform you of a complete schedule of program requirements.

What Can You Expect from the School of Graduate Studies and Research?

Graduate education and research are critical elements of IUP. The School of Graduate Studies and Research ("SGSR") personnel are responsive and supportive and can assist with a wide range of questions or concerns. Areas SGSR can assist with include registration, University-wide policies and procedures, research funding, conducting responsible research, program completion deadlines, graduation, graduate assistantships, transfer credits, and more. Visit http://www.iup.edu/graduatestudies/ for additional information and a link to personnel who can assist.

SGSR will also field any questions or concerns you may have about your graduate experience and will work with you to resolve challenges that may arise.

What the Faculty and SGSR Personnel will expect from You?

1. IUP expects that you will:
1. Work diligently to earn your degree
2. Respect deadlines and complete assignments deemed necessary by faculty members
3. Exhibit professional integrity, civility, and academic honesty
4. Be cognizant of current topics related to the field of business and economics, which often are beyond your PhD coursework, projects, and readings, and advance toward being a knowledgeable and well-rounded business professional

5. Regularly correspond with the Coordinator regarding all academic and professional development matters Adhere to the policies outlined in the Graduate Catalog (www.iup.edu/graduatestudies/catalog) and to the deadlines and requirements for graduation
6. Contact the Coordinator or SGSR to report any questions about SGSR policies, PhD in Business requirements or other academic issues
7. Contact the Coordinator and/or the Dean's Associate of the Eberly College of Business and Information Technology to report any concerns about your PhD in Business learning experience

Faculty and Staff

Graduate Faculty/Staff Directory: www.iup.edu/mba/faculty/

Admission

In addition to meeting SGSR minimum admission requirements, students seeking admission to the PhD in Business Program must submit:

1. An online application in our admission system
2. A goal statement that outlines your reason(s) for pursuing a PhD, and degree objectives
3. Three letters of recommendation from academic and/or professional sources
4. A master's degree with at least one degree (bachelor's or master's) in business
5. Official transcripts from all universities and colleges attended
6. Resume outlining your professional experience and accomplishments to-date
7. Official GMAT scores that are less than 5 years old
8. Professional writing sample that highlights your academic writing and research experience and/or skills

Students will be able to submit all documents, except for their transcripts and test scores, on the IUP Admissions Profile website. Qualified applicants who have submitted all necessary materials may also be invited to a candidate interview to discuss the potential fit. Interviews may be held through videoconferencing.

Admission decisions will be based on an applicant's academic track record, GMAT scores, prior work experience, strength of recommendation letters, clarity of goal statement, and interview The Admissions Committee takes a holistic approach regarding the admissions decision.

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

There will be a limited number of competitive, merit-based assistantships available to PhD in Business students. Once accepted into the program, students may be considered for Graduate Assistantships. If you are interested in applying for an assistantship, contact the Coordinator for more information about the application process. For more information on financial assistance see the Office of Financial Aid: **www.iup.edu/financialaid/**

Graduate Assistantships

- www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/
- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

The Coordinator will guide you as to the classes you will register for each semester to assure that you stay on schedule and complete your degree in a timely manner.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center http://www.iup.edu/parking/
University Police http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration/

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

The PhD in Business is designed for working professionals who are looking to prepare for a business school professorship or advance to senior leadership positions. With weekend classes, it is the first part-time, in-person business PhD in Business in the state of Pennsylvania. For PhD in Business curriculum: www.iup.edu/graduatestudies/catalog/doctoral/phd/phd-in-business/

Course Descriptions

For PhD in Business course descriptions: **www.iup.edu/business/grad/business-phd/curriculum/**

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Comprehensive/Candidacy Examinations

After successful completion of all the coursework in the PhD in Business, you will sit for a comprehensive examination where you need to demonstrate a holistic competence in business management with a focus in an area of specialization (e.g., Accounting, Finance, Marketing, Supply Chain Management., etc.).

Knowledge, integration, and application of scholarship are essential for successful scholarly work. The completed exam must demonstrate your mastery and ability to apply the foundational concepts from the program's core courses, methods, as well as your area of concentration. The faculty committee will determine the structure of the exam.

The expected preparation time for the comprehensive exam is 6-8 weeks. You may meet with faculty before and during this period to discuss preparation strategies and obtain guidance, but the actual comprehensive questions will be unknown until the exam.

At the completion of the exam, the faculty committee will review the answers and render a decision. Possible outcomes are:

1. The faculty rule that an outstanding job has been done and the comprehensive exam has been successfully completed with a "Pass" or "Pass with Distinction."
2. The faculty rule that you did a good job, but some areas require follow-up information to determine your mastery of the material. In this case an oral examination will be set up with you, the outcome of which will be: a) successful completion; or b) the committee may assign follow-up work for you to complete the expected level of mastery; or c) you will follow the path laid out in the following point:
3. The committee may question the strength of your preparation and require a reexamination. If this is the case, you will be given another opportunity to attempt a second comprehensive exam with different questions the following semester. You will either successfully complete your second comprehensive exam or will be terminated from the program.

If you disagree with the faculty committee's decision, you must file an appeal by email to the Coordinator within 10 days of receiving the results of the comprehensive exam. A three-member committee headed by the Coordinator will work with the faculty committee and the administration to review your submission and outcome and provide their final determination within 10 days of receiving the appeal.

Degree Completion

MKTG/ISDS 811	Theory Building and Research Methods	3 cr.
MGMT 820	Organizational Behavior	3 cr.
ACCT 840	Seminar in Managerial Accounting	3 cr.
ISDS/ECON 812	Quantitative Research Methods 1	3 cr.
IFMG 830	MIS Theory and Decision Making	3 cr.
ECON/ISDS 813	Business Modeling/Quantitative Methods 2	3 cr.
MKTG 850	Marketing Theory	3 cr.
MGMT/MKTG/ECON 860	Global Competitiveness and Sustainability	3 cr.
FIN 870	Financial Institutions and Markets	3 cr.
MGMT 880	Global Supply Chain Management: Theory and Practice	3 cr.
MGMT/MKTG/FIN/ACCT/IFMG 895	Doctoral Seminar	6 cr.
MGMT/MKTG/FIN/ACCT/IFMG 995	Doctoral Dissertation	12 cr.*
Total credits		48 cr.

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

Access forms processed through the School of Graduate Studies and Research, click on Current Students: www.iup.edu/graduatestudies/

Dissertation Completion

Dissertation Requirements

The final component of completing a PhD in Business at IUP with the Eberly College of Business and Information Technology is the dissertation. Upon successful completion of the Comprehensive Exam, you will have completed all requirements for the PhD in Business degree except successfully completing and defending your dissertation and will be required to register for Dissertation Credits.

Next, you will submit a three-page summary of your dissertation research proposal attached to a completed Research Topic Approval Form (RTAF), which must be submitted and approved at least two semesters before the student expects to graduate. The RTAF is available online at the SGSR website. The summary should an offer a precise depiction of your proposed study that includes the nature and scope of the topic, a succinct summary of the literature review, and the proposed method of they study. Your submission will be reviewed by your dissertation committee, the Coordinator, the Dean of Eberly (or designee), and key administrators in SGSR for approval. As such, it must be well-written, scholarly, fully referenced, and free of grammatical and spelling errors. It is recommended that your dissertation committee chairperson ("chair") reviews your summary prior to submission. After your summary has been reviewed by your chair, if you still question its quality, we recommend that you email an advance

copy to the Coordinator who may provide additional feedback as applicable prior to the official submission. You may not commence your dissertation research until RTAF approval is secured, and RTAF approval cannot be granted until IRB approval (if necessary, for the project) is secured. More details regarding the RTAF will be found in subsequent sections. Please see the Graduate School's Thesis and Dissertation manual submission deadlines and additional information on this form.

Determining A Research/Dissertation Topic

Some students enter a doctoral program with an idea of the research area and/or focus of their dissertation research. Others intend to use a doctoral degree to conduct research in an area that is new to them with the intention of changing their career specialization. Still others are undecided on their study or research path when they begin the program. Regardless, you are encouraged to begin preparing for your dissertation research from your first class at IUP, using course work and other IUP resources to help you decide and focus on a topic.

For example, research papers assigned in your courses are opportunities to explore your potential research areas of interest and serve as an effective means for, commencing your literature review as well as identifying faculty members as potential committee members. It is recommended that you consult with the Coordinator and/or faculty with expertise in your field of interest, regarding suggestions for reading, electives, and other tips that may narrow the focus and scope of your potential research. You should also explore opportunities to work with a faculty member on their research to gain experience and ideas for your own research focus.

IUP offers nine focus areas for dissertation. However, all focus areas may not be available each year and some focus areas may be occasionally combined (e.g., Finance and Accounting; Marketing and Supply Chain Management). Please consult the Coordinator about which of the following focus areas are available for your cohort:

- Accounting
- Entrepreneurship
- Finance
- Human Resources Management
- International Business
- Marketing
- Management Information Systems
- Organizational Behavior
- Supply Chain Management

Choosing a Chair and Committee

One of the most important decisions you will make during your doctoral studies is the choice of a dissertation committee to supervise your research. This is especially true of your Chair (also called your dissertation advisor) who is the person you will work with most closely.

Typically, the committee consists of your Chair and two other committee members, sometimes referred to as "readers." A fourth committee member may be added if you and your chair determine that additional expertise is needed.

You must ask one IUP Business School professor to serve as your Chair. The committee must a minimum of three faculty members. The Chair must hold doctoral level teaching eligibility. Other members must have at least masters level teaching eligibility. A list of eligible faculty will be made available upon request and can also be found at: www.iup.edu/graduatestudies/resources-for-faculty-and-staff/eligibility-to-teach- graduate-courses/

At least three committee members must be IUP faculty. You may select doctoral level professors or practitioners from outside of Eberly and/or IUP as the fourth member of the committee if you believe that their expertise will be of assistance to the completion of your research. These outside members must be approved by the department where your specialization is taught and the APSCUF Meet & Discuss committee.

Once you have mutually agreed with all members of your dissertation committee, you must complete the Dissertation Committee Form and return it to the Coordinator. This can be done upon successful completion of the comprehensive exam.

Dissertation Research Strategy or Plan

The dissertation is expected to be a systematic, rigorous, scholarly research activity using qualitative, quantitative, or mixed methods with an original contribution to the body of knowledge in the field. You are encouraged to develop a direction for your doctoral study and identify an area of concentration that will support your research, by the end of your coursework. You will receive ample latitude regarding the focus of your dissertation research. You are also encouraged to discuss dissertation ideas with the Coordinator and with faculty members who have expertise in your area of research interest.

Please work with your chair to decide whether you will pursue the traditional dissertation route or the "three-essay" option to your dissertation:

Traditional Dissertation

If you are opting to complete a traditional dissertation, please refer to the Thesis-Dissertation Manual, which is intended to guide you through the process of completing your dissertation. The document is

available as a PDF document at www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/

In general, the dissertation must be organized as follows:

1. Introduction
2. Research Methodology
3. Article 1
4. Article 2
5. Article 3
6. Conclusion & Future Research

Three-Essay Option

For the PhD in Business, Eberly is permitting the "three-essay" option for the dissertation. The dissertation requirement may be satisfied through the submission of three articles based on a single, coherent research topic with common introductions and conclusions that your dissertation committee judges worthy of review, and possible publication, in peer-reviewed journals.

The primary advantage of the three-essay option is that you will have three articles ready for publication by the time of graduation.

You must either be the sole author, or the lead author with other researcher(s) as coauthor(s)for the three articles to satisfy the dissertation requirements.

Eberly maintains a comprehensive, but not exhaustive list, of journals ranked into four categories based on specific criteria with decreasing levels of distinction: A1, A2, A3 and A4. In general, A1 journals are the most selective, have the lowest acceptance rates, and require more time to get a publication accepted, followed by A2, A3 and A4 journals, respectively. You will satisfy the dissertation requirements if you have valid submissions of three journal articles with the following stipulations:

1. At least one submission in an A1 or A2 journal
2. No duplication in the use of journals
3. No more than one submission in A4 journals

Changing Committee Members

The Coordinator will assist you in resolving conflicts or identifying other potential committee members, as necessary. However, should you opt for a change in the composition of your dissertation committee,

you may request a committee change six weeks prior to your proposal defense, or two months prior to your dissertation defense.

A request to change the composition of your dissertation committee requires you to submit a Dissertation Committee Change Form online from MyIUP.edu, with the signatures of all faculty members who will serve on your new dissertation committee, to the PhD in Business secretary. Also, if you have filed a Research Topic Approval Form (RTAF) with SGSR following the successful defense of your proposal, you must file a new RTAF reflecting the current composition of your dissertation committee and there for approval from the Coordinator and the Dean of Eberly.

Any change in committee membership composition must be approved at least six weeks prior to the defense of a proposal, or two months prior to your dissertation defense, to allow the new committee member(s) time to review and provide feedback on the document, and for you to apply any revisions based on their feedback, prior to the public posting of the document to be defended, which must be done no less than two weeks in advance of the scheduled defense. Once you have defended your dissertation, you may not request a committee change.

Time Limits

SGSR policy calls for the doctoral degree to be completed within seven years of enrollment in the program. Extensions to the seven-year time limit will be considered only for the completion of the dissertation. Minimum qualifications for an extension request to be submitted include, but are not limited to, the following:

1. Student must have a minimum GPA of 3.0
2. All coursework must have been completed, including electives
3. Comprehensive exam must have been successfully completed
4. Dissertation Proposal must have been successfully defended, or a proposal defense due date provided and approved by your chair and the Coordinator.
5. RTAF must have been approved and on-file
6. IRB must have been approved and on file (if applicable)
7. Your chair and the Coordinator must agree that the circumstances warrant an extension based on the extent of your progress to-date.

Even though a student may qualify for an extension request, there is no guarantee that the extension will be granted by the School of Graduate Studies and Research. For that reason, it is of utmost importance to make every effort to complete all program requirements within the seven-year time frame, or risk dismissal.

Extensions are granted for one year. After that year passes, you may qualify to submit another extension request may be submitted. At that time, the primary determining factor will be whether you have made significant progress since the previous extension was granted.

Registering for Dissertation Credits

Dissertation credits that represent the time you spend on completing your dissertation including, but not limited to, research, data collection and analysis and composing your dissertation. You may not begin to register for dissertation credits until AFTER you have completed all coursework and the successful completion of the comprehensive exam.

Dissertation credits will be evaluated on a "Pass or Fail" basis and carry no quality points weighted towards your GPA.

Frequently Asked Questions

When Can I Start Taking Dissertation Credits?

You may begin registering for dissertation credits upon successful completion of your comprehensive exam, and you are required to register for at least one dissertation credit for each subsequent semester (excluding Summer) until you graduate.

Once you successfully complete your comprehensive exam, it will be your responsibility to inform the PhD in Business secretary so that they may inform SGSR. You will then receive instructions from the PhD in Business secretary on how to register for dissertation credits.

How Many Dissertation Credits Do I Need?

You may register for as many dissertation credits as you desire per semester. However, you must register for at least 12 dissertation credits to graduate from the PhD in Business. Dissertation credits are generally spread over the semesters in which the research and writing related to proposal preparation and the dissertation are in progress. If you have passed your comprehensive exam, when you get your next Alt Pin email from your PhD in Business Secretary (the "Secretary"), you should see the word REQUIRED beside your dissertation credit allotment within the body of your personalized email. This means you now need to register for at least one dissertation credit in the Fall and at least one dissertation credit in the Spring.

Do I Need to Do Anything After I Register?

You must go into URSA and verify that:

1. You are registered for the correct desired number of credits for the correct semester
2. Your dissertation credits are listed under the name of chair

If for some reason one of the above items is incorrect, you should alert the Secretary immediately.

Why Do Dissertation Credits Appear as an "R" on my Transcript?

The "R" on your transcript represents the word "Registered." Once you successfully defend your dissertation, a change of grade form must be processed for you, which will result in all of those "R's" being changed to "A's" and we begin to refer to you as "Doctor."

Why Would I Need More Than One Dissertation Credit?

Reason #1: Early Graduation: You may find yourself prepared to graduate before you expected. In that case, you must register for the remaining balance of the required 12 dissertation credits in the last semester before you graduate. Some students stress out about figuring out how to time their dissertation credits to equal 12 on the exact date of their graduation. While this is important in terms of being careful to not pay for more credits than you need, it will be possible to add credits and to bring you up to the required 12 dissertation credits, provided you communicate your dissertation credit needs BEFORE you defend. Once you successfully defend your proposal and near the completion of your dissertation, you should discuss with your Chair the estimated date by you they expect you will be ready to defend your dissertation. Once that estimation is firm, you can contact the Secretary and request registration for the remaining balance of the required 12 dissertation credits for the corresponding semester. Failure to ensure you have at least 12 credits as you near graduation could result in the delay of your graduation.

Once you exceed 12 credits, you must register for one dissertation credit for each semester (excluding Summer) until you graduate. This one-credit registration will maintain your active "full-time graduate student" status with the program and/or the university and is especially important for the purpose of financial aid. It is imperative that you verify your registration each semester. Failure to register for dissertation credits in a timely manner will result in late fees and could result in termination from the program. If you do not understand how to check your status in URSA, contact the Secretary and they can walk you through the process.

Reason #2: Full Time Status: You may need to register for higher numbers of credits to be considered a full-time student.

Reason #3: Expected Tuition Rate Increase: If you are in the dissertation phase and have already estimated date by which you will be ready to defend your dissertation, you may choose to register for the majority of your dissertation credits earlier in anticipation of a tuition rate increase. The drawback to this strategy is that your research may take longer than you estimated, and you may be required to register for addition dissertation credits to extend your dissertation period.

What if I End Up Taking More Than 12 Dissertation Credits?

That would mean you paid for more credits than required by the PhD in Business program.

When Do I Let the Secretary Know I Need More Than One Credit?

As early as possible. We build the schedule for the Fall semester in the February prior and for the Spring semester in the August prior. Therefore, if you believe you will need something other than your one required dissertation credit for Fall, please contact the Secretary in January, or for Spring, in July. Failure to inform the Secretary in a timely manner will require a "Change in Semester Schedule", and you may incur a late fee involved as a result

For more information regarding dissertation credits, refer to the Graduate Catalog. Access forms processed through SGSR, by visiting the SGSR website at www.iup.edu/graduatestudies/

click on "Current Students":

Important Reminders

1. Remain up to date on your IUP email and update your URSA account, as necessary. Failure to do so at least once per week may result in fines (due to not receiving notices from your program and/or from other offices on IUP's main campus), loss of data (due to being bumped off the IT system altogether) and loss of access to resources (due to loss of your "Active" student status).
2. At least once a week (including Summer), we recommend you go into URSA and verify the accuracy of your transcript, that you are registered for the correct classes and/or dissertation credits, that your advisor is listed correctly, that your grades are correct and that your emergency contact information is accurate.

Preparing your Dissertation Proposal

Your research process with begins with you developing a comprehensive, rigorous, scholarly, and systematic plan for the investigation of a research question, problem, or issue. You must employ a standard citation method, such as the most recent APA Style manual, throughout your proposal, as necessary, to credit all sources of ideas or facts. Quotation marks must be used to distinguish direct quotes. In the dissertation proposal, the following topics should be addressed, although the chapter structure and outline must be determined with your Chair:

1. *Introduction/Statement of the Problem*
    a. State the problem or issue chosen for investigation and explain its importance/significance
    b. Provide the context for the study you are proposing by explaining its scope and the nature of the issue or problem.
2. *A Review of the Literature*

   a. Include a thorough review of pertinent literature, which requires a synthesis of theory and research around the key concepts (The specific organization and extent of the literature review should be determined in consultation with your dissertation committee, particularly your Chair)
   b. Frame the study in terms of a theory or theories from leadership, administration, sociology, economics, or other relevant disciplines
   c. Incorporate clearly articulated research questions that logically flow from the review of the literature.
3. *Methods*
   a. Explain the research method (quantitative, qualitative, or mixed methods) that you intend to use to answer your research questions (The method you choose must be appropriate to the research topic, consistent with the theoretical framework, and recognize previous works in the area)
   b. Outline your research design, sampling strategy, methods for data collection and analysis, and assurance of data quality
   c. Include proposed data collection instruments (e.g. survey questionnaires, interview scripts) in an appendix.
4. *Reference List*
   a. Cite all sources of information throughout the proposal
   b. Draft a full listing of the sources
   c. Cite using a standard format such as APA Style

In addition to this handbook, SGSR's Thesis-Dissertation Manual is intended to guide you through the process of completing your dissertation. Familiarize yourself with these requirements to ensure that your submissions comply with standards.

Defending your Proposal

Proposal and dissertation defenses are public events that are shared with the community of scholars, both faculty and students. The document to be defended must be made available for public review no less than 2 weeks in advance of the defense date. The defense is open to all members of the academic community, especially to the PhD in Business. Whenever possible, the defense will be made available by videoconference for students and faculty participation.

After your proposal is developed (usually after several drafts and revisions in consultation with your Chair) and your Chair affirms that it is ready for the proposal defense, you will work with your committee, the Coordinator and Secretary to agree upon a date and time for the defense.

At least 6 weeks prior to the desired defense date, you are expected to submit the proposal to your committee to solicit feedback. Your committee members should provide their pre-defense feedback to you within 2 weeks. This "no surprise" policy is intended to provide your committee members with an opportunity to review the document and raise any concerns or issues, and allow you sufficient time to

address them, prior to the final draft being made available for public review 2 weeks before the defense. Doing so reduces the possibility of a proposal that is not considered defensible by all members of your committee being posted prematurely.

Once your committee agrees that you are ready to defend the proposal, you should contact the Secretary and inform them that your committee feels the proposal is ready for defense. You then complete and sign the Application to Defend form and email or fax it to the Secretary. If you are unable to obtain the signatures from all committee members on that form, your Chair will need to contact the Secretary and let them know that your Chair (on behalf of your entire committee) approves of the dissertation proposal. Your Chair must also affirm that the abstract of the proposal that has been sent to the Secretary is ready for distribution to the listserv along with the announcement of the defense two weeks prior to the date of the defense. A defense will not be scheduled any earlier than two weeks after it has been submitted to allow adequate time for public review. Electronic copies of the proposal will be distributed by the Secretary upon request and posted on a common drive for all PhD in Business students and faculty in advance of the defense.

The Secretary will help you determine a date that works for you and all members of your committee. If you have specific dates in mind for the defense, you should make those dates known to the Secretary at the outset. Once the defense date is set, the Secretary will reserve a room for your defense.

A defense generally takes about 1.5-2 hours. Your Chair will serve as moderator. During the first 15 minutes, you will present an overview of the proposal. Typically, the format for this presentation is akin to that of a professional conference presentation. During the remaining time, you will answer questions from those present. Members of your dissertation committee will ask the first questions, followed by others in the audience.

Immediately following the completion of the defense, your dissertation committee members will meet privately to determine whether to accept or reject your proposal. The following outcomes are possible:

1. Accept without change
2. Accept with specific suggestions for minor revisions
3. Require revision and resubmission

It is typical for committees to require some revisions of dissertation proposals before they are finally accepted, though the extent of the revisions vary. Accordingly, in the event of either of the first two possible outcomes of a proposal defense above, your committee signs the RTAF, but in the case of the second outcome, your Chair delays signing until all required revisions are satisfactorily completed.

Once revisions are complete and your Chair and committee members have signed the RTAF, you forward the RTAF form with a formal 3- page summary to the Coordinator for review and approval. Once signed by the Coordinator, the RTAF and proposal summary are submitted to the College Dean and then to SGSR for their review. It is your responsibility to ensure that your RTAF form is approved

by SGSR. Once the RTAF form is approved, you will receive a letter of confirmation indicating approval. If you do not receive that letter, you must follow up to inquire about the status of the RTAF.

Note: You MAY NOT begin your research until the RTAF and IRB (where appropriate) are officially approved.

In the case of the third outcome, you must submit a revised proposal to your dissertation committee and another defense will be held using the same procedure outlined above. If your revised proposal is accepted, you may then collect signatures on a new RTAF and submit it for approval using the same procedure outlined above.

Note: Even after successfully defending your proposal, you may not proceed with your dissertation research or collect any data without an approved RTAF and approval or exemption from the IRB for your research protocol.

You should know the deadlines associated with the RTAF submission versus their graduation plans: Please see: https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/. for RTAF submission deadlines by graduation date.

IRB – Institutional Review Board

For any research involving human subjects, dissertation research proposals must be submitted to the Institutional Review Board (IRB) for review and approval prior to initiating any research. The IRB process federal government requirement and in-place to assure that human research subjects are protected from risks of harm or abuse in research.

You will need to submit to the IRB a proposed protocol for carrying out your dissertation research AND RECEIVE APPROVAL before engaging in any research (data collection) activities. You should carefully read the IRB information, guidelines, forms, and submission deadlines. Your Research RTAF will not be approved by SGSR until your IRB proposal has cleared the IRB review process.

Securing IRB approval does not have to be a difficult or lengthy process. The following tips should assist you in moving easily through it:

1. Read the directions very carefully and follow them completely, including numbering pages of the documents you attach to the form.
2. When developing your protocol narrative, be sure to address all the points indicated on the form. If a point is not applicable to you, state it as such; do not skip the point.
3. Be mindful of any potential ways in which you might have a "power-over" relationship with human subjects and address how you will protect against coercion.
4. Include a copy of all related documents (e.g. recruitment letter, advertisements, surveys, interview guide, consent form)

5. Obtain the signature of your Chair on the IRB application, allow sufficient time to make needed revisions based on your Chair's feedback.
6. If conducting telephone surveys, include in the appendix a copy of your script that addresses how you will (1) introduce yourself and the study, inform the participant of their rights, and (3) obtain their consent.

7. Consider the readability and accessibility of the language in your consent forms, scripts, and data collection instruments, ensuring that the language matches the characteristics of your sample.
8. If you have a tricky or unusual element to your study, consider requesting a meeting for you, your Chair, and the IRB Chair for feedback on how best to address these challenges.
9. Be aware of IRB Committee schedules and deadlines for submitting your materials, which is usually 10 days in advance of a review. A calendar of IRB deadlines and meetings is available at the SGSR website.
10. You may receive an expedited IRB protocol review if your study qualifies. See the IRB guidelines for more details. In the event your IRB protocol requires a full board review, you must attend the hearing with your Chair. Members of the IRB will share their questions and concerns with you directly and allow you an opportunity to address them. They may also offer suggestions to help you address any ethical issues responsibly. You will be able to make any necessary revisions immediately following the review and feedback, and resubmit it to the IRB, which will allow you to begin your research more quickly.

Dissertation Defense

After completing your dissertation research and writing the dissertation, when both you and your Chair determine that the dissertation is ready for defense, you will defend it before the dissertation committee and the academic community. Commonly, you and your Chair request an advance review by, and feedback from, the other members of your committee to ascertain their perceptions of its readiness for defense.

At least 6 weeks prior to the desired defense date, you are expected to submit the dissertation to your committee to solicit feedback. Your committee members should provide their pre-defense feedback to you within 2 weeks. This "no surprise" policy is intended to provide your committee members with an opportunity to review the document and raise any concerns or issues, and allow you sufficient time to address them, prior to the final draft being made available for public review 2 weeks before the defense. Doing so reduces the possibility of a proposal that is not considered defensible by all members of your committee being posted prematurely. The PhD in Business secretary will submit the dissertation through TurnItIn to confirm original content.

The procedure for the dissertation defense is akin that for the proposal defense. You are notified that the dissertation is ready to be defended. You then complete and sign the Application to Defend form and email or fax it to the Secretary. If you are unable to obtain the signatures from all committee members on that form, your Chair will need to contact the Secretary and let them know that your Chair (on behalf of your entire committee) approves of the dissertation as ready to be defended and distributed.

At least two weeks prior to the defense date, an email announcement must be sent out to the appropriate listservs. The Secretary will reserve a room for your defense, which will be announced to PhD in Business faculty and graduate students, and an electronic copy of the abstract will be distributed.

The Actual Dissertation Defense

The dissertation defense will last between 1.5 and 2 hours, and the format is like the proposal defense. You provide an approximately 30-minute formal presentation of your work, and then respond to questions from those present. The committee questions first, then the audience may ask questions of the candidate. Following the defense, the committee will meet privately to discuss the outcome.

Committees typically require revisions to dissertations before they are finally accepted, though the extent of required revisions varies. Committee members may choose to sign off (which means they sign the dissertation signature page) on the dissertation when only minor revisions are required, with the chair holding final approval until the revisions have been satisfactorily made. Alternately, they may wait to sign the dissertation until the revisions have been made and reviewed.

Each member of the dissertation committee must approve the dissertation in writing. Your Chair should notify the Coordinator in writing (typically via e-mail) of the outcome of the defense. Once the dissertation is approved by all members of the committee, the dissertation is forwarded to the Associate Dean for Research at SGSR for review and approval by the IUP School of Graduate Studies and Research. Thus, defenses should be held at least 2 weeks prior to the deadline for submission to SGSR, and earlier whenever possible, given the formatting review required at SGSR (see below).

SGSR Approval, Formatting, Etc.

After your dissertation committee has approved the content for your dissertation, the School of SGSR will apply very specific requirements for the publication of your dissertation, as well as strict deadlines by which the document must be received to be eligible for graduation. Without exception, failure to meet the deadlines set forth by SGSR will result in a delayed graduation. You should be aware of, and familiar with, these deadlines well in advance of your dissertation defense by referring to the IUP Thesis-Dissertation Manual available on the SGSR website.

You may also refer to the Thesis-Dissertation Manual for dissertation format and style information, proper procedure for using copyrighted materials, and dissertation format and style requirements. To request a hard copy, contact SGSR, 724-357-2222.

Dissertation Submission Procedures

1. SGSR Requirement – You must submit your thesis/dissertation to SGSR for review at least two weeks prior to the ProQuest upload deadline.
2. PhD in Business Requirement – You may submit your dissertation to SGSR for review only AFTER a successful dissertation defense and AFTER receiving ALL committee member signatures on the dissertation signature page. The final signature by your Chair validates a successful defense, and that all required modifications were incorporated into the dissertation and approved for submission to SGSR for review.

SGSR Review Processes

1. Review for compliance with the Thesis-Dissertation Manual and the most recent version of the Citation Styles, unless otherwise advised by your Chair, PhD in Business students must use the most recent version of the APA style manual.
2. Review for compliance with all research requirements including, but not limited, to university policies and federal regulations, such as:
    a. Academic integrity (e.g. copyrights, plagiarism)
    b. IRB/IACUC compliance (e.g., October 15 IRB approval with a November 1 dissertation submission raises compliance questions)
    c. Complete committee: confirmation with RTAF (no changes to the committee membership) and all committee members are still graduate eligible
3. Possible Actions: If SGSR finds a compliance issue, even if the document is labeled "draft," they are obligated to act, and this typically has significant negative ramifications for you.

Deadlines

Deadlines for the submission of the Application for Graduation and submission of the signed dissertation with the necessary forms and fees are included in the Thesis-Dissertation Manual and available online at www.iup.edu/graduatestudies/resources-for-current- students/research/thesis-dissertation-manual

Bound Copies

Once all revisions and formatting are complete and submitted to SGSR, you have the option of requesting bound copies of your dissertation. IUP has no requirements for bound copies. You are responsible for the preparation and cost for all bound copies. For more information on printing options, please refer to the Thesis-Dissertation Printing and Binding Options at:

www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/finishing-your-degree/thesis-dissertation-printing-and-binding-options/

Since students often plan to have their dissertation approval process completed in-time to meet deadlines for either May, August, or December graduation, please review the sample schedule provided below for a general understanding of the estimated timeline for each step.

Note: Each year SGSR's deadline for approval varies. So be sure to check that date first.

Sample Timeline of Dissertation Completion, Defense, and Submission

	Graduation Goal		
	MAY	**AUGUST**	**DECEMBER**
Work with chair on revisions needed to have dissertation ready for defense.	Summer or Fall prior	Fall or Early Spring	Spring or Summer
Submit dissertation to full committee for advance review; request they provide feedback within 2 weeks.	January 15	March 15	August 15
Make revisions based on committee feedback	February 1-14	April 1-14	September 1-14
Submit revised dissertation to your committee and request their feedback on its readiness for defense	February 15	April 15	September 15
Submit "Application for Graduation" and pay related fees to SGSR	March 1	June 1	October 1
Submit final version of dissertation for public review after making any additional revisions based on input from your committee	March 1	June 1	October 1

Public Dissertation Defense	March 15	June 15	October 15
Complete required revisions, obtain committee signatures	March 16-30	June 16-30	October 16-31
Review and approval of dissertation formatting/style by SGSR	April 1	July 1	November 1
ProQuest Upload and Copies of signed thesis and necessary forms/fees must be submitted to SGSR	April 15	July 15	November 15
Graduation!	May	August	December

Graduation

SGSR Thesis-Dissertation Manual contains the Application for Graduation, as well as the deadlines for submission. You must explicitly apply for graduation. Since applying for graduation is a separate process from the dissertation defense, it is important to be cognizant of the deadlines.

You are strongly encouraged to participate in the graduation ceremony, which is held each May and December. Please keep in mind that IUP is a large university and hotel reservations fill up almost a year in advance of the May graduation date. For that reason, if you know when you plan to graduate, you may want to have any family/friends who will be attending and in need of hotel accommodations, to make reservations well in advance.

Doctoral students, who sit in the front rows, are recognized on stage by the university president. Dissertation Committee Chairs perform the traditional "hooding" ritual during the ceremony.

Additional information about graduation is available through SGSR and the Coordinator.

Participation in Graduation Ceremonies

Participation in the official university-wide graduation ceremony held each may and December is only permissible to students who have met all deadlines their respective graduation ceremony (i.e. May or December) and have been approved for graduation by SGSR.

No university-wide graduation ceremony is held for August graduates. Students graduating in August may participate in the official university-wide May graduation ceremony with prior permission from their Dissertation Committee Chair and the Coordinator. Students wishing to participate must submit a written request and receive approval from the Coordinator on or before the deadline established by SGSR for printing in the graduation announcement bulletin.

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the Coordinator or SGSR.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The following University and SGSR policies can be found at www.iup.edu/gradcatalog
Academic Good Standing
www.iup.edu/gradcatalog

Academic Grade Appeal Policy
www.iup.edu/graduatestudies/catalog/

Academic Integrity
www.iup.edu/gradcatalog
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Bereavement-Related Class Absences
www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis
www.iup.edu/gradcatalog

Grade Appeal Policy
www.iup.edu/gradcatalog

Graduate Fresh Start Policy
www.iup.edu/gradcatalog

Graduate Residency Requirement

www.iup.edu/gradcatalog

Leave of Absence Policy
www.iup.edu/gradcatalog

Program Level Exam Appeal Policy
www.iup.edu/graduatestudies/catalog/

Registration
For more information regarding registration and tuition billing, please contact the Office of the Registrar and the Office of the Bursar:
www.iup.edu/registrar/students/registration
www.iup.edu/bursar/

Social Equity
www.iup.edu/socialequity/

Time Limitations
www.iup.edu/gradcatalog

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
www.iup.edu/gradcatalog

Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation
www.iup.edu/gradcatalog

Transfer of Credits Policy
www.iup.edu/gradcatalog

For more information regarding University policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Research

IUP Library - Online Resources

At doctoral level work, you will have access to original research (e.g. journal articles, research monographs) to use as background for course papers and your dissertation research. IUP offers the following resources for scholarly information for course work and dissertation research:

Stapleton Library at IUP's main campus www.iup.edu/library provides many important resources to support your research. The library's website offers an array of information on services and hours, as well as a host of research resources. Reference librarians are available to you on-site, by telephone, by e-mail, and live chat online.

Other resources available via the Library website are:

- Book catalogs
- Interlibrary loan services (including the Pennsylvania Academic Library Consortium, Inc. or PALCI)
- Scholarly articles available via databases including full-text journal articles and dissertations
- Library services, including online, real-time Chat Reference Services with a librarian

Reference Librarians – in person, by phone, by e-mail

While you will learn to access a wealth of scholarly resources on your own using the vast databases in the library's holdings, reference librarians also are a key resource to assist you in your course work and dissertation research. Be sure to take advantage of their expertise and assistance as you conduct your literature reviews. Library services include assisting students in developing a literature search strategy, selecting appropriate electronic databases, and locating useful search tools. Identify yourself as a doctoral student and indicate in which campus you are based.

You may connect with a reference librarian in person, by phone 724-357-3006 or toll free 866-836-8815), via e-mail, or through real-time "chat". The Chat Reference Service is located on the library website and is available Monday through Thursday 7:45 a.m. to 10 p.m., and Friday 7: 45 a.m. to 5 p.m. when classes are in session. For library hours, go to the library website or call 724-357-2197 (recording).

Online Databases

You have access to a wide range of periodicals through multiple electronic databases, such as EBSCOHOST, JSTOR, ERIC, ProQuest and others. The library also provides access to many journals in electronic format, called e-journals, which may be identified by searching the IUP Libraries E- Journal Collection at https://www.iup.edu/library/acquisition-serials/iup-libraries-e-journal-collection/ Reference librarians can guide you on how to use these electronic resources effectively for your literature search.

Books: Stapleton Library, Interlibrary Loan and PALCI

Even with ever increasing volume of information available electronically, you may still require some hardcopy books. To find a specific hardcopy book you may need for your research, first search online catalog to see if the book is available at IUP's Stapleton Library. If it is, students at the main campus can pick up the book directly.

You may access books not owned by the IUP library in two ways:

1. Order books online via the library website. Because it is faster, start with PALCI (Pennsylvania Academic Library Consortium, Inc.), a web gateway which allows simultaneous

searching of academic library catalogs in Pennsylvania. You will get the book faster than by using Interlibrary Loan as it is all done electronically.

2. If the book is not available through PALCI, try the Interlibrary loan option (searches libraries from across the United States) or e-mail the reference librarian (using the link at the library website), and they will look for your book through additional sources. Typically, any book order can be at the IUP library within about two weeks.

Borrowing Books from Other University Libraries

You may also borrow books from any of the 14 State System campuses, as well as University of Pittsburgh and The Pennsylvania State University or any of their branch campuses. You will need your IUP I-Card as identification.

Applied Research Lab

IUP provides students access to its Applied Research Lab. It is staffed with professionals who will provide comprehensive assistance with methodology design and statistical analysis. This service is available five days per week. Virtual assistance is also available. For more information, refer to www.iup.edu/arl/

Graduate Editing Services at the Jones White Writing Center

IUP provides graduate editing services at the Jones White Writing Center. This is a critical resource that provides wholistic support with formatting, editing, and plagiarism checks. We recommend that you begin working with the writing center when you have completed a solid first draft of your dissertation or when you are ready to send a paper for review with a journal. For more information, refer to

https://iup.edu/writingcenter/graduate-editing-service/
www.iup.edu/gradcatalog/
www.iup.edu/research/

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this program student handbook.

_____ [please initial] I understand the Coordinator may share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to:
Eberly College of Business and Information Technology PhD in Business
664 Pratt Drive, Eberly 208
Indiana, PA 15705 OR
e-mail to bus-phd@iup.edu
The PhD in Business Office will keep this signed document on file.
Submit by (TBA)