



Mike Ilitch School of Business

Wayne State University

Mike Ilitch School of Business

Ph.D. Student Handbook 2018-2019

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Key Personnel

NAME	TITLE	OFFICE	EMAIL	PHONE
Forsythe, Robert	Dean	226	robert.forsythe	7-4501
Yaprak, Attila	Director, Ph.D. Program	208	aa4506	7-4213
Jones, Kiantee	Assistant Dean, Graduate Programs	103	krupert	7-4511
Seatts, Veronica	Assistant Director, Graduate Programs	103	Dy4813	7-4511
Datta, Sudip	Chair - Finance	216	sdatta	7-0408
Jackson, Christine	Chair - Management & Information Systems	206	fy5917	7-6275
Taylor, John	Chair - Marketing & Global Supply Chain Management	300	ad3324	7-4525
Jha, Anand	Ph.D. Advisor - Finance	325	anand.jha	7-4539
Julian, Scott	Ph.D. Advisor - Management	310	dv4761	7-4494
Biswas, Abhijit	Ph.D. Advisor - Marketing	214	a.biswas	7-1499
Burkman, Monique	Administrative Assistant	300	ab7356	7-6028

All offices are in the Mike Ilitch School of Business Building

All email addresses have the suffix @wayne.edu

All telephone numbers have the format 313-577-XXXX for calls from outside WSU.

Key Web Links

WSU Mike Ilitch School of Business Faculty

See <http://ilitchbusiness.wayne.edu/faculty/index.php>

Student Conduct Policy

The Mike Ilitch School of Business Student Conduct Policy is the following:

“Each student is subject to the Student Due Process statute governing student activities and student behavior. Furthermore, it is the responsibility of each student to adhere to the principles of academic integrity. Academic integrity includes the requirement that a student is honest with him/herself, fellow students, instructors, and the University in matters concerning his or her educational endeavors. For example, a student should not falsely claim the work of another as one's own, or misrepresent him/herself so that the measures of one's academic performance do not reflect his/her own work or personal knowledge. Assignments submitted for any class are expected to be original, *not* resubmissions of work submitted in a previous or concurrent class.

If there are reasonable grounds to believe that a student has disregarded the regulations or student responsibilities, he or she may be disciplined. Such discipline may include suspension or dismissal, but no dismissal will be directed without reasonable opportunity for an appropriate hearing, as provided in the Student Due Process statute.”

The Wayne State University Student Code of Conduct can be found at <https://doso.wayne.edu/conduct/community-standards>

Ph.D. Student Information

The Graduate School's web page for Ph.D. students describes doctoral degree requirements, policies and procedures and provides guidelines and forms students need in completing their Ph.D. program. <http://wayne.edu/gradschool/phd/>

Ph.D. Downloadable Forms can be found at:

<http://wayne.edu/gradschool/phd/forms/>

Reporting to Departments

Once admitted to the program, students are expected to report to their respective department by the beginning of the “University Year Appointment.” Continuing and newly admitted students for the academic year 2018-2019 should report by August 15, 2019 for the Fall 2019 term.

Ph.D. Advisors

A department Ph. D. advisor will be assigned to each student upon admission to the program. The term “Department PhD. advisor” refers to the academic advisor – who guides first and second year students through coursework and offers advice toward their career goals. When students complete qualifying exams, their dissertation advisor will guide them through their dissertation and job search phase. All doctoral students must select a dissertation advisor within one month following the successful completion of the qualifying examination. It is recommended that the student select a dissertation advisor that will serve as the chair of the student’s dissertation from proposal through graduation. The faculty member must also agree to be the student’s mentor. Any member of the Graduate Faculty¹ in the business school can serve as an advisor, but it is recommended that the student and advisor hold similar interests. Students should meet regularly with their department Ph. D. or dissertation advisor to discuss curricular and research issues.

Plan of Work

By the end of the first semester in the program, doctoral students must develop a *Plan of Work* in conjunction with their department Ph. D. advisor and submit the *Plan* to the Mike Ilitch Business School Ph. D. program director. By the end of the first year (or before completing 30 credits of new coursework towards the doctoral degree, whichever comes first), the *Plan of Work* must be submitted to and approved by Wayne State University’s Graduate School. The *Plan of Work* is an individualized curriculum listing all courses that the student will take in the Ph.D. Program. The department Ph. D. advisor and the school Ph.D. program director must approve the Ph.D. *Plan of Work* before it is submitted to the Graduate School for final approval. The Graduate School must receive the *Plan of Work* before the *Petition for Candidacy* can be submitted. Students will receive a Ph.D. Plan of Work Review form once the *Plan of Work* has been processed by the Graduate School, detailing any deficiencies in the proposed plan of study.

¹ Graduate Faculty is a designation given to faculty by the Graduate School based on the faculty member’s research and publication record.

Once the Graduate School approves the *Plan of Work*, the department Ph. D. advisor and the School's doctoral program director must approve any subsequent changes in the *Plan of Work*. These changes should be submitted through the *Change in the Plan of Work* form.

Annual Progress Report

All doctoral students will be evaluated annually on their academic progress. They are required to meet annually with their department Ph. D. advisor to formally document progress in their coursework, research, publications and conference attendance activities. Students are required to submit any materials they deem helpful to facilitate the evaluation to the department Ph. D. advisor.

At the student's annual review meeting, the *Progress Report* form is signed by the student and the respective advisor. The *Progress Report* form must be submitted to the school Ph.D. program director by the department Ph. D. advisor. In addition, doctoral students will be evaluated on their GRA/GTA performance. The department Ph. D. Advisor, in consultation with the department head and faculty, will include this evaluation as part of the overall annual progress report. Sub-par performance in academic and/or GRA/GTA work may lead to discontinuation of financial support and dismissal from the program. Any violation of the honor code is grounds for dismissal from the program.

Coursework

The Ph.D. in Business Administration requires a minimum of 90 semester credits beyond the baccalaureate degree. The division of these credits is as follows:

Master's level courses (7000 level at Wayne State). *Sample* courses include (each are 3 credits, need 15 credits minimum):

- BA 7000 Managerial Accounting
- BA 7020 Corporate Financial Management
- BA 7040 Managing Organizational Behavior
- BA 7050 Marketing Strategy
- BA 7070 Social Perspectives in Business

Discipline-based courses include (8000 level at Wayne State):

Finance:

- BA 8777 Professional Development (1-3 credits) Fall Year 1
- BA 8120 Theory of Finance (3 credits) Winter Year 1
- BA 8121 Seminar in Corporate Finance (3 credits) Fall Year 2
- BA 8122 Empirical Methods in Finance (3 credits) Fall Year 2
- BA 8123 Seminar in Corporate Governance (3 credits) Winter Year 2
- BA 8124 Seminar in Asset Pricing (3 credits) Winter Year 2
- BA 8900 Development of Effective Research Programs in Business (3 credits)

*Management:*²

- BA 8777 Professional Development (1-3 credits) Fall Year 1
- BA 8220 Seminar in Organizational Behavior (3 credits) Fall Year
- BA 8221 Seminar in Strategic Management (3 credits) Winter Year 1
- BA 8420 Seminar in Organizational Theory (3 credits) Fall Year 2
- BA 8900 Development of Research Programs in Business (3 credits) Win Year 2
- BA 8995 Special Research Topics in Business (3 credits) Winter Year 2

*Marketing:*³

- BA 8777 Professional Development (1-3 credits) Fall Year 1
- BA 8050 Seminar in Marketing Theory (3 credits) Fall Year 1
- BA 8054 Seminar in Marketing Strategy (3 credits) Fall Year 2
- BA 8056 Special Topics Seminar in Marketing (3 credits) Winter Year 2
- BA 8058 Advanced Topics in Consumer Behavior (3 credits) Winter Year 1
- BA 8900 Development of Research Programs in Business (3 credits) Winter Year 2

² Other than BA 8777 and BA 8900, all courses are offered every other year.

³ The timing of these courses may change.

Quantitative Methods courses include (11 credits minimum):

Finance:

ECO 6100 Introduction to Econometrics (4 credits) Fall Year 1

ECO 7100 Econometrics I (4 credits) Fall Year 2

ECO 7110 Econometrics II (4 credits) Winter Year 2

Management:

Organizational Behavior Track

PSY 7150 Quantitative Methods I (4 credits) Fall Year 1

PSY 7160 Quantitative Methods II (4 credits) Winter Year 1

PSY 8150 Multivariate Analysis (3 credits) Fall Year 2

Strategic Management Track

ECO 6100 Introduction to Econometrics (4 credits) Fall Year 1

ECO 7100 Econometrics I (4 credits) Winter Year 1

ECO 7110 Econometrics II (4 credits) Fall Year 2

Marketing:

PSY 7150 Quantitative Methods I (4 credits) Fall Year 1

PSY 7160 Quantitative Methods II (4 credits) Winter Year 1

PSY 8150 Multivariate Analysis (3 credits) Fall Year 2

PSY 8160 Advanced Experimental Design (3 credits) Winter Year 2

Support Courses outside of the student's track (9 credits minimum approved by the Department's PhD Advisor)

Electives (12 credits minimum approved by the Department's PhD Advisor)

Dissertation (30 credits)

BA 9991: Doctoral Candidate Status I: Dissertation Research and Direction

BA 9992: Doctoral Candidate Status II: Dissertation Research and Direction

BA 9993: Doctoral Candidate Status III: Dissertation Research and Direction

BA 9994: Doctoral Candidate Status IV: Dissert Research and Direction

Ph.D. Authorization for Directed Study

Independent study may be authorized for areas of interest not covered by courses scheduled at the time the student is completing course requirements. Before a Ph.D. applicant may register for directed study, he or she should obtain approval from the course instructor and department Ph. D. or dissertation advisor on a *Petition for Directed Study* form.

Transfer of Credit

A student wishing to transfer graduate credit toward the Ph.D. program should file a *Transfer of Credit – Doctor of Philosophy* form, along with the Doctor of Philosophy *Plan of Work*. Original transcripts must accompany the form. A minimum grade of B is necessary to transfer credits. Below B credits and courses graded “P” or “S” (Pass or Satisfactory) are not eligible for transfer. Transfer credit must be appropriate to the student’s degree program and may not be used to reduce the minimum requirement of thirty credits that must be earned at Wayne State. A maximum of 27⁴ credits can be transferred from master’s programs.

In addition to the course offerings at Wayne State, students, in consultation with the department Ph. D. Advisor, may elect to take courses at the University of Michigan, Michigan State University or other universities within the state through the Michigan Intercollegiate Graduate Studies (MIGS) program. This program is designed to allow students to expand their curriculum beyond what is offered at Wayne State. This program is not a substitute for a major course offered in the Mike Ilitch School of Business. Credit earned through the MIGS program and the grade point average associated with it will be treated in the *Plan of Work* as if it were earned at Wayne State.

Program Load

A full-time graduate student is one who is enrolled in eight or more credits during a semester. Graduate research assistants and graduate teaching assistants are required to register for at least six credits of graduate level courses per semester (1 credit during the Spring/Summer semester). Ph.D. students in the Mike Ilitch School of Business may take up to thirteen credit hours concurrently with their assistantship or fellowship with the approval of their department’s PhD advisor.

⁴ These credit hours are primarily for the 15 Master’s level credits (see (1) above) and/or 12 credits for electives (see (5) above)

Minimum Grade Point Average

A cumulative grade point average of at least 3.0 is required of Ph.D. students. Students are subject to dismissal from the program if they receive less than a 3.0 cumulative grade point average in two consecutive semesters. A course must be repeated if a grade below B is obtained. Students will be permitted to retake up to two courses in which they get a B. Students are subject to dismissal from the program if they receive a grade below B in a third course. Ph.D. students who earn a failing grade of F in any class will be dismissed from the program. They must reapply if they wish to continue in the program.

Students are in “good standing” if they have a 3.0 grade point average or better, and have no classes that need to be repeated due to a grade below B. Students are on “probation” if their cumulative grade point average is below 3.0, or if they obtained a grade below B in any course that has not been satisfactorily repeated. If the student earns below a B in the repeated class, he or she is subject to dismissal.

Time Limitation

Students have seven years to complete all requirements for the Ph.D. degree. The clock starts on the first day of the semester for which the student is admitted to the Ph.D. program and ends on the last day of the semester seven years later. (For example, admitted 9/1/2019, time expires 12/31/2026). A student whose Ph.D. time limit has expired is regarded by the Graduate School as automatically terminated from the program unless the department submits an appropriately justified request for a time extension, and the Graduate School approves that request. If a student is going to exceed his/her seven-year time limit, he/she must file for a time extension before his/her time expires. The total time for earning the PhD degree, including all time extensions and any required revalidation, is 12 years. To request an extension, the *Time Extension Request* form must be used. (Please see the Graduate School website for more information on time extension requirements.)

Ph.D. Qualifying Examination Policies and Procedures

Students are required to take written and oral qualifying examinations. The department Ph.D. advisor is responsible for scheduling and coordinating the qualifying exams. The objective of a qualifying exam is for the student to demonstrate that he or she has comprehensive knowledge of the disciplinary subject matter. The written examination will last for six hours each day over a two-day period (12 hours total).

Faculty may examine students on material from their coursework, or ask questions testing their ability to think creatively, critically, or how to plan and conduct research in their discipline. The qualifying exam will typically be conducted on the Thursday and Friday of the first week of classes of the respective semester. For example, for a winter term starting on Monday, January 7, 201X, the examination will be on January 10 and 11, 201X. Each department may choose the examination format that it feels is appropriate for its area. Students must apply to take the qualifying exams by notifying their department Ph.D. advisor. The typical deadlines for applying for the qualifying exams are: July 15 for the fall term exam; and November 15 for the winter term exam.

If the written component of the qualifying examination is not completed successfully, as defined by the student's department⁵ in the first administration of the exam, it may be repeated only once. A second examination may not be held until at least four months has elapsed, but must be held within one calendar year following the first examination. The second written examination will be considered final. If the student fails the second written examination, he or she is dismissed from the program.

The oral exam is taken within 60 days after the written exams have been completed and is administered by the examining committee. A student must pass the written exam in order to take the oral exam. The oral exam lasts no more than three hours. Faculty may reexamine the student on material from his/her coursework, or ask questions testing the ability to think creatively, critically, or how to plan and conduct research in the course area.

The examining committee will select one of its members to serve as the graduate examiner. The results of the oral qualifying examination are to be communicated to the Graduate School via the *Report on Doctor of Philosophy Oral Qualifying Examination* form.

⁵ Each department decides how many questions a student must pass to determine if the student has passed the written component of the qualifying examination.

If the graduate examiner certifies that the applicant has not passed the oral examination, the

committee must make specific recommendations as to admitting the applicant to a second examination and specify any additional work that should be completed prior to such an examination. A second examination may not be held until at least four months has elapsed, but must be held within one calendar year following the first examination. When possible, the same examining committee should preside over both examinations. The second oral examination will be considered final. If the student fails the second oral examination, he or she is dismissed from the program.

Dissertation Committee

In order to petition the Graduate School for doctoral candidacy status, the student must form a dissertation committee. The committee must be formed within a month of successfully completing the qualifying exams. Dissertation committee membership consists of at least three Ilitch Business School faculty and one member from outside the Ilitch School of Business. If there are co-chairs, the committee must consist of five members. At least one member, in addition to the chair, must hold a Graduate Faculty appointment. The committee membership should be selected based on the proposed dissertation research. The dissertation committee must read, approve, and sign the manuscript. Such approval includes all academic and professional evaluations and judgments as to originality, accuracy, significance, methodology, conclusions, and correctness of style.

Petition for Candidacy

A *Petition for Doctoral Candidacy* form must be completed by the student and signed by the members of the dissertation committee. These signatures indicate the willingness of the committee members to oversee the dissertation and allow the Graduate School to confirm eligibility. In order to be eligible for candidacy, the student must have:

- Completed at least 50 credits of coursework;
- Successfully completed the qualifying examinations; and
- Submitted an approved *Plan of Work* to the Graduate School.

After earning candidacy status, the student may register for BA999x credits (9991, 9992, 9993, 9994), which are commonly called “dissertation credits.”

Dissertation Committee Meetings and Evaluations

Following the *Petition for Doctoral Candidacy*, each doctoral student is required to meet at least annually with his or her dissertation committee. The student should meet regularly with the dissertation advisor. The dissertation committee should discuss the student's progress in his/her dissertation research and report this information through the *Annual Progress Report* form.

Dissertation Proposal Defense

The student must have filed the *Plan of Work* and the *Petition for Doctoral Candidacy* with the Graduate School before defending the dissertation proposal. The dissertation committee administers the dissertation proposal defense.

The proposal should be completed in close consultation with the student's dissertation advisor. The defense will consist of an oral presentation of the proposed research, followed by a period of questions regarding the proposal. The proposal should be submitted to the dissertation committee at least two weeks before the planned defense. After the dissertation proposal has been successfully defended, changes to the dissertation plan that are agreed upon by the committee should be noted in the student's file.

Doctoral Dissertation: Prospectus (Dissertation Proposal) and Record of Approval

The *Doctoral Dissertation: Prospectus and Record of Approval* form must be completed and submitted to the Graduate School following successful completion of the proposal defense. The topic of the doctoral dissertation requires final approval from the Dean of the Graduate School or his/her designee. All doctoral candidates will be required to submit a *Conflict of Interest* Form in concurrence with the *Prospectus and Record of Approval* Form. The candidate and each member of the dissertation committee must disclose any potential conflicts before signing the form. Given the length of time required in the dissertation process, students will be required to resubmit the Conflict of Interest Form prior to the dissertation defense.

Dissertation General Information

The dissertation requirements are satisfied through the completion of 30 credits of BA999x in the course of developing and conducting an independent research project. A grade of Y will be supplied for all dissertation credits earned until the time at which the defense is successfully completed. At that time, all grades will be converted to S (Satisfactory). A student cannot register for dissertation credits until he/she has been approved for candidacy after filing a *Petition for Candidacy*. Students must complete four consecutive semesters of BA 999x (9991, 9992, 9993, and 9994). The Spring/Summer semester may or may not be counted towards the definition of consecutive semesters, at the student's discretion. Only under unusual circumstances and with the approval of the department PhD advisor, the Ilitch School PhD director, and the Dean of the Ilitch School of Business, is it possible for students to register for more than one of these courses in the same semester. Registration for all dissertation credits must be done through the Graduate School's PhD office. A student may contact the Graduate School's PhD office by phone (313-577-2171) or in person. Once 30 credits of BA999x are completed, students may register for BA9995 (Doctoral Candidacy Maintenance) at a reduced tuition rate.

Candidates are instructed to closely follow the Graduate School regulations governing the format of the dissertation. Students should obtain a copy of the *WSU Guide for Preparing Theses and Dissertations* from the Graduate School (<http://wayne.edu/gradschool/phd/format/>). These guides are updated regularly, and students should make sure that they have the most recent version. The Ph.D. office staff is available to assist advisors and students who have format questions or problems. The final draft of the manuscript should be submitted to the Graduate School for format check at least two weeks prior to the defense date. The dissertation format and appearance must be acceptable to the Graduate School before the public lecture presentation-defense shall be authorized.

Students should obtain the deadline dates for graduation requirements from the Graduate School's Ph.D. office website. These should be reconfirmed during the semester in which the dissertation defense is planned.

Dissertation Defense

The dissertation manuscript must be submitted to all committee members at least four weeks prior to the planned defense date. When all members of the committee have tentatively approved the dissertation, the candidate prepares the *Final Report* form. After all committee members have signed it, indicating approval of the content of the dissertation for a public lecture presentation defense, the candidate brings the form to the Graduate School at least two

weeks in advance of the defense date for processing. Typically, the dissertation chair will serve as the examiner for the dissertation defense. The student or the dissertation committee may request the Graduate School to provide an examiner other than the dissertation chair.

The department Ph.D. advisor should confirm arrangements for the lecture presentation defense via written notice to the Graduate School. If arrangements must be changed, the Ph.D. director or advisor should notify the Graduate School, the doctoral candidate, the committee members, and (if applicable) the graduate examiner.

The lecture presentation defense is conducted by the doctoral candidate's committee and is presided over by the dissertation advisor or the graduate examiner. The final lecture must be publicized to the entire academic community in advance by the Ilitch School of Business. Upon receipt of the Announcement to the public from the student and/or the dissertation advisor, the School Ph. D. Director publicizes the defense to the public. In this lecture, the student shall formally present the methodology, research, and results of his/her investigation. Following the formal presentation and an open discussion period, a closed examination will be held on any subjects deemed relevant by the dissertation committee. Finally, a closed-door session of the committee will be held to determine whether or not the student has passed the dissertation defense. If the student has not passed the defense, recommendations to correct the problem must be made within 2 business days.

Following successful completion of the defense, the *Final Defense* form must be signed again by all committee members and submitted, along with the graduate examiner's report, to the Graduate School as well as to the school Ph. D. program director.

In addition, the student must complete the following within ten calendar days:

Deposit with the Ph.D. office of the Graduate School one copy of the title page.

Pay optional binding and copyrighting fees.

Complete the following at the links provided on the Ph.D office website

<http://gradschool.wayne.edu/phd-info/deadlines.php>

- a. Survey of Earned Doctorates
- b. Online Exit Survey
- c. Dissertation Title and List of Previous Degrees, and

Submit the permissions form to permanently archive and disseminate the published dissertation with the WSU Libraries http://www.lib.wayne.edu/forms/etd_permissions.php

Graduate Application for the Degree

In order to be certified for graduation, a *Graduate Application for Degree* form must be submitted to the Records Office by the first day of classes of the semester in which a student plans to graduate. The form must be completed online via the student's WSU Pipeline account. Applications are not complete until the graduation fee is paid. Students

can pay online when they submit their application or can have the fee added to their tuition bill for that term.

FOR FURTHER INFORMATION ON ALL THESE TOPICS, REFER TO THE GRADUATE SCHOOL WEBSITE: <http://wayne.edu/gradschool/> or contact the Ilitch School PhD Program Director.

CONGRATULATIONS and GOOD LUCK!