

PROGRAM PHILOSOPHY

The Doctor of Philosophy Degree represents the highest achievement in scholarship at the University of Missouri. The Ph.D. Programs in Accountancy and in Business Administration are designed to prepare students for roles as effective university researchers and teachers, and for senior research positions in business or government. They are full-time programs designed to bring Ph.D. graduates to the leading edge of knowledge in their chosen areas of concentration.

The objective of both the Ph.D. in Accountancy and in Business Administration is to train Ph.D. candidates to become proficient researchers and teachers. These objectives are achieved through a combination of course work, research, teaching and enrichment experiences. These activities and experiences should develop within students a set of values that are central to the pursuit of scholarship, e.g., intellectual curiosity, high ethical standards, self-motivation, and individual and collaborative work ethics.

PROGRAM STRUCTURE*

The Ph.D. in Business Administration and in Accountancy are full-time programs. The programs require a minimum of 72 credit hours of graduate work beyond the baccalaureate degree. Students entering the program will have completed their baccalaureate degree and, although it is not required, typically will have completed a master's degree. The program is designed to be completed in four years for students entering with a master's degree.

The major elements of the program are described below. Refer to the MU Graduate School Catalog for the official policies of the MU Graduate School regarding the doctoral degree. The doctoral degree section from the MU Graduate School Catalog is reproduced in Appendix 1 of this handbook. A checklist of activities typically undertaken by Ph.D. students is contained in Appendix 2 and the Ph.D. in Business Administration and Accountancy curriculum requirements are reproduced in Appendix 3. MU Graduate School forms (see Appendix 5) should be completed and signed by the student's advisor and committee and returned to 407 Cornell Hall (business administration students) or 303 Cornell Hall (accountancy students).

ADVISING AND MENTORING

Students should select a faculty advisor from their major department as early as possible. The advisor is selected, by mutual consent, from the doctoral faculty of the school. Prior to the selection of an advisor, the Ph.D. Coordinator of the department of the student's concentration will serve as advisor. (*A list of college faculty is reported in Appendix 4*).

Unit Ph.D. Coordinator

Each unit with a Ph.D. program designates a faculty member to serve as Ph.D. Coordinator for that unit. The coordinator acts as an advocate for and an advisor to Ph.D. students. Coordinator duties typically include:

- Serve as unit contact with Director of Graduate Studies
- Serve as representative of unit to prospective Ph.D. students
- Coordinate Ph.D. student recruiting and admissions for unit
- Serve as advisor for Ph.D. students prior to the selection of a doctoral program committee chair
- Supervise the seminar experience
- Participate in making Ph.D. student teaching/research assignments
- Coordinate annual Ph.D. student evaluations
- Serve on the Ph.D. Policy Committee

Faculty Mentors/Advisors

Faculty mentors/advisors assist the student's transition into the Ph.D. program by providing advice, guidance, and assistance in addressing questions or problems students may experience during their doctoral training. The department Ph.D. program coordinator will serve as the faculty advisor until an advisor is mutually agreed upon by the student and advisor. Students are encouraged to develop a program of study during the first semester and to choose a program committee chair who will then serve as a faculty advisor/mentor. Similarly, the dissertation chair, who may or may not be the same person as the initial program committee chair, will serve as a student's mentor/advisor after the student has completed comprehensive examinations. To obtain a wider range of perspectives, students are encouraged to seek advice and guidance from other faculty in addition to their primary mentor/advisor.

Doctoral Program Committee

The student, in conjunction with the advisor, will select faculty members to serve on the doctoral program committee. The doctoral committee shall be composed of a minimum of four members of the MU graduate faculty which will include at least three members from the student's doctoral degree program and an outside member from a different MU program. At least two of the doctoral committee members must be MU doctoral faculty. Additional committee members with specialized expertise who do not meet the criteria for graduate faculty or doctoral faculty may serve on a doctoral committee as a fifth or sixth member, with special permission of the vice provost/dean of Graduate Studies. By the end of the first year of doctoral work, the student should file a formal application for the degree of Doctor of Philosophy and request the appointment of a doctoral program committee (See form D-1 in Appendix 5). All members of the doctoral program committee will be involved and actively participate in the varied activities of the graduate student at all stages of the

student's development. The composition of this committee can be changed as circumstances warrant and when this occurs, the student must complete a Change of Committee form.

* *This section is based on MU Graduate School's [Catalog](#) and the Trulaske College of Business, Business Administration and School of Accountancy Ph.D. Program Descriptions.*

REQUIREMENTS

Plan of Study

The student, in conjunction with the advisor and doctoral program committee, prepares a plan of study, which lists all the courses and credits to be earned in the completion of doctoral degree requirements. The Ph.D. program of study must include the following:

- Fifteen hours of business core course work to acquaint the student with the functional areas of business. These courses can be waived if the student has satisfactorily completed equivalent course work.
- An in-depth major concentration in the area consisting of, for business administration students, a minimum of 15 hours of 8000/9000-level courses in Finance, Management, or Marketing and for accountancy students a minimum of 12 hours in Accountancy.
- Business requires two support areas of at least nine hours each, one of which must be taken outside the School of Business, or one support area of at least 12 hours. Accountancy requires 15 hours of supporting course work. These supporting areas offer the student considerable latitude in identifying a course of study that can be tailored to the individual's interests and goals. If two support areas are selected, the student must also satisfy a 12-hour analytical tool requirement; if one support area is selected, the student must also satisfy an 18-hour analytical tool requirement.
- Collateral requirements emphasizing analytical tools (proficiency in a foreign language does not fulfill the collateral requirements). This is a research methods and analysis sequence of at least 12 - 18 hours, including appropriate courses in economics, mathematics, psychology, sociology, statistics or other areas deemed appropriate by the doctoral program committee.
- An ongoing seminar experience (each semester until successful completion of comprehensive examinations) that acquaints the student with the current literature and research in his/her major area of interest. This seminar is in addition to other seminars offered departmentally (4 hours minimum).
- Dissertation (minimum 12 hours of 9090 credit in Business Administration; a minimum of 14 hours of 9090 credit in Accountancy).

The requirements listed above are independent of one another; courses taken to satisfy one requirement may not be used to satisfy any other requirement. Graduate work taken prior to admission to the Ph.D. program may be used to satisfy these requirements if deemed appropriate by the student's doctoral program committee. [Appendix 3](#) has specific details about individual programs, and a sample Program of Study is included with the D-2 form in [Appendix 5](#). Once the D-2 and Program of Study have been submitted to MU Graduate School, any changes must be made by completing a Course Substitution form. **Unit requirements may be stricter than those of MU Graduate School - if you have specific questions about a policy in your unit, please consult your unit Ph.D. Coordinator or advisor.**

Residency Requirement

In compliance with University regulations, the doctor of philosophy degree requires the completion of 72 semester hours of graduate work beyond the baccalaureate degree. Within the credit-hour requirement is the residency requirement. To satisfy the residency requirement, a student must complete at least two 9-hour semesters or three 6-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be MU courses approved for graduate credit and approved by the student's doctoral program committee. Correspondence and off-campus courses may not be counted toward the residency requirement. This program is designed for full-time students and requires a minimum 4-year on-campus commitment. The nature of the Ph.D. degree is such that students are expected to commit to a full four years in residence at MU.

EVALUATION COMPONENTS

Annual Review of Progress toward Degree

To better monitor the progress of Ph.D. students and to provide specific assistance, an annual review is performed. Guidelines for this review/evaluation are as follows:

- All Ph.D. students, both on and off campus, will be evaluated annually.
- A minimum of one evaluation of each student will be performed at the end of each Spring Semester. More frequent evaluations may be conducted at the discretion of the student's program committee.
- The evaluation will be coordinated by the chair of the student's doctoral program committee. If a chair has not been appointed, the unit Ph.D. program coordinator will oversee the evaluation; and if the unit has no coordinator, the unit chair will assume the responsibility. Participating in the review are the members of the program committee and others who may be working with the student, e.g., supervisor of the student's TA or RA assignments, or course instructors.
- During April of each year, the Graduate School will notify Ph.D. students and committee chairs that annual evaluations are due in June. Each department will follow their evaluation procedures, which will include evaluations of teaching and research effectiveness.
- The specific procedure employed is up to the individual coordinating the evaluation, but it is suggested that broad input be obtained from faculty in a position to evaluate the student. Further, the procedure should include feedback provided to the student and a written evaluation signed by both the evaluator and the student.
- The student will be apprised of his/her progress, including feedback from coursework taken, teaching evaluations, and/or research assistantship evaluations. Plans will be developed to assist the student in areas in which he/she may need assistance.
- The written evaluation should be submitted to the appropriate College Graduate Studies Office by June 15, and will be placed in the student's academic file. Copies should be provided to the student, the unit Ph.D. program coordinator, and the unit chair/director.

Probation/Dismissal

Students may be placed on probation for poor grades (e.g., semester GPA below 3.0) or unsatisfactory progress toward degree. Students on probation typically lose financial support. Students failing to satisfy conditions for removal of probation will be dismissed. Trulaske College of Business policies on probation and dismissal are reported in [Appendix 8](#).

Ethical Standards

All doctoral students are expected to maintain the highest ethical and professional standards. Students should become familiar with the University's rules and regulations governing student conduct and with the ethical conduct codes of the major professional organizations in their discipline.

Qualifying Examination

To be officially admitted to the Ph.D. program, students must pass a qualifying examination or satisfy a qualifying requirement. Students typically will complete their qualifying examination by the end of their first year in residence. The form and format of this examination varies by department. (See form D-1 in [Appendix 5](#).)

Comprehensive Examination

The student's doctoral program committee determines the student's readiness to undertake the comprehensive examination. Typically, this will occur after completion of the coursework specified on the plan of study. The student must be enrolled to take this examination. It is to be administered only when MU is officially in session. The comprehensive examination consists of written and oral sections. Both sections must be completed within one month of each other, and at least seven months before a final dissertation defense. Successful completion of the comprehensive examination requires that the student's doctoral program committee vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, carrying the signatures of all members of the committee, must be sent to College Graduate Studies Office and the student no later than two weeks after the comprehensive examination is taken. A failure of either the written or oral section of the exam constitutes failure of the comprehensive exam. If a failure is reported, the committee also must include in the report an outline of the weaknesses or deficiencies of the student's work. The student and the committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination. If at any time the student believes that the advice given by the committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to MU Graduate School as well. The committee must respond to this request in writing within two weeks with a copy to Mu Graduate School. A student who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass two successive comprehensive examinations automatically prevents candidacy. (See form D-3 in [Appendix 5](#).)

The written section of the comprehensive examination is normally prepared by the unit Ph.D. coordinator in conjunction with the student's doctoral program committee. The oral section is administered by the doctoral program committee, who normally invites the participation of other regular faculty members. **All students must complete and defend their dissertation within five years from the date of satisfactory completion of the comprehensive examination.**

Dissertation Proposal and Defense of Proposal

The doctoral dissertation is written on a subject approved by the candidate's doctoral program committee, must contain results of original and significant investigation, and must be the candidate's own work. In preparation for the dissertation research, the student prepares a dissertation proposal. The format of the proposal may vary and is determined by the student's doctoral program committee. The doctoral program committee normally

requests that the dissertation proposal be defended before the committee, and the committee may invite other faculty to participate. The committee may also invite other doctoral students to observe the proposal defense. Upon approval of the dissertation proposal by the committee, the student may proceed with the research and the final written report in the form of a dissertation. The College of Business “Acceptance of Dissertation Proposal” form (included in [Appendix 5](#)) is used to confirm the committee’s approval. This form should be submitted to the Ph.D. Student Support Specialist (currently Brenden Holmes) in 407B Cornell Hall.

Dissertation Defense

Upon completion of the dissertation research, three members of the doctoral program committee (the dissertation supervisor, a second reader from the student’s major department, and an outside member of the committee) review the dissertation and certify its readiness for defense. All members of the doctoral program committee participate in the final dissertation examination, which is open to the general faculty. The committee may also invite other doctoral students to observe the dissertation defense. The defense must be administered when the University is officially in session, and the candidate must be enrolled to defend the dissertation. When the committee is satisfied with the content and format of the dissertation, the D-4 form is signed by committee members and the Director of Graduate Studies signifying that the candidate has been examined by the committee with the indicated results. This form should be submitted to the Ph.D. Student Support Specialist (currently Brenden Holmes) in 407B Cornell Hall to obtain signature from the Director of Graduate Studies and for routing to the MU Graduate School.

RESEARCH AND TEACHING RESPONSIBILITIES

In addition to course work responsibilities, Ph.D. candidates have the responsibility to develop as effective teachers and researchers. The Ph.D. is specifically designed to provide students with meaningful experiences in both areas.

Research

A primary objective of the Ph.D. program is to train candidates to become proficient researchers. Through course work and other activities, students develop skills in various areas such as literature review and critique, theoretical modeling, research design, computer assisted empirical analysis, and preparation of proposals and research papers. Students are encouraged and supported to engage in research activities in collaboration with faculty, other students, and independently. Additionally, as part of the assistantship assignments students are assigned as research assistants to faculty members. Typically, a student will be assigned as a research assistant for four semesters. All research involving human subjects requires approval by the campus Institutional Review Board. (See [Appendix 6](#) for a statement of the University's policy for human subjects.)

Teaching Overview

Another important objective of the Ph.D. program is to provide candidates with the opportunity to develop classroom instructional skills. To achieve this objective, students participate in several activities. All students are assigned undergraduate teaching responsibilities while in the doctoral program. Usually, this will include four semesters of direct classroom experience. Typically, candidates will have responsibility for planning, conducting, and administering one section per semester of an undergraduate course. In preparation for the teaching experience, Ph.D. students are encouraged to visit classes to observe teaching methods; interact with faculty to become familiar with course material and presentation; and attend various teaching activities sponsored by their department, the College, and the University. All students participate in the university-wide teacher orientation program and in departmental teaching mentor programs. A special University program is required for international students for whom English is a second language. Additionally, the departments periodically offer teaching seminars directed toward increasing the candidate's teaching knowledge and proficiency.

College Policy

The following are College policies related to the teaching component of the Ph.D. program.

- Ph.D. students are typically assigned teaching responsibilities for two of the four years in which they are supported financially by the College.
- Consistent with University policy, international Ph.D. students are not given in-class assignments during their first semester on the MU campus.
- Prior to their first semester in the classroom, all Ph.D. students are required to attend the Graduate Assistant Teaching Orientation (GATO) conducted by the University of Missouri International Teaching Assistant Program (ITAP).
- New international Ph.D. students are required to take an English proficiency examination during their first semester and to take appropriate steps to increase their English proficiency so as to achieve a mid-level rating (2 on the MU scale) by the end of their first year. They are also required to achieve a level sufficient to allow independent teaching as a graduate instructor by the end of the second year of their program (4 on the MU scale). Failure to comply with these requirements may preclude funding beyond the first or second year as appropriate.
- All Ph.D. students are required to attend departmental seminars on teaching and participate in departmental teaching mentor programs as arranged by the college and/or the student's department/school.

University Regulations

Ph.D. students serving as teaching assistants and instructors should be familiar with the rights and responsibilities of the University and students. University Policies are updated each academic year and can be found online at <https://accountability.missouri.edu/university-policies/>.

Further elaboration on these or other issues may be highlighted in the individual unit sections of this handbook or supplemental materials may be provided by the units. If you have specific questions, please contact your coordinator.

EDUCATIONAL ENRICHMENT AND SOCIALIZATION ACTIVITIES

Several elements of the Ph.D. program have been designed to enrich students' learning experiences, to increase their understanding of the professional demands of academic careers, and to expose them to a variety of research styles and topics. These objectives are addressed beginning with the initial orientation to the Ph.D. program and continuing with on-going seminar/discussion series, teaching experiences, faculty mentors, research involvement, and participation in professional activities.

Orientation

Each August, just prior to the beginning of the fall semester, the college holds its annual Ph.D. Orientation. The purpose of this orientation is to introduce new Ph.D. students to the program, explain the nature of the Ph.D. program, discuss the issues of scholarship, foster interest and exchange among students, and promote

Ph.D. student socialization. In addition to the college orientation, new Ph.D. students will meet with their respective program coordinator and/or department chair to discuss issues unique to their department. Students also are required to attend a Teaching Assistants and Graduate Instructors Orientation conducted by MU Graduate School before their first semester of classroom teaching. International Students are **required** to attend the Orientation for New International Teaching Assistants (ONITA) sponsored by the International Teaching Assistant Program (ITAP) program before their first semester of classroom teaching (this is a university-wide orientation).

Seminar/Discussion Series

Each unit conducts an on-going seminar/discussion series that covers a variety of topics of interest to doctoral students. Although the format of these series varies across departments, in general, they involve some or all of the following activities: informal discussions of recent research articles, research and publishing strategies, professional development, student and faculty research presentations, and visiting scholar presentations. Participation in the seminar/discussion series is considered an integral part of doctoral training.

Other Professional Activities

Ph.D. students are strongly encouraged to join national professional academic organizations in their respective disciplines during their first year. In addition, Ph.D. students are strongly encouraged to attend national and major regional conferences to further their professional development. Students are encouraged to present papers at these conferences. Limited university, college, and departmental travel funds are available to support these activities. Please discuss the availability of funds with your Ph.D. coordinator, advisor, or department chair.

GENERAL POLICIES AND INFORMATION

Length of Program

It is expected that it will take four years after a master's degree to complete the Ph.D. This typically will include two-plus years of course work, one year to complete comprehensive examinations and prepare the dissertation proposal, and a final year for executing and writing the dissertation research. Under typical circumstances students are funded for four years contingent upon satisfactory performance in course work, assistantship duties, and program participation. Funding in for a fifth year in the program is contingent upon availability of funds and satisfactory student progress toward program completion.

According to Graduate School policy, a doctoral student will have no more than five years after passing the comprehensive examination to complete the doctoral degree. On petition of the candidate and the candidate's department, an extension of this time limit may be granted by MU Graduate School.

Student Medical Insurance

The University of Missouri currently offers accident and sickness insurance to support the health care needs of graduate students. Students must currently re-enroll each semester for on-going coverage. Graduate students in a qualifying graduate research or teaching assistantship may be eligible for a medical insurance subsidy as available per MU rules. If a graduate student meets the eligibility requirements, he/she will receive a subsidy to help offset the cost of the premiums associated with the insurance policy.

The basic requirements for eligibility, frequently asked questions, and enrollment forms for the subsidy program are available on the MU web site at the following link:

<https://gradstudies.missouri.edu/funding/student-medical-insurance/>

For questions about the insurance policy and specific areas of coverage, contact insurance representatives at the Student Health Center at 573-882-9107. For questions about how to enroll or the subsidy program, contact Karen Gruen with the MU Graduate School at GruenK@Missouri.edu or 573-884-2326.

Workload and Funding Policy

Research and teaching experiences are integral parts of the education and training of Ph.D. students. Ph.D. students should spend significant time developing both teaching and research capacities. Under normal circumstances, Ph.D. students should receive a standard half-time (.50) assistantship (20 hours per week) and spend an equal number of semesters as research and teaching assistants in their respective fields.

Funding of Ph.D. students can be guaranteed only one year at a time. However, students making normal progress and who are otherwise in good standing can expect academic year funding for four years.

Ph.D. students with half-time appointments receive equal compensation for teaching and research assignments. A half-time research assistant is usually assigned to one or two research-active faculty in the student's field of study for 20 hours a week total. Half-time teaching assistantship duties vary by unit, but the following are assignment types are possibilities:

- Complete responsibility for one section of a 3-credit-hour junior, senior, or masters' core course or field elective (approximately 25-50 students).
- Two sections (3 credit hours each) of a freshman/sophomore class (e.g., ACCY 2036), nonbusiness elective (e.g., FIN 1000), or similar course (approximately 40-60 students) where course organization, administration, and testing are not the primary responsibility of the Ph.D. student instructor.
- Course coordination for a mass lecture course (e.g. FIN 3000).

Summer teaching and research assistantships and summer research grants are available. The stipend and assignment policies for Ph.D. graduate assistants are reproduced in [Appendix 7](#).

Financial Support

A number of university, college and department sources provide financial support for Ph.D. students. The types of support available include:

- Teaching/Research Assistantship - Nine-month teaching/research assistantship requiring approximately 20 hours per week paid at the University rate. Typically, students on assistantship are eligible for fee remission, i.e., waiver of the resident educational fee and the non-resident tuition, if applicable. Students also receive waivers for the College of Business Supplemental Course Fee, and School of Accountancy fees should be waived as well.
- The Trulaske College of Business Scholarship Fund and the H.R. and Alberta B. Ponder Scholarship Fund provide scholarships to Ph.D. candidates who show high potential.
- Strategic Priority Fund Scholarships
- Summer Support – Various opportunities for summer support exist. Qualified students may be given the opportunity to teach one summer school course with compensation rates of \$4,500. Qualifications for summer instruction include completion of at least one semester of course work, satisfactory performance on any prior teaching responsibilities, acceptable progress toward the degree, and

completion of English language proficiency skills required by the university of international students. The College and home departments may also provide summer RA's or Summer Research fellowships.

- University Support - Various forms of financial support are available through the MU Graduate School. These include:
 - Dissertation Research Travel Fellowships - used to defray transportation expenses associated with dissertation-oriented travel. Awards are not to exceed \$400.
 - Professional Presentation Scholarships - used to defray transportation expenses associated with travel to professional meetings. Priority is given to ABD students on the program as invited presenters. Consideration is given to request from ABD students who make presentations that are other than invited presentations. Information and applications are available at the MU Graduate School, 210 Jesse Hall or on their website.
- College Support Funds - To enhance your professional development, the College will provide departments with \$1,500 per year, per student, to facilitate Ph.D. travel to professional meetings and to conduct research. These funds are available to departments to support doctoral students in good standing and should be accessed through your departmental office with the approval of your department chair. These funds are available only during the first four years of doctoral study to students in good standing. Funds may be used to cover expenses such as data collection, purchase, or lease; travel to professional conferences to present research or interview for faculty positions; and travel to doctoral consortia. Requests for funding should be consistent with college policy, made prior to incurring the expense, and be approved in advance by the student's academic unit. As per University policy, tangible goods purchased with these funds are the property of the University so once the student leaves the program or graduates, such property should be returned to the department for appropriate action (surplus or redistribution).
- Departmental Support Funds - Students can apply to their department for funding to defray travel and research-related expenses (department chair decisions can vary across department based upon available resources and student progress).

APPENDIX 1: MU GRADUATE SCHOOL ACADEMIC PROCESS FOR DOCTORAL STUDENTS

Doctoral Degrees

MU Graduate School grants two types of doctoral degrees - the doctor of philosophy and the doctor of education. To obtain a doctoral degree, a student must follow the general regulations of MU Graduate School as well as any special requirements of the department or area program. It is the student's responsibility to make sure all regulations are adhered to and all requirements are satisfied.

Choose an Advisor

The student selects an advisor or co-advisors, by mutual consent, from doctoral faculty members who are dissertation supervisors in the department or area program in which the major work is planned. When the graduate student's home academic program is the involved academic program for a jointly appointed faculty member, the person may serve as chair/advisor with the approval of the director of graduate studies from the student's home academic program. In the event that an advisor retires or leaves MU, they may continue to serve as a student's advisor unless there is written academic program policy prohibiting such an arrangement. If the program allows a faculty member who has left MU to serve, a co-advisor should also be identified so that there is a faculty member at MU to provide further support to the student. If an advisor is unable or unwilling to continue to serve, the academic program, with the leadership of the director of graduate studies, will assist to ensure that a replacement is found.

Choose a Doctoral Program Committee

Every student must form a faculty committee to oversee the process of dissertation completion. All members of the doctoral program committee participate actively in the activities of the doctoral student at all stages of the student's career at MU, except the qualifying examination.

The doctoral committee is composed of a minimum of four members of MU graduate faculty. The committee must include at least three members from the student's academic program and one outside member from a different academic program at MU. At least two of the doctoral committee members, including the student's advisor, must be MU doctoral faculty. For the Trulaske College of Business, Finance, Management and Marketing are all considered one academic program and members within these areas cannot serve as outside committee members for each other.

To determine whether a faculty member has graduate faculty or doctoral faculty status, refer to the list of faculty in each academic program in the University catalog.

Submit a Plan of Study.

The doctoral program committee provides academic program approval of the student's plan of study, a list of the courses and the credit to be earned in each of them, which will, when completed:

- Prepare the student for research or scholarly investigation in the chosen field of study.
- Satisfy the credit-hour and residency requirement of the academic program.
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area program.
- Satisfy MU Graduate School requirement for a minimum of 15 hours of course work at the 8000/9000 level (exclusive of research, problems and independent study experiences).

As part of the plan of study, the committee also recommends to the Associate Vice Chancellor for Graduate Studies any request for transfer of graduate credit.

The student must substantially complete the course work outlined in the plan of study to the satisfaction of the doctoral program committee and MU Graduate School before being declared ready for the comprehensive examination.

Changes to the Plan of Study should be submitted on the Plan of Study Course Substitution form.

Comprehensive Examination

The student must be enrolled to take this examination. **It is to be administered only when MU is officially in session.**

The comprehensive examination is the most advanced posed by MU. It consists of written and oral sections. It must be completed at least seven months before the final defense of the dissertation. The two sections of the examination must be completed within one month. The written section or sections of the examination may be conducted in one or both of the following two ways: (a) The written sections may be arranged and supervised by the major advisor, in which case questions are prepared and graded by the doctoral program committee; or (b) the major advisor may delegate responsibility for arranging, preparing, supervising and grading the written sections of the examination to one or more departmental/program committees appointed for this purpose.

For the comprehensive examination to be successfully completed, the doctoral program committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, carrying the signatures of all members of the committee, must be sent to the College Graduate Studies and the student no later than two weeks after the comprehensive examination is completed. A failure of either the written or oral section of the exam constitutes failure of the comprehensive exam. If a failure is reported, the committee also must include in the report an outline of the general weaknesses or deficiencies of the student's work. The student and the committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination. If at any time the student believes that the advice given by the committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to College Graduate Studies as well. The committee must respond to this request in writing within two weeks and a copy must be filed with College Graduate Studies.

The student who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass two comprehensive examinations automatically prevents candidacy.

Dissertation

The dissertation must be written on a subject approved by the candidate's doctoral program committee, must embody the results of original and significant investigation and must be the candidate's own work. Every candidate should review the ["Guidelines for Preparing Theses and Dissertations"](#) from MU Graduate School and should consult their advisor and home department faculty.

All dissertation defenses shall be open to the general faculty. Academic programs are encouraged to announce dissertation defense dates to academic program colleagues. The candidate must be enrolled to defend the dissertation, which can only be defended when MU is officially in session. A report of the examination, carrying the signatures of all members of the committee, is sent to MU Graduate School before the deadline preceding the anticipated date of graduation. For the dissertation to be successfully

defended, the student's doctoral committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote.

The final copy of the dissertation must be submitted to MU Graduate School as a PDF file online or on a CD hand delivered. Specific instructions are provided in the "[Guidelines for Preparing Theses and Dissertations.](#)" The archive of previously submitted electronic theses and dissertations is available at MO Space which can be located at this link: <https://mospace.umsystem.edu/xmlui/handle/10355/3986>

D – Forms

By the end of the second semester of study at MU, a student should begin submitting degree program forms which will aid the academic program and MU Graduate School in tracking the student's progress toward degree completion. These forms include the following:

D-1 form - Verifies the qualifying process and confirms the student's advisor and doctoral committee. This form must be submitted to College Graduate Studies by the end of the student's second semester.

D-2 form - Presents the course work to be included in the student's program of study. This form must be submitted to College Graduate Studies by the end of the student's second term of enrollment.

D-3 form - Records the official results of the doctoral comprehensive examination. This form must be filed with College Graduate Studies within 30 days of completing the comprehensive examination.

D-4 form - Reports the official results of the dissertation defense. This form must be filed within 30 days of completing the defense.

Qualifying Examination/Process

To be officially admitted to the Ph.D. program, the student must pass a qualifying examination/process. Any department or area program may limit the number of times this examination/process may be attempted.

Credit-hour Requirement

MU requires a minimum of 72 semester hours beyond the baccalaureate degree for the Ph.D. and Ed.D. degrees. The student's doctoral program committee must approve all course work used to satisfy the credit-hour requirement and may require additional course work beyond these minimums.

Transfer of Credit

The doctoral committee may recommend up to 30 hours of post-baccalaureate graduate credit from an accredited university be transferred toward the total hours required for the doctoral degree. It is the responsibility of the doctoral committee to determine the appropriateness of coursework for transfer credit. All requests for exceptions to this policy must be approved by the Associate Dean of Graduate Studies. This policy applies to all current students after 2006.

The committee may recommend that courses taken through MU's Extension division be counted toward the credit hour requirement. Extension or correspondence course work from institutions other than MU may not be used to meet the total hours required for the doctoral degree.

Time Limits on Transfer Credits

All courses to be applied to the plan of study must be completed within 8 years of filing the plan.

Credit for Minor Study

As is true for the master's degree, the doctoral program may include designated or nondesignated minors if these minors are approved by the appropriate faculty members and administrators. For more information, see the [description of minor study](#).

Residency Requirement

The faculty of each graduate program determines its own residency requirements for the doctoral and master's degrees, subject to initial review by the Graduate Faculty Senate. Consult your academic program for specific residency requirements.

For academic programs that choose to maintain the traditional regulation concerning residency for doctoral students, the following applies: A doctoral student must complete at least two nine-hour semesters or three six-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be approved by the student's doctoral program committee.

Reasonable Rate of Progress

Reasonable rate of progress is governed by both the campus-wide policies of Graduate Studies listed below as well as academic program regulations which may be more restrictive. Failure to satisfy Graduate Studies' rate of progress policies leading to dismissal are handled by the Request for Extension process and the decision of the Vice Provost for Advanced Studies and Dean of Graduate Studies in these matters is binding. Dismissals arising from violation of academic program policies may be appealed using the Appeals Process outlined below. Students should refer to the section on [Dismissal Policy, Extension Requests and Appeals Process for Graduate Students](#) for additional details. ([Appendix 10](#) also).

There are three Graduate School policies in effect for reasonable rate of progress for doctoral students. To determine which is applicable to a particular student, see the policies below:

- Effective fall semester 2000, a Ph.D. student must successfully complete the comprehensive examination within a period of five years beginning with the first semester of enrollment as a Ph.D. student. Individual departments or area programs may stipulate a shorter time period. For an extension of this time the student must petition Graduate Studies by submitting a request to the advisor who, in turn, submits a written recommendation to Graduate Studies which has been endorsed by the department or area program director of graduate studies. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination. On petition of the candidate and the candidate's academic program, an extension of time may be granted by Graduate Studies. Academic programs specifically reserve the right to re-certify currency in the discipline. All requests for extensions should be endorsed by the academic program's director of graduate studies and accompanied by a description of the process whereby currency in the discipline is certified, if required by the academic program.
- On petition of the candidate and the candidate's academic program, an extension of this time limit may be granted by Graduate Studies. Academic programs specifically reserve the right to re-certify currency in the discipline. All requests for extensions should be endorsed by the academic program's director of graduate studies and accompanied by a description of the process whereby currency in the discipline is certified, if required by the academic program.
- Any candidate requiring additional time must submit a request for an extension. On petition of the candidate and the candidate's academic program, an extension of time may be granted by Graduate Studies. Academic programs specifically reserve the right to re-certify currency in the

discipline. All requests for extensions should be endorsed by the academic program's director of graduate studies and accompanied by a description of the process whereby currency in the discipline is certified, if required by the academic programs.

Graduate Committee Membership for Jointly Appointed Faculty

[Chapter 320 of the Collected Rules and Regulations for the University of Missouri](#) requires that all jointly appointed faculty members will have a designated Primary Appointment and Primary Department as well as affiliation with one or more involved departments or units. These affiliations affect membership status of jointly appointed faculty on graduate student committees as follows:

Committee Chair/Advisor

A faculty member may serve as advisor/committee chair when their Primary Appointment is in the graduate student's home academic program. When the graduate student's home academic program is the involved academic program for a jointly appointed faculty member, they may serve as chair/advisor with the approval of the Director of Graduate studies from the student's home academic program.

Committee Member

A faculty member can only serve as an Internal Member when their Primary Appointment is in the graduate student's home academic program. When a graduate student's home academic program is the involved academic program for a jointly appointed faculty member, they may serve as either an Internal or External Member of the committee.

Graduate Committee Membership for Adjunct Faculty

Adjunct Faculty may serve as a Committee Chair or Committee Member only in academic programs in which they are appointed and approved for Graduate or Doctoral Faculty membership as appropriate for the student's degree (Master's or Doctoral). Service on graduate committees outside the academic program in which they are appointed requires a recommendation by the Director of Graduate Studies from the student's home academic program and approval by the Vice Provost for Advanced Studies and Associate Dean of Graduate Studies.

Doctoral Candidacy and Continuous Enrollment

Candidacy for a doctoral degree is established by passing the comprehensive examination. Status as a continuous enrollment doctoral student begins the term **after** the term in which the comprehensive exam was successfully completed. Candidacy is maintained by enrolling in 9090 Research (or 9990 Research for some Engineering students) for two semester hours each fall and spring semester and for one semester hour each summer session up to and including the term in which the dissertation is defended. Continuous enrollment provides access to an advisor's support, doctoral program committee guidance and University research facilities for completion of the dissertation. Failure to continuously enroll in 9090 Research until the doctoral degree is awarded terminates candidacy.

Candidacy may be reestablished by paying the registration and late fees owed and completing the requirements specified by the student's doctoral program committee. Registration fees owed may not exceed the amount owed for seven terms, regardless of the number of terms beyond seven for which the student failed to continuously enroll. The committee's requirements may include a second comprehensive examination or evidence of currency in the research field as suggested by publications in refereed journals. Candidacy is reestablished when the student's advisor and the departmental, area program or divisional director of graduate studies submits a written request to Graduate Studies explaining the basis for the decision. Once approved, a [Grad School Reactivation Form](#) must be completed by the student and sent to the department/program for processing.