Policies and Procedures
for the Ph.D. in Business Administration

with a

MAJOR IN FINANCE

Mays Business School
Texas A&M University

June 1, 2004
Revised July, 2015
I. INTRODUCTION

This Handbook is intended to supplement the Mays Business School Ph.D. in Business Administration Handbook and the Graduate Catalog in outlining the Ph.D. in Business Administration with a major in Finance. All doctoral students in should have a copy of the Mays Business School Ph.D. in Business Administration Handbook and the Graduate Catalog, and be familiar with the provisions that pertain to the Ph.D. program. Each of these are located online in .pdf format.

A. PROGRAM OBJECTIVES

The Ph.D. in Business Administration – Finance has three primary objectives:

- To provide comprehensive knowledge of finance concepts and practices in functional business areas to support research and teaching interests.
- To provide candidates with the tools needed to publish their research in the top-tier Finance academic journals.
- To prepare candidates for the varied responsibilities of academic careers or for positions requiring similar research and analytical skills.

Throughout the program, an in-depth understanding and appreciation of the relevant theoretical and empirical literature are emphasized. Students are expected to gain the necessary conceptual, quantitative, and methodological skills to carry out high quality empirical research.

These objectives are accomplished in several ways – formal course work, independent study and reading, formal assignments as research assistants, student- or faculty-initiated research projects, and dissertation research. This research can lead to students authoring or co-authoring papers with one or more faculty members or other Ph.D. students.

It is imperative that prospective and entering students recognize that developing research skills is the fundamental objective of our program. While teaching skills are viewed as important, they will not receive the same emphasis as research. Those prospective Ph.D. students who desire a program that emphasizes teaching skills and those who primarily wish to work at teaching oriented universities after graduation will find those objectives better served by other Ph.D. programs.

B. EXPECTATIONS FOR GOOD PRACTICE IN GRADUATE EDUCATION

The major goals of graduate education at Texas A&M University are to instill in each student an understanding of and a capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Faculty and graduate students have a shared obligation to work together to foster these goals through relationships that advance freedom of inquiry, demonstrate individual and professional integrity, and encourage common respect.

Graduate student progress is guided and evaluated by an advisor and a graduate committee. These individuals give direction and support for the appropriate developmental and learning goals of graduate students. The

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1 This section was adapted with permission from Guidelines for Good Practice in Graduate Education by the University of Oregon. As such, it has benefited from the work of the Graduate School at the University of California-Davis; the Graduate College and Graduate Council at the University of Southern California; and the Graduate School at North Carolina State University.
advisor and the graduate committee also have the obligation of evaluating a graduate student’s academic performance. The graduate student, the advisor, and the graduate committee constitute the basic core of graduate education. It is the quality, scope, and extent of interaction in this group that determine the significance of the graduate experience.

High quality graduate education requires professional and ethical conduct of the participants. Faculty and graduate students have mutual responsibilities in ensuring academic standards and quality graduate programs. Excellence in graduate education is achieved when faculty and students are inspired, have the academic and professional backgrounds essential to function at the highest level, and are genuine in their mutual desire to see one another triumph. Any action that negatively affects this interaction destroys the whole relationship. Mutual respect is critical to the successful process. With these goals in mind, these imperatives are put forth.

**Each graduate student is expected to:**

- Exercise the utmost integrity in all facets of the graduate program.
- Behave in a professional and mature manner in all interactions with faculty, staff, and fellow students, both graduate and undergraduate.
- Learn the rules and regulations governing graduate education, including those promulgated by Texas A&M University, Mays Business School, and the degree program.
- Enroll in the appropriate course work to complete the degree plan.
- Maintain the appropriate standards to continue graduate studies.
- Understand that the faculty advisor and the committee members sustain the intellectual and instructional surroundings in which the student develops competencies.
- Understand that the faculty members have the right to allocate their own professional time and other resources in diverse forms that are academically effective.
- Acknowledge, as appropriate, the contributions of the faculty advisor and others in the student’s publications and conference presentations.
- Maintain appropriate confidentiality concerning the creative activities and research of faculty, staff and fellow students prior to presentation or publication, in accordance with existing practices, and policies of the discipline and of Texas A&M University.
- Submit documents (proposal, thesis, dissertation, etc.) that are the original work of the student. Plagiarism will not be tolerated.
- Dedicate the appropriate time and energy to accomplishing academic excellence and completion of the program.
- Understand the time constraints and other requests faced by faculty members and program staff.
- Initiate inquiry to advance understanding of the academic subjects and advances in the field.
- Speak regularly with the faculty advisor and committee members, particularly with concerns associated with progression in the graduate program.
- Actively participate in all departmental seminars featuring the research of outside invited faculty as well as that of our own faculty and graduate students.
- Manage their own research development within the Ph.D. in Business Administration program, initiate contacts with faculty and graduate students that are likely to have similar research interests, follow up on such contacts, and bring all research projects to a fruitful conclusion.
### II. THE FINANCE DEPARTMENT FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Responsibilities</th>
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<tbody>
<tr>
<td>Christa Bouwman</td>
<td>Associate Professor of Finance</td>
</tr>
<tr>
<td>Yong Chen</td>
<td>Assistant Professor of Finance</td>
</tr>
<tr>
<td>Bilal Erturk</td>
<td>Visiting Assistant Professor</td>
</tr>
<tr>
<td>Julian E. Gaspar</td>
<td>Clinical Professor &amp; Executive Director, CIBS</td>
</tr>
<tr>
<td>Detlef Hallerman</td>
<td>Clinical Associate Professor &amp; Director Reliant Trading Center and TRIP</td>
</tr>
<tr>
<td>Shane Johnson</td>
<td>Professor and Director, PhD Program &amp; Thomas W. Leland Memorial Chair of Finance</td>
</tr>
<tr>
<td>Hwagyun (Hagen) Kim</td>
<td>Assistant Professor of Finance</td>
</tr>
<tr>
<td>James W. Kolari</td>
<td>Professor of Finance &amp; JP Morgan Chase Professor of Finance</td>
</tr>
<tr>
<td>Adam Kolasinski</td>
<td>Associate Professor of Finance</td>
</tr>
<tr>
<td>Yan Liu</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Arvind Mahajan</td>
<td>Professor of Finance, Lamar Savings Professor</td>
</tr>
<tr>
<td>Mahdi Mohseni</td>
<td>Assistant Professor of Finance</td>
</tr>
<tr>
<td>Marco Rossi</td>
<td>Visiting Assistant Professor of Finance</td>
</tr>
<tr>
<td>David Skeie</td>
<td>Assistant Professor of Finance</td>
</tr>
<tr>
<td>Sorin Sorescu</td>
<td>Patricia and Bookman Peters Professor of Finance &amp; Department Head</td>
</tr>
<tr>
<td>Jene Tebeaux</td>
<td>Executive Professor of Finance</td>
</tr>
<tr>
<td>Ed C. White</td>
<td>Executive Professor</td>
</tr>
<tr>
<td>Lawrence C. Wolken</td>
<td>Senior Professor</td>
</tr>
<tr>
<td>Wei Wu</td>
<td>Assistant Professor of Finance</td>
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III. ADMISSION

A formal application is required of all persons seeking admission to the Ph.D. Program in Business Administration - Finance. Detailed information about the application process and online applications are on the following website: [http://mays.tamu.edu/degrees-and-majors/phd/finc-phd/](http://mays.tamu.edu/degrees-and-majors/phd/finc-phd/)

All PhD applicants are strongly encouraged to submit their application by December 10 because this allows them to be considered for some forms of financial support that may be unavailable for later applicants (including University, Mays, and Departmental Fellowships).

By agreement of the member institutions of the Council of Graduate Schools, you are free to postpone your decision about offers of financial support prior to April 15. Earlier deadlines for acceptance of such offers violate the intent of this Resolution ([http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf](http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf)).

A. APPLICATION PROCESS

If you are currently enrolled in another graduate degree program at Texas A&M, please send an email to the Mays PhD Program: [phdprogram@mays.tamu.edu](mailto:phdprogram@mays.tamu.edu)

The application procedure for all other candidates is as follows:

1. You must submit a formal application on-line at: [mays.tamu.edu/graduateapplication](http://mays.tamu.edu/graduateapplication)

2. As part of this on-line application process, you will be asked to provide the names of three references and their e-mail addresses. The references will then be contacted with detailed instructions on how to submit their letters of reference in an electronic format. **Please note that references are strongly encouraged to submit recommendations electronically.** Sending via postal mail will significantly slow the review process.

3. Towards the end of the on-line application process, you will be asked to upload:
   A. A personal statement in which you should explain *why you would like to pursue a PhD in Finance at Mays Business School at Texas A&M University*. Limit your statement to two typed pages, double-spaced.
   B. Your resume (maximum two pages). Do not include or attach images.
   C. Transcripts of all university-level coursework since graduating from high school. Include English translations as applicable. Unofficial transcripts and translations are accepted and encouraged in the initial review stage.

4. At the end of the on-line application process you will be asked to pay the application fee using a **credit card**. This is the only acceptable form of payment.

5. **Do not mail hard copies** of any documents submitted electronically.

**Important tips:**

- The submission of additional materials not specifically required generally slows the review process.
- Applicants who meet the criteria for admission will later be asked to produce official test score reports, as well as official transcripts and degree verifications, properly translated into English where applicable. Detailed instructions will follow for those applicants. Admission to the PhD program will only be granted once such official documents are received.
- If any significant discrepancies between unofficial and official documents are revealed, your admission will be automatically withdrawn.
- If you are an international applicant, we can review your application and make a decision *without a*
TOEFL score on file. However, if you are admitted to the program, university regulations may require you to take the TOEFL in the first year here.

- You do not need to send official scores with your application. Self-reported scores are acceptable in the initial review stage. If your application is approved, you will be asked to send official scores at that time.

B. REVIEW PROCESS

Your complete application will be reviewed by the Finance Department. Admission to our program is extremely competitive, with approximately one hundred applications received for two to five openings each fall. Multiple criteria are considered when evaluating candidates for admission. They include:

- Performance in previous degree programs;
- GMAT or GRE scores;
- Letters of recommendation attesting to the applicant's potential for success in a competitive graduate program;
- A written personal statement in which the candidate demonstrates that his or her research interests are consistent with those of the Mays Finance faculty and that the applicant's professional and educational goals are congruent with the requirements and objectives of the PhD program.

Applicants who meet the initial selection criteria may be contacted for a telephone or personal interview. Applicants who successfully meet the admission criteria will be recommended for admission, subject to final review and approval by the Executive Associate Dean of Mays Business School.

The primary considerations in determining the number of students admitted each year are the faculty's ability to supervise doctoral students' education and the existence of adequate funding. Students are generally not admitted to the PhD program without financial support because the duties associated with research and graduate Assistantships form an integral part of the PhD educational process.

The awarding of your graduate assistantship is contingent upon the successful completion of a criminal background check as required by Texas A&M University Regulation 33.99.14 governing all employees. If you have further questions regarding this policy please contact us.

Admission to Texas A&M University and any of its sponsored programs is open to qualified individuals subject to the above conditions regardless of race, color, religion, gender, sexual orientation, national origin, or educationally unrelated handicaps.

IV. RESIDENCE AND REGISTRATION REQUIREMENTS

Students in residence are expected to devote their time and energy to graduate studies on the Texas A&M campus under the guidance of a Ph.D. Advisor early in the program and the Advisory/Dissertation Committee, especially the chairperson, later in the program.

A. MAJOR PURPOSES

The residence requirements for graduate degrees are intended to ensure that the student has an opportunity to benefit from the advantages of a university environment. These advantages include the accessibility of computing facilities, library, and other physical facilities, as well as the opportunity to participate in seminars and interacting with the faculty and other students. Another purpose of the residence requirements is to give the faculty the opportunity to monitor doctoral students’ professional development, guide and direct their studies, and assess their competencies.
B. MINIMUM RESIDENCY

For university purposes, students who enter a TAMU doctoral program with a baccalaureate degree must spend a minimum of two academic years in resident study on the campus at College Station. Students who hold a master’s degree when they enter doctoral degree programs must spend at least one academic year in resident study on the campus. In either case, one academic year beyond the first year of graduate study must be in continuous residence on the campus of Texas A&M University at College Station.

However, these university residency requirements are generally insufficient for the Ph.D. in Business Administration program. Our program is a five-year full-time program, and our students generally hold a Graduate Assistantship appointment that requires their presence on campus for up to 20 hours per week, for five years. Due to the unique nature of the Mays programs, the Finance department expects a five-year residency period for all admitted doctoral students.

C. MINIMUM REGISTRATION

All doctoral students in the Finance Department are required to register for a minimum of 9 credit hours during regular Fall and Spring semesters, except during the first year in the program when the minimum registration requirement may be higher. The PhD Advisor will directly communicate the registration requirements to all first-year students.

The registration requirements for summer terms vary, depending on the student’s previous level of education, and the level of financial support received during each summer semester. The following guidelines will govern summer registration requirements:

All students must register for a minimum of three hours in the summer after their full first year in the program.

Students who receive certain types of scholarships or fellowships may have to maintain a minimum three- or six-hour registration for the first summer term; these students will be notified of these requirements as part of their scholarship conditions.

Students who receive one month of Graduate Assistantship (GA) support during the summer must register for at least three credit hours, and they must be enrolled during at least part of the month for which they receive the GA support.

Students who receive two months of Graduate Assistantship (GA) support during the summer semester must register for at least six credit hours. These may be distributed as follows: Three hours during the first short summer term and three hours during the second short summer term, or six hours during the long, ten-week summer term.

Students who plan to graduate during a summer semester must register for a minimum of one credit hour during that semester.

International students who are not US citizens or US permanent residents may be subject to additional requirements for the purpose of maintaining a current immigration status in the US. Due to frequent changes in immigration laws and regulations, these students must inquire about the most up to date conditions applicable to their particular situation. Such inquiries may be conducted with the University’s office for International Students and Scholars, a board-certified immigration attorney, or the US Citizenship and Immigration Service.

D. IN ABSENTIA REGISTRATION

Doctoral students admitted to candidacy and no longer in residence, but who are still engaged in research for their dissertations, must register in absentia for one hour of 691 (Research) credit each regular semester.
until all requirements for the degree have been completed. In addition, students who plan to graduate during a summer semester must also register for a minimum of one credit hour during the summer semester. The Executive Associate Dean of Mays Business School will resolve questions relating to residency status.

E. RECORDS

Students are responsible for their own records at the Mays Business School. The student should coordinate with the Ph.D. Advisor and Chair of the Advisory Committee to ensure that all required forms are filed and approved.

The Executive Associate Dean and the Finance Coordinator should be notified of changes in course of study, change of address and telephone numbers, and any other information pertinent to the individual student records.

After the necessary departmental approvals (signatures) are obtained, the Ph.D. Chair must submit all completed forms to the Office of Graduate and Professional Studies through the Executive Associate Dean. This will assure accurate records of the student’s progress toward degree completion.

V. FINANCIAL INFORMATION

Except under the most unusual circumstances, the department does not admit students unless it can fund their education through competitive Graduate Assistantships (GA). The amount of the GA stipend depends on budget considerations and student qualifications. GA students are also eligible to receive health insurance benefits and are entitled to pay in-state tuition regardless of their residency or immigration status. Some of the most qualified applicants may also receive money in the form of a fellowship, in addition to the basic stipend. Currently, Texas A&M University also pays the in-state tuition portion to students who are employed as Graduate Assistants.

Graduate Assistantships are generally offered for a period of up to five years, subject to annual renewal, subject to funding availability and student performance in the Ph.D. program. Graduate Assistantships require students to work 20 hours per week in research- or teaching related assignments. The Finance Advisor will assign Graduate Assistants to faculty members or teaching duties after consulting with the Finance Department Head, students, and faculty. Graduate Assistants who are not teaching should be relatively flexible in arranging their hours of availability. Their faculty supervisors will directly evaluate their performance for continued receipt of financial support. Graduate Assistants should always feel free to discuss their assistantship assignments with the Ph.D. Advisor or the Department Head.

All graduate assistants, regardless of their current assignment, are also expected to assist with occasional departmental tasks, such as proctoring exams for faculty who teach large sections.

VI. PROGRAM CURRICULUM, REQUIREMENTS AND GUIDELINES

A. DEGREE REQUIREMENTS AND COURSES

The Ph.D. Program in Business Administration requires a minimum of 64 semester hours beyond a Master’s degree or 96 semester credit hours beyond a Bachelor’s degree if the student has no Master’s degree. To assure achievement of career goals, students and/or their advisory committees always schedule at least 80 credit hours of work for students who already hold a Master’s degree, and at least 96 credit hours of course work for students who do not hold a Master’s degree. Our Ph.D. in Business Administration
program is intended to last five years. Students normally take nine or more credit hours in each of the Fall and Spring semesters of the first year. Students then normally take nine hours in each of the Fall and Spring semesters of the second, third, fourth and fifth years. The requirements for summer enrollment are explained in Section IV (c).

The Finance Department offers doctoral seminars (Finance 688) whose content varies from term to term. The required coursework for Ph.D. in Business Administration - Finance students consists of registering in the current term's FINC 688/690/691, as determined annually.

**Research Foundation Requirements:**
All students must complete a minimum of six-course research foundations sequence, including:

- Micro-Economics Theory I and Micro-Economics Theory II
- Math for Economists and Introductory Econometrics*

*If necessary, as determined by the PhD Advisor. Normally offered during the summer. Students must take at least three additional graduate level elective courses corresponding to their area of interest (as approved by the Ph.D. Advisor).

**B. PREPARATION OF DEGREE PLAN**

The student and the Ph.D. Advisor together design an appropriate program of study that conforms to the requirements of the Office of Graduate Studies, Mays Business School, and the Finance Department. The Ph.D. Advisor must approve substitutions and/or waivers of required courses by previously completed course work. After all waivers or substitutions have been acted upon and the Ph.D. Advisor is satisfied that the program of study meets above criteria, the program must be listed on the degree plan form.

The student’s proposed degree plan must be filed with the Office of Graduate and Professional Studies before registration for a **fifth term**, excluding summer terms, and **no later than 90 days prior to the preliminary examination**. The degree plan form is available from the Office of Graduate and Professional Studies website at: [https://OGAPSpss.tamu.edu/](https://OGAPSpss.tamu.edu/). It must list all courses taken at TAMU after admission to the Ph.D. program, and must be electronically signed by the student, and electronically approved by the members of the student’s Advisory Committee, and the Ph.D. Advisor. The form is then automatically submitted to the Executive Associate Dean at Mays Business School, who verifies compliance with program requirements and submits the form electronically to the Director of the Office of Graduate and Professional Studies. Subsequent to the approval of a degree program, the student’s Advisory Committee may add additional course work. This could occur if additional course work is deemed necessary to correct deficiencies in the student’s academic preparation.

After the degree plan is approved, a petition initiated by the student may alter it. Petition forms are available online as well at: [https://OGAPSpss.tamu.edu/](https://OGAPSpss.tamu.edu/). A petition requires approval of the Advisory Committee, the Ph.D. Advisor, the Department Head, and the Executive Associate Dean, before it is submitted to the Director of the Office of Graduate and Professional Studies.
### REQUIRED COURSEWORK/REGISTRATION for Ph.D. in Business Administration - Finance

<table>
<thead>
<tr>
<th>PhD – Year One</th>
<th>Course:</th>
<th>Course:</th>
<th>Course:</th>
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</table>
| **Fall Semester** (9 hours required)  
(Fall One) | FINC 688 – Finance Doctorial Seminar (3 cr hr) | ECON 629 – Microecon I or approved elective/substitute (3 cr hr) | Econometrics Course or approved elective (3 cr hr) |
| **Spring Semester** (9 hours required)  
(Spring One) | FINC 688: Finance Doctorial Seminar (3 cr hr) | ECON 630 – Microecon II or approved elective/substitute (3 cr hr) | Econometrics course or approved elective (3 cr hr) |

**QUALIFYING EXAM**  
This exam is generally given no later than three weeks after the end of the spring semester, in the first year.

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<tr>
<th>PhD – Year One</th>
<th>Course:</th>
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| **Summer Semester** (6 hours required)  
FINC 691: Research Hours (3 hours, required for all students) |

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<tr>
<th>PhD – Year Two</th>
<th>Course:</th>
<th>Course:</th>
<th>Course:</th>
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</table>
| **Fall Semester** (9 hours required)  
(*Fall Two*) | FINC 688: Finance Doctorial Seminar (3 cr hours) | Electives (up to 6 cr hours) | FINC 691: Research Hours (if needed) |
| **Spring Semester** (9 hours required)  
(*Spring Two*) | FINC 688: Finance Doctorial Seminar (3 cr hours) | Electives (up to 6 cr hours) | FINC 691: Research Hours (if needed) |

<table>
<thead>
<tr>
<th>PhD – Year Two</th>
<th>Course:</th>
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</table>
| **Summer Semester** (3 hours required if the student receives one month of financial support during the summer; 6 hours required if the student receives two or three months of financial support during the summer)  
(*Summer Two*) | FINC 691: Research Hours |

**WRITTEN PRELIMINARY EXAMINATION**  
(Submission of Original Research Paper – **DUE BY SEPTEMBER 15 of the third academic year in the program**)—Don’t forget! Degree Plan is due 90 days prior to preliminary exam. See previous page.

<table>
<thead>
<tr>
<th>PhD – Year Three</th>
<th>Course:</th>
<th>Course:</th>
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</table>
| **Fall Semester** (9 hours required)  
(*Fall Three*) | FINC 688: Finance Doctorial Seminar (3 cr hours) | FINC 691: Research Hours |
| **Spring Semester** (9 hours required)  
(*Spring Three*) | FINC 688: Finance Doctorial Seminar (3 cr hours) | FINC 691: Research Hours |

**ORAL PRELIMINARY EXAMINATION (Defense of Research Paper)**

<table>
<thead>
<tr>
<th>PhD – Year Three</th>
<th>Course:</th>
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<tbody>
<tr>
<td><strong>Summer Semester</strong> (Research Hours – 3 required if the student receives one month of financial support during the summer; 6 hours required if the student receives two or three months of financial support during the summer)</td>
<td>FINC 691: Research Hours</td>
</tr>
<tr>
<td>PhD – Year Four</td>
<td>Course:</td>
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</tr>
<tr>
<td><strong>Fall Semester</strong> (9 hours required) <em>(Fall Four)</em></td>
<td>FINC 688: Finance Doctorial Seminar (3 cr hr)</td>
</tr>
<tr>
<td><strong>Spring Semester</strong> (9 hours required) <em>(Spring Four)</em></td>
<td>FINC 688: Finance Doctorial Seminar (3 cr hr)</td>
</tr>
<tr>
<td><strong>Summer FOUR</strong> – (3 hours required if the student receives one month of financial support during the summer; 6 hours required if the student receives two or three months of financial support during the summer)</td>
<td>FINC 691: Research Hours</td>
</tr>
</tbody>
</table>

### DISSERTATION PROPOSAL DEFENSE

To maximize the student’s job market placement prospects, the department strongly recommends that the dissertation proposal defense be complete before job market applications are being mailed out. The recommended target defense date is between March and May of the student’s *fourth year* in the program.

### PREPARATION OF JOB MARKET PACKAGE (August)

The degree plan illustrated on the next page for the fourth year assumes that the student has successfully defended the dissertation proposal and has been admitted to candidacy. Otherwise, the student must still enroll in every FINC688 and FINC 690 courses offered while in residence at the Texas A&M Campus, until admission to candidacy.

### C. ROLE OF THE Ph.D. ADVISER

A Ph.D. adviser will be appointed by the Head of the each department from the members of the Graduate Faculty.

The Ph.D. adviser represents the Faculty on the Mays Business School Ph.D. Program Committee, and is the main administrative link between the Department and the Office of Graduate and Professional Studies concerning graduate student and program matters. In this capacity, the Ph.D. adviser is the administrative director for the department’s Ph.D. Program in Business Administration.

Additionally, the Ph.D. adviser:

1. Answers inquiries and actively solicits applications to the Ph.D. Program in Business Administration - Finance.
2. Is responsible for screening applicants so that the pool of candidates referred to the Ph.D. Program in Business Administration – Finance Committee all meet a high standard of qualifications.
3. Provides assistance to the Department Head for selecting members of the Ph.D. Program in Business Administration - Finance Committee, responsible for advising and evaluating all first-year Ph.D. students. The Ph.D. advisor serves as Chair of this committee.

4. Advises any students not currently assigned to an Advisory Committee. In addition to advice about courses and administrative requirements, the Ph.D. advisor should counsel students about major areas of interest within the field of Finance. Finally, the Ph.D. advisor directs students toward likely faculty members to serve on their Advisory Committee. Once the Advisory Committee has been appointed, primary advising duties are transferred to that body. However, the Ph.D. advisor continues to monitor the progress of all students in the program and gives advice or information as needed to supplement that provided by the Advisory Committee.

5. Approves the composition of all Advisory and Dissertation Committees, as well as changes made to such committees.

6. Approves all degree plans and subsequent changes.

7. Approves all “letters of intent” from students who graduate from another program at Texas A&M University and seek permission to enroll into the Ph.D. in Business Administration – Finance program.

8. Approves all petitions for change of major, department, or degree program, filed by students who wish to transfer in or out of the Ph.D. in Business Administration – Finance program.

9. Assigns Graduate Assistants to Finance faculty.

10. Is the instructor of record for all FINC691 research courses, and assigns a grade of S,U, or I at the completion of each semester.

11. Is responsible for providing annual evaluations to all students in the Ph.D. in Business Administration – Finance program.

12. Maintains records on all graduate students and ensures compliance with all Department, School and Graduate Office policies. Departmental policies, procedures, and recruiting information are to be maintained by the Ph.D. Advisor.

D. THE Ph.D. PROGRAM COMMITTEE

The Ph.D. program committee is appointed by the Department Head, in consultation with the Ph.D. Advisor. This committee has at least four members, all of whom must have Graduate Faculty status at Texas A&M. The department head is an ex officio member of the Ph.D. program committee. The Ph.D. program committee will:

a. Design, administer, and grade the “Qualifying Examination” for all students during their first summer in residence at Texas A&M University.

b. Assist the Ph.D. advisor in performing the annual evaluation of doctoral students.

c. Advise the Ph.D. Program Advisor in matters that concern the Ph.D. in Business Administration – Finance Program.
d. Advise the Department Head and the Graduate Faculty of the Department on all matters pertaining to the doctoral program.

e. Make final acceptance decisions for all Ph.D. in Business Administration – Finance Program applicants.

f. Approve, by a majority vote, all substantive curriculum, policy and procedural changes to the Ph.D. in Business Administration – Finance Program.

E. THE ADVISORY COMMITTEE

Students who successfully complete their first year in the Ph.D. in Business Administration – Finance Program will select a permanent Advisory Committee, designed to complement their emerging research interests.

The Office of Graduate and Professional Studies requires that every student select an Advisory Committee. The Committee’s primary role is to advise the student and evaluating his/her academic progress. The Ph.D. program committee serves as the Advisory Committee for all first-year students until they have passed the Qualifying examination and formed a permanent Advisory Committee.

In the Finance Department, the deadline for forming an advisory committee is **January 31st** during the year after the student has successfully passed the qualifying exam.

The Advisory Committee has a major influence of the student’s progress in the program. Generally, faculty are asked to join this Committee to complement the student’s emerging research interests.

In the Finance Department, the Ph.D. advisor must approve all Advisory Committees.

The Chair of an Advisory Committee must have Graduate Faculty status at Texas A&M University. There must be at least two additional Committee members from the Finance Department, both of which must have Graduate Faculty status. The other member must be from outside the Finance Department and outside the Finance discipline, and must have Graduate Faculty Status.

The Advisory Committee’s main task is to guide the student towards the development of a successful preliminary exam research paper. In the Finance department, the preliminary exam paper is the written portion of the preliminary exam, and the entire tenured and tenure-track Finance faculty evaluates the student performance on the preliminary exam paper. Another responsibility of the advisory committee is to administer the oral portion of the preliminary exam.

The student is free to reformulate his or her Advisory Committee at any time and for any reason. The new Advisory Committee must conform to the Office of Graduate and Professional Studies, Mays Business School, and Finance Department regulations in force at the time regarding the composition of Advisory Committees, and must be approved by the Ph.D. Advisor, the Head of the Finance Department and the Executive Associate Dean. It will then be necessary to file a new Degree Plan form, signed by the new Committee members and approved by the Ph.D. advisor. **Note:** this step is required even when the only change is to add an additional member or to replace one member.

Each student needs to thoughtfully consider who they wish to chair their committee. The Council of Graduate Schools in the United States suggests that students consider “faculty actively engaged in research” as potential committee members. An Advisory Committee Chair is typically selected because the student feels comfortable in discussing with the chair their degree program and other related issues. Students are solely responsible for selecting their own advisory committee. Those selected, however, may refuse to accept for any reason. This renders the composition of the advisory committee “mutually agreed upon.” The Ph.D. Advisor should be involved in the process and must approve the final selection of the committee.
F. DISSERTATION COMMITTEE

The Office of Graduate and Professional Studies does not recognize a distinction between the Advisory Committee and the Dissertation Committee, so the Advisory Committee remains in existence until a change is submitted. However, once the student has passed the Ph.D. preliminary examination (i.e. has successfully presented the preliminary exam research paper and has passed the oral portion of the preliminary exam), the duties of the Advisory Committee have been completed. It serves a purely advisory role until the student forms a Dissertation Committee.

In developing the dissertation proposal, the student should consult actively with interested faculty. One result of this consultation should be the development of a dissertation committee.

The Chair of the Dissertation Committee must have Graduate Faculty status. The Committee must have at least three other members, all of which must have Graduate Faculty status. Two of these additional members must be from the Finance Faculty. The third member must be from an outside department and from a different discipline.

The Ph.D. advisor must approve the Dissertation Committee. Formal approval of the Dissertation Committee rests with the Head of the Department of Finance, the Executive Associate Dean of Mays Business School, and the Office of Graduate and Professional Studies.

For cases in which a significant part of the doctoral research requires the guidance of a specialist from an area of study other than the major field, the Ph.D. advisor may recommend appointment of a Co-Chair from the other discipline. The Co-Chair must be a member of the Graduate Faculty of his or her department. A Co-Chair should also be appointed to serve during a planned absence of the Chair.

As is true of the Advisory Committee, the student is free to change the members of the Dissertation Committee, as desired, by petitioning to nominate a new committee. The rules pertaining to changes in the advisory committee also apply here. The newly constituted dissertation committee is free to impose any conditions on the dissertation it deems necessary, and it is under no obligation to ratify any actions or conditions taken or imposed by any previous Dissertation Committee for the student.

H. DISSERTATION PROPOSAL PRESENTATION

Students must have a completed and successfully defended dissertation proposal by the end of the Spring Semester of the fourth year. The student’s Dissertation Committee must approve a student’s dissertation topic. After the Dissertation Committee has approved the topic and a written dissertation proposal, the candidate must present the proposal at a department seminar. The purpose of this presentation is: (1) to inform faculty and students about the type of research being conducted, (2) to solicit suggestions that might improve the research and (3) to practice presentation skills in an environment similar to that of the job market. Students and Dissertation Committees must schedule a formal proposal defense prior to the end of the student’s fourth year. In fact, such a presentation constitutes another check on the “satisfactory progress” of students in the program.

In presenting the research proposal, the candidate will speak for a sufficient time and in sufficient detail to convey a clear view of the proposed project’s purpose and contribution to the literature. Student must also convince the dissertation committee that (a) the research question is inherently interesting and makes an important contribution to the literature, (b) the student has ready access to the data, (c) the student has a plan for how to execute the research, (d) the student has the right scholarly tools to execute the research, and (e) the student was able to obtain sufficient preliminary results to convince the committee that his intended research is worthy of publication in a major journal. Questions and comments may be offered by any of the seminar’s participants.
G. DISSENTATION ORAL DEFENSE

After the Committee has approved the proposal, the Chair will consult with other members of the Dissertation Committee on whether the dissertation is developed to the extent that the committee deems advisable. All members of the Dissertation Committee will be given ample opportunity to read the dissertation and submit comments and criticism prior to its final submission.

After submission of the dissertation and completion of all other prescribed work for the degree, the student will be given a final oral examination at which the dissertation is defended. The Chair of the Dissertation Committee will initiate the scheduling of this oral exam in writing. At the time of the defense, all members of the Dissertation Committee should sign the signature page of the dissertation. The Chair of the Dissertation Committee should retain the signature page and the Final Examination Report until all required changes and corrections to the dissertation have been made and the dissertation is acceptable to the committee.

To provide a sense of how the program unfolds over time, a program progression chart is presented in the Appendix, along with the forms for Preliminary Examination Checklist & Reports and signature forms.

VII. EVALUATION OF STUDENT PROGRESS

A. COURSEWORK

Academic excellence is expected in all work undertaken. Graduate students at Texas A&M University must maintain a minimum grade point requirement (GPR) of 3.00 (B average, based on a 4.00 maximum) in all course work throughout the period of graduate study. After admission to the Ph.D. Program in Business Administration - Finance, all grades earned in courses taken at Texas A&M University will be used in computing the GPR.

1. A grade of D, or F earned in any required course will result in the student’s dismissal from the Ph.D. in Business Administration – Finance Program.

2. Two grades of C or U earned in any required course constitutes prima facie evidence against continuation in the Ph.D. in Business Administration – Finance Program. Students who earn two grades of C or U will be referred to the Ph.D. in Business Administration – Finance Program Committee, which may, at its sole discretion, recommend that the student be dismissed from the Ph.D. in Business Administration – Finance Program.

3. Three or more grades of C and/or U earned in any required doctoral courses will result in the student’s dismissal from the Ph.D. in Business Administration – Finance Program.

4. For the purpose of the previous three paragraphs, the term “required course” refers to a course that is either: (i) on the student’s degree plan, or (ii) part of the required curriculum outlined in section VI A. (Degree Requirement and Courses), for students who do not yet have a degree plan, or (iii) a course that the student has taken at the specific request of the PhD Advisor.

A student is considered to be on scholastic probation if the student’s GPR falls below the minimum 3.0 in any semester. Failure to remedy such academic deficiency before the qualifying exam will result in the student’s dismissal from the Ph.D. in Business Administration – Finance Program. In addition to regular coursework, three types of formal evaluation are provided: 1) Annual Evaluation, 2) Qualifying Examination, and 3) Preliminary Examination.
B. ANNUAL EVALUATIONS

The performance and progress of all FINC doctoral students will be evaluated periodically, in writing, according to the following schedule:

For first year students, within 30 calendar days after the completion of the qualifying examination. In case the qualifying examination is repeated, the student will be again evaluated within 30 calendar days after completion of the second attempt.

For all other students, during the summer following each academic year.

The evaluation will be performed at a meeting of the Ph.D. in Business Administration – Finance Program Committee. The evaluation considers the student’s coursework progress, performance on the qualifying or preliminary exams, progress towards completing the dissertation, performance as a graduate assistant, and any other aspect relevant to the student’s progress in the Ph.D. program in accordance with the objectives and expectations outlined in this Handbook, in the Mays Business School Ph.D. Handbook, in the Texas A&M Graduate Catalog, or in any other similar document.

After reviewing the totality of the evaluation portfolio, the Ph.D. Program Committee may:

i. Determine the student’s progress to be SATISFACTORY, and continue the student in good standing in the program.

ii. Determine the student’s progress to be UNSATISFACTORY, and place the student on probation, for a period of time to be determined by the Ph.D. in Business Administration – Finance Program Committee. Students placed on probation will be given specific reasons for their deficiencies, along with a clear indication of remedial measures that students must complete according to a pre-determined schedule.

iii. Determine the student’s progress to be UNSATISFACTORY, and recommend to the Office of Graduate and Professional Studies that the student be dismissed from the Ph.D. in Business Administration – Finance Program.

iv. In the case of first-year students, ask the student to repeat the Qualifying Exam at a date to be determined by the Ph.D. in Business Administration – Finance Program Committee.

v. Revoke the student’s graduate assistantship, effective no sooner than the beginning of the next regular (Fall or Spring) semester.

vi. Determine the level of Summer support available to each student.

The student should review the comments, acknowledge that they have seen the evaluation portfolio and does/does not (as appropriate) wish to respond in writing. The original evaluation portfolio, along with any written response from the student will be kept in the student’s permanent record.

C. THE QUALIFYING EXAMINATION

The Ph.D. Program Committee will administer and grade a Qualifying Examination covering the material presented in the Finance seminars, plus other topics to be communicated by the Ph.D. advisor. The Qualifying Examination is a one-day exam, generally administered during the second year in the Ph.D. program.

Students will normally not be allowed to take the Qualifying Examination if they have received a grade of C or lower in any Finance Ph.D. level seminar, or if they received a grade of D or lower in any other courses. The Ph.D. in Business Administration – Finance Program Committee must approve any exceptions to this rule.
The Ph.D. Advisor solicits questions for the exam from Finance faculty, compiles the exam, administers the exam, and then coordinates the grading of the exam. The grading of the qualifying examination should conform to the following guidelines. Each question will be evaluated individually, and given a rating by each grader with the following criteria in mind:

| Knowledge of the Field. The student should have a broad and current knowledge of theory and research in Corporate Finance and Investments |
| Critical Evaluation. The student should be able to integrate and critically evaluate streams of theory and research. This should be the student’s own informed evaluation. The student should be able to convincingly support his or her position integrating material from different sources. |
| Creative Insight - The student should be able to go beyond knowledge and critical evaluation of the field demonstrating the ability to make his or her own creative contribution. |

The student’s performance on the exam will be determined by examining the totality of the grades earned in the various questions. A meeting of the Ph.D. in Business Administration – Finance Program committee will be called, for the purpose of evaluating the student performance in the exam, and a vote by secret ballot will be taken among all committee members present. A favorable vote from two thirds of the members present shall be required to pass the qualifying exam, and a quorum for this purpose shall consist of three members.

After reviewing the results of the Qualifying Examination, the Ph.D. in Business Administration – Finance Program Committee may:

i. Continue the student in good standing in the program. (In this case, the student will be asked to form a permanent Advisory Committee.)

ii. Offer the student an opportunity to repeat the Qualifying Exam or parts thereof at a date to be determined by the Ph.D. in Business Administration – Finance Program Committee.

iii. Dismiss the student from the Ph.D. in Business Administration – Finance Program with the approval of the Office of Graduate and Professional Studies.

iv. Revoke the student’s graduate assistantship, effective no sooner than the beginning of the next Fall semester.

v. Determine the terms of the student’s level of summer support.

The results of this evaluation must be communicated to the student in writing, and will be an important part of the student’s first Annual Evaluation. If the student is allowed to repeat the Qualifying Exam, choices (i), (iii), (iv) and (v) above will again be available to the Committee after the results of the second exam are available.

D. THE PRELIMINARY EXAMINATION

The Office of Graduate Studies requires that all doctoral students pass a written and an oral Preliminary Examination. For Finance students, a written research paper and an oral presentation of that work fulfill the written examination requirements. A separate oral exam will follow the successful completion of the written exam. The written exam is a departmental exam. The oral exam is administered and graded by the student’s advisory committee.

Written Exam

During the second year in residence, each student will select a research topic in consultation with their
Advisory Committee. Then, no later than November 1st in the third Fall semester, the student will submit a substantial, completed research paper, which includes a thorough “literature review and analysis” section to convince readers how the paper extends current literature.

Following completion of the preliminary exam paper, students will hold a public lecture, in which they present their research to the entire tenured/tenure-track faculty of the Department, Advisory Committee and to interested faculty and students. This lecture must occur within three weeks of the paper’s submission.

In order to pass the written preliminary exam, the student must clearly demonstrate a proficiency in academic research.

Following the lecture, the tenured and tenure-track Faculty present will determine the outcome of the written exam. A vote by secret ballot will be taken among all faculty who have participated in the public lecture, and a favorable vote from two thirds of the faculty present at the meeting shall be required to pass the written preliminary exam, and a quorum for this purpose shall consist of one third of the number of tenured and tenure-track faculty in the Department.

If the student does not pass the written exam, the case will be referred to the Ph.D. in Business Administration – Finance Program committee, who may decide as follows:

1. Ask the student to retake the written exam in the form of a completely different research paper, or
2. Ask the student to retake any written examinations deemed necessary by the Ph.D. in Business Administration – Finance Program committee, pertaining to all or specifically designated fields of study, or
3. Recommend to OGAPS that the student be dismissed from the doctoral program.

Note: Although the student has no right to be re-examined, the Ph.D. in Business Administration – Finance Program Committee may grant a reexamination. Only one re-examination will be permitted. The results of all examinations and any recommendations with respect to a re-examination will be communicated in writing to the student with copies to the Office of Graduate and Professional Studies.

Oral Exam

The members of the Advisory Committee administer the oral examination and conduct subsequent deliberation and evaluation. The Advisory Committee Chair decides whether to poll the committee members before any discussions of the candidate’s performance takes place, or to permit discussions prior to voting. Under exceptional circumstances the Advisory Committee may adjourn the oral examination prior to voting if insufficient indications of the student’s knowledge and ability were obtained. In this case the oral examination must be reconvened at a later time in the same semester. Only one adjournment without voting is permitted.

The student must receive a super majority vote (only one “no” vote is allowed), from all members of his or her Advisory Committee, to pass the oral examination.

If the student does not pass the oral exam, the case will be referred to the Ph.D. in Business Administration – Finance Program committee, who may decide as follows:

1. Ask the student to retake the oral exam;
2. Ask the student to retake any written examinations deemed necessary by the Ph.D. in Business Administration – Finance Program committee, pertaining to all or specifically designated fields of study, or
3. Recommend to OGAPS that the student be dismissed from the doctoral program.

**E. DISSERTATION PROPOSAL**

The student shall prepare a dissertation proposal acceptable to the Dissertation Committee. The student and the PhD Advisor, as early in the program as possible, should discuss the general field of research to be used for the dissertation. This discussion should be the basis for selecting the proper courses to support the proposed field of research. At a later stage, when the conceptualization of the research can be outlined in detail, the official forms for proposing the dissertation should be completed (available from the Office of Graduate and Professional Studies).

The narrative portion of the proposal submitted to the Office the Graduate and Professional Studies should not exceed ten pages. However, the proposal evaluated by the Dissertation Committee should be of the length necessary to fully describe the proposed research.

**i. Oral Proposal Defense.** An oral defense of the dissertation proposal is required and must take place before the last day of class of the fourth spring semester. The proposal defense is open to all Mays graduate faculty, doctoral students, and other interested persons. Those attending the proposal defense are encouraged to provide the student with recommendations for improving or modifying the dissertation research design.

The purposes of having open proposal defenses are to obtain greater uniformity in the quality of proposals and to provide helpful suggestions to the student and the committee. The student’s Dissertation Committee evaluates the student’s proposal defense and the input of the interested graduate faculty and decides whether to approve the dissertation proposal.

The ability to perform independent research must be demonstrated by the dissertation. Although acceptance of the dissertation proposal is based primarily on the scholarly merit of the proposed research, the proposal must also exhibit creditable literary workmanship. Of course, the proposal presented is likely to be revised based on inputs received during the proposal defense. If approved by the Dissertation Committee, the dissertation proposal is filed with the Office of Graduate and Professional Studies, and the student is advanced to candidacy.

**ii. Approved Proposal.** The approved dissertation proposal is to be signed by all members of the Student’s Dissertation Committee, and the Head of the Department of Finance. This signed proposal should be submitted (one original proposal and title page only) to the Director of the Office of Graduate and Professional Studies for final approval. This final step is important, as it affects the scheduling of the final oral defense. Typically, a period of 14 weeks between the proposal defense and the final defense is required, starting when the proposal defense is filed with the Office of Graduate and Professional Studies. This 14-week period, however, may be waived at the discretion of the Office of Graduate and Professional Studies.

**Admission to Candidacy**

To be admitted to candidacy for the doctoral degree, a student must have:

1. a cumulative GPR and a degree plan GPR of at least 3.00,
2. satisfied the residency requirement,
3. completed the formal required course work (except for FINC690 and FINC691 courses),
4. passed the oral and written Preliminary Examinations,
5. filed with the Director of the Office of Graduate and Professional Studies the dissertation proposal approved by the student’s Advisory Committee, and
6. received notification from the Office of Graduate and Professional Studies that the student’s proposal has been approved.
The student and the Chair of the Dissertation Committee should receive written notification from the Office of Graduate and Professional Studies certifying admission to candidacy. The student should be admitted to candidacy well in advance of the date when the degree is to be granted. The Final Examination (Final Dissertation Defense) will not be authorized for a student who has not been admitted to candidacy.

F. FINAL EXAMINATION/DISSERTATION DEFENSE

The doctoral dissertation must be original work by the student, whose scope and level of rigor must go beyond the preliminary exam research paper. The Ph.D. is a research degree by definition. Thus, the dissertation must embody the results of research and show evidence of originality and independent investigation. The dissertation must show mastery of the literature and relevant research techniques, be written in credible literary form, and represent a contribution to knowledge in the field. As the Council of Graduate Schools notes, “the doctoral dissertation should be a distinct contribution to knowledge, and of sufficient value to warrant its publication in a reputable journal, or as a book or monograph.” In years past, some universities required that the dissertation (or a substantial part) be published before the degree was officially awarded. Today, that requirement has virtually disappeared; instead the common criterion has become the phrase worthy of publication.

The format of the dissertation must comply exactly with the instructions and specifications of the Office of Graduate and Professional Studies. These guidelines are included in Instructions Concerning the Preparation of Theses, Dissertations, and Records of Study. This booklet may be purchased from the Texas A&M Bookstore.

Upon the recommendation of the student’s Dissertation Committee, a Final Examination (oral in nature) shall be given. The student’s Dissertation Committee, as finally constituted, will conduct this examination. The Final Examination is not to be administered until such time that the dissertation is available to the student’s Dissertation Committee in substantially final form. This form would constitute, as a minimum, a typed version that is complete in all respects. Moreover, all members of the Dissertation Committee must have had adequate time to review the document.

i. SCOPE OF EXAMINATION. Although the Final Examination may cover a broad field, it is presumed that the major portion of the time will be devoted to the dissertation and closely allied topics.

ii. PARTICIPATION AND EVALUATION. The Final Examination is open to all members of the Faculty of Texas A&M University. Therefore, persons other than members of the Graduate Faculty may be invited to attend the Final Examination.

iii. DEADLINES AND ANNOUNCEMENTS. The announcement of the Final Examination should be submitted to the Office of Graduate and Professional Studies at least two weeks in advance of the scheduled date for the Final Examination. The approval to hold the defense is signified by receipt from the Office of Graduate Studies of the form for the final defense. This form is later used by the Dissertation Committee to submit its recommendations to the Director of the Office of Graduate and Professional Studies concerning the acceptability of the candidate for the doctoral degree.

The candidate for the Ph.D. degree must pass a Final Examination by deadline dates announced in the Office of Graduate and Professional Studies Calendar each semester or summer session for graduation in that semester. If the Final Examination is after the deadline, graduation is deferred until the following semester. In such instances, the student is considered “graduation only”, and need not register at all for that final semester.
iv. CONDITIONS FOR HOLDING THE FINAL EXAMINATION. The Final Examination may be given only if the student meets the following conditions (in addition to satisfactory status of the dissertation research):

1. Has been admitted to candidacy.
2. Has completed all course work on the degree plan, with the exception of any 691 (Research) hours for which the student is registered (or any course for which permission from the Office of Graduate and Professional Studies has been granted to delete from students’ degree program).
3. Has successfully passed the qualifying exam.
4. Has successfully completed the preliminary exam (research paper).
5. Has a 3.0 or better and has no grades of D, F, U, or I for courses listed on the degree plan.
6. Has not received two or more grades of C and U in any required courses.

G. TIME LIMITS

Students are encouraged to complete all requirements for a degree before commencing employment at another organization. When students leave campus before finishing, experience indicates that students take longer to finish the degree requirements and subsequent career progress is diminished.

All students enrolled in any Mays PhD in Business Administration program are subject to the following time limits:

- All requirements for the doctoral degree must be completed within a period of five consecutive calendar years for the degree to be granted;
- A course will be considered valid until four years after the end of the semester in which it is taken and credit for coursework more than four calendar years old at the time of the final oral examination may not be used to satisfy degree requirements;
- Final corrected copies of the dissertation or record of study must be accepted by the thesis clerk no later than one year after the final examination or within the five year time limit, whichever occurs first.

Failure to meet any of the above time limits will result in the degree not being awarded.

IN ABSENTA REGISTRATION. A doctoral student not in residence – but who has completed all course work on the degree plan other than 691 (Research) – must register in absentia continuously each regular semester or 10-week summer session for one (1) semester credit hour of 691. This in absentia registration must continue until all requirements for the degree have been completed. A student who does not comply with this requirement will have future registrations blocked. The student who is blocked will be allowed to register only after receiving a favorable recommendation from the Ph.D. in Business Administration – Finance Program Committee (not the student’s Advisory Committee), the endorsement of the Department Head, and the approval of the Director of the Office of Graduate and Professional Studies.

Additional Time Limits imposed during the annual evaluation process. In addition to the above Mays Business School time limits, the Finance Department reserves the right to impose other time limits during the annual review process. These limits will be communicated in writing to the student.

H. Ph.D. DEGREE AWARDED

i. FORMAL APPLICATION. Formal application for the degree must be filed with the Office of Graduate and Professional Studies by the appropriate deadline. A student must be formally registered at Texas A&M
University for the semester or summer session in which the degree is to be conferred.

ii. SUBMISSION OF DISSERTATION. By dates announced each semester in the Office of Graduate and Professional Studies Calendar, the candidate must submit to the Office of the Thesis/Dissertation Clerk (University Library) the dissertation in final form. The dissertation must include all suggestions and corrections of the members of the student’s Dissertation Committee and must bear the signatures of the Department Head and the student’s Dissertation Committee. The student must check with the Dissertation Clerk office about specific submission requirements (including abstract and fees) and must comply with all such requirements before the appropriate deadlines.

Office of Graduate Studies Degree Plans Fact Sheet

Each graduate student must submit an official degree plan to the Office of Graduate and Professional Studies (OGAPS) for approval. The degree plan formally declares your degree objective, the membership of your advisory committee, and the specific courses that you will be required to complete as part of your degree program. You will develop your proposed degree plan in consultation with your advisory committee. The degree plan must be approved by your advisory committee members, your department head and, if applicable, your intercollegiate faculty chairperson.

Completed degree plans must be submitted to OGAPS according to the following regulation with the student meeting whichever of these deadlines falls earliest:

- following the deadline imposed by the student’s college or interdisciplinary degree program.
- no later than 90 days prior to the date of the final oral examination or thesis defense for master’s students or 90 days prior to the date of the preliminary examination for doctoral students according to deadlines published in the OGAPS calendar each semester for graduation that semester.

The calendars and deadlines may be found at: <http://ogaps.tamu.edu/Buttons/Calendars>.

Specific rules and limitations on course work and committee membership can be found in the Texas A&M University Graduate Catalog. Once a degree plan is approved by OGAPS, changes in course work or committee membership may be re-quested by petition to OGAPS. “Petition Forms” may be downloaded from the OGAPS homepage. Changes of major, degree or department must be requested by submitting a petition and/or a new degree plan/course work petition.

Degree Plan Checklist

Did you remember to:

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<tr>
<th>Requirement</th>
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<tr>
<td>Provide your correct Student Identification Number?</td>
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<tr>
<td>Use official course numbers and department abbreviations?</td>
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<tr>
<td>Have all required transcripts sent to the Office of Graduate Admissions?</td>
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<tr>
<td>Confirm eligibility of transfer work?</td>
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<tr>
<td>Confirm that all committee members are members of the Graduate Faculty?</td>
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<tr>
<td>Provide correct names and departmental affiliations of committee members?</td>
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<tr>
<td>Make sure any special appointments have been approved or that the proper paperwork is sent to OGAPS along with the degree plan?</td>
</tr>
<tr>
<td>Observe all requirements and limitations on use of course work, outlined in the Graduate Catalog?</td>
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</table>
**Q: When should I submit my degree plan?**

**A:** Prior to the deadline imposed by the student’s college, or interdisciplinary degree program, if applicable, and no later than 90 days prior to the date of the final exam (Masters), or the preliminary exam (Doctoral), or by the deadline on the OGAPS calendar.

**Q: May I submit my degree plan after the published deadline?**

**A:** Students are advised to meet the deadlines that apply to them. Failure to do so may jeopardize approval for the student to graduate at the end of the desired semester.

**Q: How long does it normally take for OGAPS to process degree plans?**

**A:** The processing time depends on when the degree plan is submitted. If the degree plan is submitted near the published deadline for the semester, processing can take 6 to 8 weeks. Degree plans submitted at other times during the semester can be processed in 2 to 4 weeks.

**Q: How many hours are needed on my degree plan?**

**A:** Specific requirements vary by degree. Generally, master’s non-thesis-option students must carry 36 hours and master’s thesis-option students must carry 32 hours for the MS, and 30 hours for the MA, MCS and MEN. Students should check the Graduate Catalog for their specific hour requirements. Doctoral students must carry 96 hours if they do not have a master’s degree, and they must carry 64 hours if they have a master’s degree. See the Graduate Catalog for additional information.

**Q: How should I list courses on my degree plan: alphabetically or by course number?**

**A:** As long as your ordering system is uniform, you may use either system.

**Q: How many committee members do I need?**

**A:** Advisory committees for master’s degrees must have at least three members, and advisory committees for doctoral degrees must have at least four members. Special appointments to your committee are not included in this count. Your chairperson must be from your department or from your intercollegiate faculty (if applicable), and you must have at least one member from outside of your department.

In some departments the student’s committee will be comprised of the Graduate Program Director. Your department can tell you which type of committee applies to you.

**Q: What do I need to do if changes are needed AFTER my degree plan has been approved?**

**A:** Once your degree plan has been approved, any changes must be requested by submitting the appropriate OGAPS Petition Form. Your signature together with those of your committee, department head and intercollegiate faculty chair (if applicable) are required on the petition.

**Q: If one of my committee members is out of town, can someone else sign the degree plan for him or her?**

**A:** Yes, any authorized signer for that member’s department or intercollegiate program may sign.

**Q: Where can I go for help in completing my degree plan?**

**A:** Start with your graduate advisor in your department. The Graduate Catalog and a copy of your transcript are also useful. You may access the Degree Plan Submission System on the Internet: [https://OGAPSdpss.tamu.edu/](https://OGAPSdpss.tamu.edu/) and login with your NetID. If you still have questions, call the OGAPS staff at (979) 845-3631 or e-mail them at OGAPS@tamu.edu.

**Q: Why is it important to have deadlines for the submission of degree plans?**

**A:** The degree plan is to be a “plan” of courses the student and advisory committee have selected to fulfill the degree requirements. The plan should be formulated early in the student’s graduate career and not serve as a report of courses taken.

If you have additional questions, you may contact the Office of Graduate and Professional Studies (OGAPS) at 979-845-3631, or you may e-mail the staff at OGAPS@tamu.edu. This supplement should be used only in conjunction with the Graduate Catalog and the Texas A&M University Student Rules.
Link to the Office of Graduate and Professional Studies Preliminary Examination Checklist & Reports and Signature page.
ACKNOWLEDGEMENT OF AND AGREEMENT TO
The Ph.D. in Business Administration - Finance
STUDENT HANDBOOK

I (print full name) __________________________________________ acknowledge that I have received, read, understood, and agreed to abide by the current edition of the Ph.D. in Business Administration - Finance Student Handbook.

Should I violate any provision of the Ph.D. in Business Administration – Finance Student Handbook, I understand that the potential consequences include dismissal from the Program and referral to the Department Head in Finance for such sanctions as he or she may be authorized to consider.

__________________________________________  _____________
Student’s Signature  UIN

____________________________
Date