



IUP Graduate Handbook

PhD in Business

Eberly College of Business and Information Technology

Handbook Updated 08/29/2020

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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

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-Interna

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.

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

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which

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:

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.

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 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 two committee members must be IUP faculty. 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

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

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.”

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.

- 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

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 appropriate exemption from the IRB for your research protocol.

You should know the deadlines associated with 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 certificate 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 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 your study, state it as such; do not skip the point.
- 3.

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:

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

	<i>Graduation Goal</i>		
	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

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.

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)