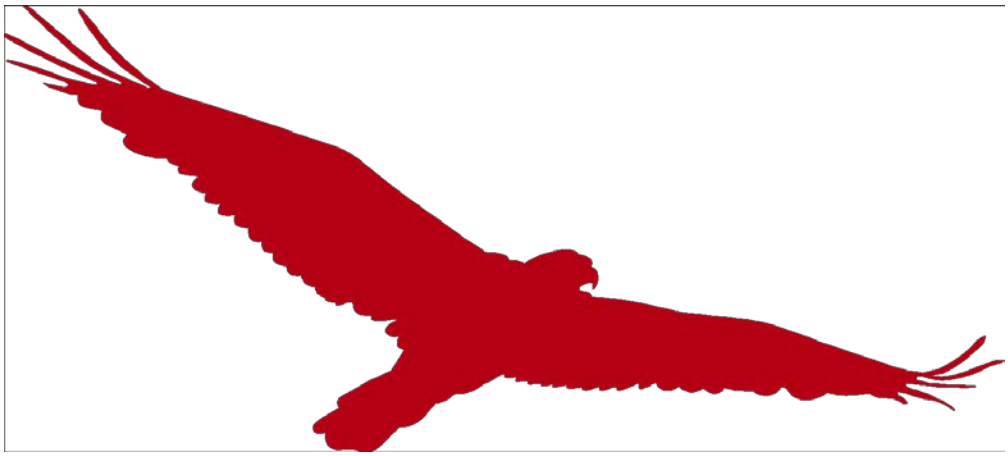
Indiana University of Pennsylvania

PhD in Business Handbook 2019-20



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WELCOME

Welcome to the PhD in Business offered by the Eberly College of Business and Information Technology (ECOBIT) 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 academe, business, government, and the 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 -- Pittsburgh East

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

Eberly College of Business and Information Technology

The Eberly College of Business and Information Technology at IUP has a long tradition of training individuals for successful careers in both 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 human relations and decision-making skills so that you can compete in today's global environment. Our faculty members have both strong academic training and real-world experience. In addition, many of them have executive or consulting experience with major corporations.

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

College 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 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. The college 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. It is committed to research activities which enhance the quality of instruction and contribute to both the applied and basic literature of business.

Faculty and Staff

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

What Can You Expect from the Faculty?

The faculty of the college are here to help you, especially the PhD in Business Doctoral Coordinator.

You can expect assistance in making your degree process efficient and effective. The PhD in Business Doctoral Coordinator will correspond with you regularly and will provide advisement and support for a successful and timely completion of your degree goals. Your advisor will also aid you in your professional development and advancement towards your career path.

The PhD in Business Doctoral Coordinator will provide you with accurate information in a timely manner about academic requirements and academic evaluation. The PhD in Business Department will inform you of a complete schedule of program requirements. The PhD in Business Doctoral Coordinator will meet with you periodically to discuss your academic progress.

Faculty members will treat you with respect and professionalism. They will provide guidance and support in your courses and research projects, and they will foster a positive learning environment. Your academic performance will be evaluated fairly and impartially. Please feel free to report any issues you might encounter during your PhD in Business learning experience to the Doctoral Coordinator and/or the Dean's Associate of the Eberly College of Business and Information Technology.

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

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 the 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.

The 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 Can the Faculty and SGSR Personnel Expect from You?

IUP expects that you will work diligently to earn your degree. We expect that you will respect deadlines and complete assignments deemed necessary by faculty members.

IUP expects that you will exhibit professional integrity and academic honesty at all times. Civility is a valued trait at IUP and we expect every student to display this trait.

We expect you to be cognizant of current topics related to the field of business and economics which may often be outside of your PhD coursework, projects and readings. Our goal is to produce well-rounded business professionals whose knowledge and awareness are both diverse and insightful.

It is crucial that you communicate regularly with the PhD in Business Doctoral Coordinator regarding all academic and professional development matters.

You are responsible for adhering to the policies outlined in the Graduate Catalog (www.iup.edu/graduatestudies/catalog) and to the deadlines and requirements for graduation. If you have any questions about IUP Graduate School policies, PhD in Business requirements or other academic issues you should contact the PhD in Business Doctoral Coordinator or the Graduate School.

ADMISSION

In addition to meeting minimum admission requirements of IUP Graduate School, students seeking admission to the PhD in Business must submit:

1. An online application in our admission system
2. A goal statement that outlines the reason 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. A resume that outlines professional accomplishments to date
7. Official GMAT scores, which are less than 5 years old
8. Professional writing sample that highlights writing and research skills

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

Admission decisions are based on applicant's academic track record, GMAT scores, prior work experience, strength of recommendation letters, clarity of goal statement, and interview/telephone interview (if deemed necessary by the Admissions Committee). The Admissions Committee takes a holistic approach with regard to 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/

FINANCIAL ASSISTANCE

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

ACADEMIC ADVISEMENT

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

CAMPUS RESOURCES AND STUDENT SUPPORT

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center www.iup.edu/career/
IUP Parking Services and Visitor Center www.iup.edu/parking/

University Police www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470

IUP EMAIL

IUP provides an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use that account for all IUP official communications. It is your responsibility to check your IUP email daily.** 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/graduatestudies/catalog/

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 to 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.

PROGRAM AND DEGREE

Doctoral Program

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 business PhD in Business in the state of Pennsylvania.

PhD in Business Curriculum

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/

DEGREE REQUIREMENTS

PhD in Business Degree Requirements

Required Courses:

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. *
*minimum		48 cr.

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

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

THE COMPREHENSIVE EXAM

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 Mgmt., MIS, etc.).

The purpose of the comprehensive exam is to ensure that you have achieved a fundamental knowledge base and can demonstrate an ability to accurately and appropriately apply that knowledge before proceeding to the relatively independent scholarship involved in dissertation research. Knowledge, integration, and application of scholarship are essential for successful scholarly work. The completed exam must demonstrate the student's mastery and ability to apply concepts from the program's core courses. The exam must also demonstrate your knowledge and effective application of research methods. The structure for your exam will be based on the judgment of the faculty committee. Upon successful completion of the Comprehensive Exam, you will then be required to register for Dissertation Credits.

You may meet with faculty to discuss preparation strategies and get guidance, but the actual comprehensive questions will be unknown until the exam. Expected preparation time for the comprehensive exam is 6-8 weeks.

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 are not in agreement with the committee's decision, you must file an appeal by email to the Ph.D. coordinator within 10 days of receiving the results of the comprehensive exams. A three-member committee headed by the Ph.D. Coordinator will work with the faculty committee and the administration to review the exams and the outcome and provide their final recommendation within 10 days of receiving the appeal.

DISSERTATION

Dissertation Requirements

Once you have successfully completed your comprehensive examination, you will have completed all requirements for the PhD in Business degree except successfully completing and defending your dissertation.

You are required then to prepare a scholarly, polished three-page summary of the dissertation proposal that will be attached to a completed ***Research Topic Approval Form (RTAF).***[1] The RTAF is available online at the SGSR web site. The abstract (summary) attached to the RTAF should be an accurate, clear representation of your proposed study—an extended abstract of your proposal—that includes the nature and scope of the issue, a succinct summary of the literature, and the proposed method of study. It will be reviewed for approval by your dissertation committee, PhD in Business Doctoral Coordinator, the Dean of ECOBIT (or designee), and key administrators in the Graduate School; therefore, it should be well-written, scholarly, fully referenced, and free of grammatical and spelling errors. You should always have your dissertation committee chairperson review your summary before submission. Once you have your summary reviewed by your dissertation committee chairperson, and if you have questions about the quality of your three-page summary, we recommend you email an advance copy to the PhD in Business Doctoral Coordinator who can provide additional feedback (if needed) prior to the official submission. You may not commence 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 on the RTAF will be in subsequent sections.

[1] The Research Topic Approval Form must be submitted and approved at least two semesters before the student expects to graduate. Please see the Graduate School's Thesis and Dissertation manual submission deadlines and additional information on this form.

As noted above, the final component of completing a PhD in Business at IUP with the Eberly College of Business and Information Technology is the dissertation.

Determining A Research/Dissertation Topic

Some students enter a doctoral program having a general idea of the focus area for their dissertation research. Others use a doctoral degree to change careers, or develop new interest areas, and choose to conduct their research in an area that is new to them. Others don't know what to study or research as 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 focus on a topic.

For example, research papers assigned in your courses are opportunities to explore potential areas of interest. This is a great way to begin your literature review as well as to identify faculty members who might serve on your committee. You may want to consult with your Doctoral Coordinator, as well as faculty with expertise in your field of interest, regarding suggestions for reading, electives, and other tips that can assist you to focus the scope of your research. You may also wish to consider

working with a faculty member on his or her research in order to gain experience and ideas for your own research focus.

Your dissertation focus must be on one of the following specialization areas:

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

Dissertation Research Strategy or Plan

The dissertation is expected to be a systematic, rigorous, qualitative, quantitative, or mixed-methods scholarly research activity that will make an original contribution to the body of knowledge in the field. You are encouraged to develop a direction for your doctoral study by the end of your coursework, with an identified concentration that will support your research. Given that this is an interdisciplinary, applied program, you have a great deal of latitude regarding the focus of your dissertation research question or problem. We strongly encourage you to discuss dissertation ideas with the Doctoral Coordinator and with faculty members who have expertise in your area of research interest.

Please work with your chair to decide if you are pursuing the traditional dissertation route or the "three-essay" option to your dissertation (discussed below).

Traditional Dissertation

If you are opting to complete a traditional dissertation, please refer to the Thesis-Dissertation Manual, available as a PDF document in the link below. It is intended to guide you through the process of completing your dissertation. www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/

Three-Essay Option

In the PhD in Business, Eberly has chosen to allow the "three-essay" option for the dissertation. The following is a brief description of the "three-essay" approach to your PhD dissertation and the rest of the subsequent sections pertain to your dissertation whether you pursue the "three-essay" approach or the traditional route. The dissertation requirement can be satisfied with the submission of three articles that your dissertation committee believes would be worthy of review and possible publication in peer-reviewed journals. The three articles must be part of a coherent research topic and have a common introduction and conclusion.

For the three articles, you may coauthor with other researchers, but you must be either the sole author or the lead author on any article used to satisfy the requirements of the dissertation. Eberly maintains a comprehensive but not exhaustive list of journals. The list of journals has four categories based on specific criteria with decreasing level of distinction: A1, A2, A3 and A4 journals. In general, A1 journals are more selective, have lower acceptance rates, and require more time to get a publication accepted followed by A2, A3 and A4 journals. Students would complete the requirements of the dissertation if they have valid submissions of three journal articles with the following stipulations: at least one submission in A1 or A2 journals, no duplication in the use of journals, and no more than one submission in A4 journals. The three journal articles will serve as chapters 3, 4, and 5 of the dissertation as described below.

The main advantage of the three-essay option is that you will have three articles submitted for publication by the time of graduation. The faculty members serving on the dissertation committee must consider the articles to be of publishable quality and they must have been submitted by the time of graduation. The dissertation for IUP purposes shall include:

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

The Introduction chapter of the dissertation will introduce the reader to the broad research area of the dissertation from which the three articles emanate. It will include the problem statement and its importance. The Research Methodology chapter will lay the philosophical foundation for the three articles and briefly discuss the overall methodology used in all of the three articles. The subsequent three chapters will be the three articles inserted into the dissertation "as-is." These three chapters will be self-contained articles with their own introduction, literature review, research methodology, data collection, analysis, conclusions, etc. that will be submitted for publication. The Conclusion & Future Research chapter can glean some salient overall conclusions from the three articles. This format of the dissertation assures that the three articles are part of a coherent research topic.

If and when you are publishing an article prior to the completion of your dissertation, it is incumbent on you to communicate with the journal editor to ensure that there will be no copyright issues regarding the inclusion of the article as part of the dissertation. It is highly recommended that you obtain a letter from the journal editor stating that the journal has given permission for the article to be included in your dissertation and you should include a copy of this letter as an appendix in your dissertation.

If you are not the sole author of an article included in your dissertation, the following rules apply:

1. The student must be the first author of the article.
2. The student must write a short statement detailing the percentage of their contribution to the article and the percentage contribution of each co-author.

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 dissertation committee chairperson (also called your dissertation advisor) who is the person you will work with most closely. Typically, the committee consists of the dissertation committee chairperson 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 professor to serve as your dissertation committee chairperson. The committee will, at a minimum, have three faculty members. The dissertation committee chairperson must have 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 two committee members will be from IUP. You may also select additional members if you believe that their guidance will be critical to your success. You may select doctoral level professors or practitioners from outside of Eberly and/or IUP as the third 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 approved by the APSCUF Meet & Discuss committee.

When you have reached agreement with faculty who will serve as your dissertation committee, please complete the Dissertation Committee Form (available in the Appendix) and return it to the PhD in Business Doctoral Coordinator. This can be done upon successful completion of the comprehensive exam.

Changing Committee Members

Sometimes students find that circumstances warrant a change in the configuration of the dissertation committee. The PhD in Business Doctoral Coordinator is available to assist you in resolving conflicts or identifying other potential committee members if you choose. You may request a committee change six weeks prior to your proposal defense or two months prior to your dissertation defense. Once you defend your dissertation, you may not request a committee change. A request to change the composition of your dissertation committee requires that you submit to the PhD in Business secretary a Dissertation Committee Change Form, found in Appendix 2, or online from MyIUP.edu, with the signatures of all faculty members who will serve on your new dissertation committee. Also, if you have filed a Research Topic Approval Form (RTAF) with the Graduate School following the successful defense of your proposal, you must file a new RTAF reflecting the current composition of your dissertation committee, signatures of all committee members, and approval from the PhD in Business Doctoral Coordinator and the Dean.

Any change in committee members must be submitted and approved at least six weeks prior to the defense of a proposal or two months prior to your dissertation defense. This allows the new committee member(s) time to review and provide feedback on the document, as well as time for you to make any revisions based on that 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 defense.

Time Limits — A Reminder

IUP Graduate School 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 requirements for an extension to be sought include (but are not limited to) the following:

1. Student must have a minimum GPA of 3.0
2. All coursework must be completed, including electives & comp exam passed.
3. Dissertation Proposal must be successfully defended, or you must have provided a due date for the proposal defense approved by your dissertation committee chairperson and the PhD in Business Doctoral Coordinator.
4. RTAF must be approved and on file.
5. IRB (if applicable) must be approved and on file.
6. Dissertation committee chairperson and PhD in Business Doctoral Coordinator must agree that progress and/or circumstances warrant a request for an extension.

Please note: Even though a student may qualify for an extension request, there is no guarantee that an extension will be granted by the School of Graduate Studies and Research. For that reason, it is of utmost importance to seek to complete all program requirements within the seven-year time frame, or risk dismissal. Extensions are for one year. After that year passes, another extension request can be made. At that time the main question is whether or not significant progress has been made since the previous extension was granted.

Registering for Dissertation Credits

Dissertation credits are the credits you take that represent the time you are spending on completing your dissertation - doing things like research, writing, etc. You will not begin to register for dissertation credits until AFTER you have completed all coursework including the successful defense of your comprehensive exam.

Dissertation credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

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

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

When Can I Start Taking Dissertation Credits?

You are allowed to register for dissertation credits at the completion of your comprehensive exam, and you are required to be registered for at least one credit per Spring and Fall semester after you pass your comprehensive exam. Once you pass your comprehensive exam it will be your responsibility to alert your PhD in Business secretary so that he/she can confirm your passing grade has been submitted to the SGSR. You will then be required to register for your own dissertation credits. You will receive instructions from your PhD in Business secretary.

How Many Dissertation Credits Do I Need?

You are allowed to take as many dissertation credits as you want per semester, but you need 12 dissertation credits to graduate from the PhD in Business, and you must take at least one dissertation credit each fall and spring until you complete your degree requirements, including successful defense of your dissertation. If you have passed your comprehensive exam, when you get your next Alt Pin email from your PhD in Business 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?

YES! You need to go into URSA and verify two things…

1. I am registered for the right number of credits for the right semester
2. My dissertation credits are under the name of the dissertation committee chairperson of my dissertation committee

If for some reason one of the above items is incorrect, you should alert your PhD in Business secretary immediately.

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

The **"R"** on your transcript represents the word "Registered." Once you defend your dissertation successfully, 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: Some students are actually prepared to graduate before they thought they would be! (Isn't that good news?) For those cases, they need to register (in that last semester before they graduate) for whatever number of dissertation credits will bring them up to 12 credits. 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 enter the home stretch of your dissertation (following your successful proposal defense) you should discuss with your chair when he/she thinks you will be ready to defend. Once that estimation is fairly firm, you can contact your PhD in Business secretary and request whatever number of credits is needed to graduate. Please note: Failure to ensure you have at least 12 credits as you near graduation could result in the delay of your diploma.

Reason #2 – Full Time Status: Some students need to register for higher numbers of credits in order to be considered a full-time student.

Reason #3 – Expected Tuition Rate Increase: Students who are in the dissertation phase and who know exactly when they will graduate may opt to take the majority of their dissertation credits earlier rather than later because they believe their credits will cost more later. The problem with this plan is that sometimes your research takes longer than you thought, and you end up having to schedule for more dissertation credits anyway.

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

Many students end up taking more than twelve credits. It simply means you will end up paying for more credits than are required by your program.

When Do I Let My PhD in Business 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 think you will need something other than your one required dissertation credit for Fall – please contact us in January, or for Spring, please contact us in July. Failure to let us know in a timely manner requires that we create a "Change In Semester Schedule" for you. Depending on when you let us know, there may be a late fee involved as the change in semester schedule process can take time.

Dissertation Credit General Information

Dissertation credits are generally spread over the semesters that the research and writing related to proposal preparation and the dissertation are in progress. Once you exceed those 12 credits, you will need to register for an extended credit of dissertation for each spring and fall semester until you graduate. This one-credit registration will maintain your active "full-time graduate student" status with the program/university and is especially important for the purpose of financial aid.

It is imperative that you verify your registration each semester. Failure to be registered 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, simply contact your PhD in Business secretary and she can walk you through the process.

Important Reminders

Remember to stay in touch with your IUP email and to update your URSA account. Absences from IUP email and/or a failure to check into URSA at least once per semester has been known to 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 (because you are no longer recognized as an "Active" student).

At least once each semester (and once in the summer), we recommend you go into URSA and verify your transcript looks the way it should, that you are registered for the classes and/or dissertation credits you should be registered for, that your advisor is listed properly, that your grades are correct and that your 911 information is current. We recommend you check your IUP email no less than once per week.

Preparing your Dissertation Proposal

Students begin the research process by developing a written proposal for their research.

The dissertation proposal should be a comprehensive, rigorous, scholarly, and systematic plan for the investigation of the research question, problem, or issue that the student has developed. A standard method of citation, such as the most recent APA Style manual, should be used throughout to credit all sources of ideas or facts, and 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 the student's dissertation committee chairperson:

1. Introduction/Statement of the Problem - In this introductory section, state the problem or issue chosen for investigation and explain its importance/significance. Provide context for the study you are proposing by explaining the scope and nature of the issue or problem.

2. A Review of the Literature - 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 the student's committee, particularly the dissertation committee chairperson. The proposed study should be framed in terms of a theory or theories from leadership, administration, sociology, economics, or other relevant disciplines. This section should include clearly articulated research questions that logically flow from the review of the literature.

3. Methods - Detail a method of answering the research questions. The student may propose to use either quantitative or qualitative methods or a mixed method design. The method(s) chosen should be appropriate to the topic, consistent with the theoretical framework, and should recognize previous work in the area. The research design, sampling strategy, methods for data collection and analysis, and assurance of data quality should be included in this section. Data collection instruments should be included in the proposal, located in an appendix.

4. Reference List. The proposal should include a List of References of all sources (which must be cited in the text of the proposal), in standard format such as APA Style.

In addition to the PhD in Business Handbook, IUP Graduate School's ***Thesis and Dissertation Manual*** provides general information about the requirements for submitting and defending the dissertation proposal and dissertation. You should become familiar with these requirements and ensure that your documents comply with them before submitting materials for final defense. You can view it online or download a hardcopy from the IUP Graduate School web site www.iup.edu/graduate.

Defending your Proposal

Proposal and dissertation defenses are public events that are shared in 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 faculty and students in the PhD in Business. Whenever possible, the defense is available by videoconference for student and faculty participation.

After a proposal is developed (usually after several drafts and revisions in consultation with your Committee Chair) and your dissertation committee chairperson affirms that it is ready for the proposal defense, the student works with the committee (and the PhD in Business Doctoral 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 to your full committee the proposal and will solicit feedback from them (committee members should provide pre-defense feedback within 2 weeks). This **"no surprise" policy** is intended to provide committee members with an opportunity to review the document and raise any concerns or issues—and allow you time to address them—prior to the final document being made available for public review 2 weeks before the defense. This reduces the possibility of a proposal being posted that is not considered defensible by all members of the committee.

Once the committee agrees that you are ready to defend the proposal, you should contact your PhD in Business secretary and inform him/her that the committee feels the proposal is ready for defense. You then complete and sign the Application to Defend form and can email or fax that form to your PhD in Business secretary. If you are unable to obtain the needed signatures from the committee members on that form, the dissertation committee chairperson will need to contact the PhD in Business secretary and let him/her know that the dissertation committee chairperson (on behalf of the entire committee) approves of the dissertation proposal. The dissertation committee chairperson must also affirm that the abstract of the proposal that has been sent to the PhD in Business 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 set any earlier than two weeks after it has been submitted** in order to ensure adequate time for public review. Electronic copies of the proposal will be distributed by the PhD in Business secretary upon request and post the proposal on a common drive for all PhD in Business students and faculty in advance of the defense.

The PhD in Business secretary is responsible to 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 PhD in Business secretary prior to her determining the ideal date. Once a date is decided upon, she will reserve a room for the defense. The defense will generally take about 1.5-2 hours. Your dissertation committee chairperson 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 remainder of the 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 meet privately to determine whether to accept or reject the proposal. The following outcomes are possible:

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

Committees typically require revisions of dissertation proposals before they are finally accepted, though the extent of required revisions varies. Accordingly, in the case of the first two possible outcomes of a proposal defense, the committee signs the RTAF and, in the case of the second outcome, the dissertation committee chairperson delays signing until after any required revisions are satisfactorily completed. Once revisions are complete and the dissertation committee chairperson and committee members have signed the RTAF, you forward the RTAF form with the formal 3-page summary to the PhD in Business Doctoral Coordinator for review and signature. Once approved, the RTAF and proposal summary go to the College Dean and then to the School of Graduate Studies for their review. PLEASE NOTE: It is your responsibility to ensure that your RTAF form is approved by the School of Graduate Studies and Research. Once the RTAF form is approved, you should receive a letter of confirmation indicating approval. If you do not receive that letter, it is up to you to follow up and determine the status of the RTAF. **You MAY NOT begin research until the RTAF and IRB (where appropriate) have been officially approved.**

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

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** (see below).

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: Tips

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 is a requirement of the federal government and is 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 available at: www.iup.edu/irb/. Your Research Topic Approval Form (RTAF) will not be approved by the Graduate School 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 be sure that you follow them fully. (This includes numbering pages of the documents you attach to the form.) In developing your protocol narrative, be sure to ***address all the points indicated*** on the form. If a point is not applicable to you, state that rather than simply skipping the point.

2. Be mindful of any potential ways in which you might have a "power-over" relationship with human subjects and be sure to address how you will protect against coercion.

3. Include all related documents, such as a copy of recruitment letter, advertisements, surveys, interview guide, consent form, etc.

4. Your dissertation committee chairperson will need to sign the IRB application so be sure to allow for sufficient time to make needed revisions based on your dissertation committee chairperson's feedback.

5. Telephone surveys can be done. The IRB will expect that you will obtain consent over the phone and will ask you to include the 'script' of what you will say to introduce yourself, the study, inform the participant of their rights, and obtain their consent. Include this script as an appendix to the form.

6. Consider the readability and accessibility of the language in your consent forms, scripts, and data collection instruments, ensuring that the language matches characteristics of your sample.

7. If you have a tricky or unusual element to your study, consider requesting an advance meeting for you and your dissertation committee chairperson with the IRB Chair to get suggestions on how best to address these challenges.

8. Be aware of IRB Committee schedules and deadlines for submitting your materials (usually, 10 days in advance of a review.) A calendar of IRB deadlines and meetings is available at the IUP School of Graduate Studies and Research web site.

9. Your IRB protocol may receive an expedited review if your study qualifies (see the IRB Protocol guidelines for more details), but in the case it does require a full board review you must attend the hearing with your dissertation committee chairperson. Members of the IRB will share their questions and concerns with you directly, allowing you the opportunity to respond. They may also offer suggestions to help you address ethical issues responsibly. You will also be able to make any necessary revisions immediately following the review and feedback and resubmit it to the IRB, allowing you to begin your research more quickly.

Dissertation Defense

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

It is expected that you will submit the dissertation to your full committee **at least 6 weeks** prior to expected defense date and solicit feedback from them (committee members should provide pre-defense feedback within 2 weeks). This **"no surprise" policy** is intended to provide committee members with an opportunity to review the document and raise any concerns or issues—and allow you time to address them—**prior to the final document being submitted for public review, required at least 2 weeks before the defense**. This reduces the possibility of a dissertation being posted that is not considered defensible by all members of the committee. No drafts may be submitted for public review; the version posted 2 weeks in advance of the defense date is the version that is defended. The PhD in Business secretary will submit the dissertation through TurnItIn to confirm original content.

The procedure for the dissertation defense is similar to that for the proposal defense. The student is made aware that the dissertation is ready to be defended, then you complete, sign and submit an application to defend form, you either obtain all needed signatures for the form, or request that the dissertation committee chairperson send an email to the PhD in Business secretary approving (on behalf of the entire committee) the dissertation as being ready to be defended and distributed. ***At least two weeks in advance*** *of the defense date, an email announcement must be sent out to the appropriate listservs.* The PhD in Business secretary will reserve a room for the 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 Defense

The defense will last between 1.5 and 2 hours, and the format is similar to 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. The dissertation committee chair should notify the PhD in Business Doctoral 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 the IUP Graduate School 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 the Graduate School, and earlier whenever possible, given the formatting review required at the Graduate School (see below).

Graduate School Approval, Formatting, Etc.

After your committee has approved the content for your dissertation, the School of Graduate Studies and Research (SGSR) will apply very specific requirements for the publication of the 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 the SGSR will result in a delayed graduation. You should be aware of and familiar with these deadlines well in advance of your defense by referencing to the IUP Thesis/Dissertation Manual available at the SGSR web site.

See the ***Thesis/Dissertation Manual*** for dissertation format and style, the use of copyrighted materials, and samples to illustrate the dissertation format and style requirement. You may download a copy of the manual at www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual. To request a hard copy, contact the Graduate School, 724-357-2222.

Dissertation Submission Procedures:

1. SGSR Requirement – You must submit your thesis/dissertation to the 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 the dissertation committee chairperson validates a successful defense and that all required modifications were incorporated into the dissertation and approved for submission to the SGSR for review).

SGSR Review Processes:

1. Review for format (compliance with the dissertation manual and the most recent version of the designated style manual – unless otherwise indicated by the dissertation committee chairperson, PhD in Business students will 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 – Examples follow:
    a. Academic integrity (copyright and 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 the 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 for the submission of the (a) Application for Graduation, (b) submission of the signed dissertation with (c) the necessary forms and fees are designated 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 the Graduate School, you have the option to request bound copies of your dissertation. Indiana University of Pennsylvania has no requirements for bound copies. This is an optional expense.

The preparation and cost for all bound copies are your responsibility. For more information on your options for getting your dissertation printed, please visit the following IUP website: 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 May, August, and December graduation, please review the *sample* schedule provided below so you will understand the time each step can take. ***Note:*** Each year the Graduate School deadline for approval changes somewhat, 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/Fall prior	Fall/Early Spring	Spring/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 IUP Graduate School.	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 IUP Graduate School	April 1	July 1	November 1
Proquest Upload and Copies of signed thesis and necessary forms/fees must be submitted to the IUP Graduate School	April 15	July 15	November 15
Graduation!	May	August	December

IUP Library - Online Resources

In doctoral level work, you will avail yourself of original research, such as journal articles and research monographs, as background for course papers, as well as your dissertation work. 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 web site 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 online. To access the library's online catalog and electronic databases from any off-campus site, you will need to enter the 16-digit Library Patron ID number located at the bottom left of your I-Card. You also can set up a "virtual private network" (VPN) with IUP on your home computer; the connection automatically recognizes you as an IUP student and gives you access to library resources. Visit www.iup.edu/itsupportcenter/vpn/ for directions and follow the few, easy steps for setting up a VPN.

Other resources available via the Library website are: a book catalog, interlibrary loan services (including the Pennsylvania Academic Library Consortium, Inc. or PALCI), scholarly articles available via databases including full-text journal articles and dissertations, as well as library services including online, real-time Chat Reference Services with a librarian.

Library Patron ID

Accessing some online library services requires that you enter your Library Patron ID number, a sixteen-digit number located on the lower left of the **I-Card**, it begins with 6008. Make certain you are putting in the right numbers and putting them in as a continuous string of numbers **with no spaces**. Some of the databases are associated with the Keystone Library Network and when you try

to access them you will be asked to enter your library identification / barcode. This is the same 16-digit number that is on your I-Card. If you have difficulty logging in on the IUP library web site, go to https://iup.edu/library/. You can avoid this requirement by installing an IUP virtual private network (VPN) on your computer (see above).

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, so be sure to take advantage of their expertise and assistance as you go about doing your literature reviews. They will provide answers to questions by phone or e-mail, or meet with you for a research consultation. Services include assisting students in developing a literature search strategy, selecting appropriate electronic databases, and locating other useful search tools. Identify yourself as a doctoral student and indicate which campus you are on.

You can 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 web site 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 web site 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 and others. The library also provides access to a large number of journals in electronic format, called e-journals. These can be identified through the IUP Libraries Electronic Journals Search. Reference librarians can consult with you on how to use these electronic resources effectively for your literature search.

Books: Stapleton Library, Interlibrary Loan and PALCI

Even with ever increasing amounts of information available electronically, we still need books. To find a particular book you may need for your research, first look in the 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.

Access to books not owned by the library is possible in two ways. You can order books online via the library web site. 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. 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 web site), 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 can also borrow books from any of the 14 State System campuses, as well as University of Pittsburgh and The Pennsylvania State University, and any of their branch campuses. You will need your IUP I-Card as identification.

Applied Research Lab

IUP provides students access to an 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 available. 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 a plagiarism check. You should 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 out for review with a journal.
https://iup.edu/writingcenter/graduate-editing-service/

GRADUATION!

The Graduate School's Thesis/Dissertation Manual contains the **Application for Graduation**, as well as the deadlines for submission. **You must apply for graduation. Since applying for graduation is a separate process from the dissertation defense, it is important to be aware 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 who may be in need of hotel reservations to make them 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 the Graduate School and your Doctoral Coordinator.

Participation in Graduation Ceremonies

Participation in the official university-wide graduation ceremony [May and December] is only permissible to students who have met all deadlines [for May/December] and have been approved for graduation by the School of Graduate Studies and Research.

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

University Policy and Procedure

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 PhD in Business Doctoral Coordinator or the School of Graduate Studies and Research.

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

Academic Grade Appeal Policy
For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action
Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences
For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a different graduate program other than the graduate program from which the student was originally dismissed.
For more information on Graduate Fresh Start Policy see here:
www.iup.edu/graduatestudies/catalog/

Graduation Graduate Residency Requirement Policy
Due to the part-time status of the program for the working professional, a residency is not required.

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

Reexamination Policy: Candidacy/Comprehensive Examination
No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

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

The Office of Social Equity: www.iup.edu/socialequity/

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

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time-to-Degree Doctoral Dismissal Appeal Policy
For information on how to appeal a dismissal from a program because of time-to-degree expiration, please see here: www.iup.edu/graduatestudies/catalog/university-policies/academic-policies/

Title IX Reporting Requirement
For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy
For the PhD in Business, a maximum of 6 transfer credits will be accepted from an accredited institution. The student will have to work with the PhD in Business Doctoral Coordinator to ascertain if and which courses will transfer and if those courses will substitute for any IUP PhD in Business requirements.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: www.iup.edu/graduatestudies/

Research

Applied Research Lab: www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

IUP's Civility Statement

As a university of different people 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.

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 my Doctoral 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 business-phd@iup.edu

The PhD in Business Office will keep this signed document on file.
Submit by (TBA).