



# MAYS BUSINESS SCHOOL

## TEXAS A & M UNIVERSITY

---

---

# Mays Business School

## PhD Program Handbook

2020-2021

**NOTE:** Each Mays Department may have a Departmental PhD Handbook, describing internal PhD Program procedures, requirements, and deadlines in addition to this Handbook. Contact your Department's Doctoral Coordinator to ensure you are complying with a department's program. The provisions of this Handbook do not constitute a contract, express or implied, between any applicants, student, faculty or staff member of Texas A&M University. This Handbook is for informational purposes only. The Department reserves the right to change or alter any statement herein without prior notice. Students begin their PhD program under the guidance of a specific Handbook's guidance. However, subsequent revisions to that initial Handbook may apply to students throughout their program.

**For TAMU updates, refer to** the Office of Graduate and Professional Studies requirements and terminology at <http://ogaps.tamu.edu/>.

*Last update: January 2021*

---

---



## Table of Contents

1.0 <a href="#">Introduction</a>	Page 3
2.0 <a href="#">Advising (Initial)</a>	Page 4
3.0 <a href="#">Residence and Credit Hour Requirements</a>	Page 4
4.0 <a href="#">Program Requirements</a>	Page 5
5.0 <a href="#">Performance Standards</a>	Page 5
6.0 <a href="#">Advisory Committee</a>	Page 6
7.0 <a href="#">Degree Plan &amp; OGAPS Online Submission System</a>	Page 7
8.0 <a href="#">Preliminary Examination</a>	Page 7
9.0 <a href="#">Dissertation Research Proposal Defense (Mays)</a>	Page 9
10.0 <a href="#">Admission to Candidacy</a>	Page 10
11.0 <a href="#">Dissertation</a>	Page 10
12.0 <a href="#">Defense of the Dissertation</a>	Page 11
13.0 <a href="#">Time Limit (Mays 5 Years)</a>	Page 12
14.0 <a href="#">English Language Proficiency Requirements</a>	Page 12
15.0 <a href="#">Academic Misconduct/Dishonesty</a>	Page 13
16.0 <a href="#">Frequently Asked Questions</a>	Page 14
17.0 <a href="#">Appendix (Office of Graduate and Professional Studies forms)</a>	Page 15

## **1.0 INTRODUCTION**

The PhD program represents the highest level of formal academic study available in business administration. A PhD (Doctor of Philosophy) is the most significant achievement to prepare individuals for an active career as a scholar in terms of research and teaching. The Mays PhD program in Business Administration has three primary objectives:

- Providing students with comprehensive knowledge of methods, theories, and concepts in business and related functional and research disciplines.
- Preparing students to conduct high quality research that is relevant to private or public organizations, to direct research by others, and to communicate research findings through teaching and writing.
- Preparing students for the varied responsibilities and opportunities of academic careers or for positions requiring similar research and analytical skills.

The PhD program at Mays Business School (Mays) is individualized. A student's degree program is prepared in detail following a systematic careful review of her or his career objectives and a thorough appraisal of prior preparation. To preserve the individualized character of the program, Mays admits a small number of applicants to the program annually.

Because the PhD degree signifies the highest level of excellence in intellectual attainment, our requirements are demanding and the standards exacting. As our PhD program receives monitoring from four administrative levels throughout Mays and Texas A&M University, completion of a Mays PhD degree requires students to understand the program's requirements, rules, and procedures.

This handbook provides a detailed explanation of the requirements, rules, and procedures associated with the Mays PhD program. Some information presented here appears in the [University's Graduate Catalog](#) and in materials available from the Office of Graduate and Professional Studies (OGAPS). Other information presents Mays requirements.

*Students are responsible for having knowledge of all degree program requirements. OGAPS, the Office of the Dean in Mays Business School, each academic department and an individual's PhD Advisory Committee are available to assist students in efforts to understand all degree requirements. However, all Mays PhD students are responsible for ensuring that they possess personal knowledge of their program's requirements.*

Departmental requirements may be more definitive, in selected areas, than are the Mays requirements presented in this handbook. Please consult with your Doctoral Coordinator to gain access to the department's guidelines for the PhD program.

Next, we describe the activities associated with earning a Mays PhD degree. We summarize these in Figure 1, which appears at the end of this document. Students are responsible for understanding permitted departmental variations associated with the activities appearing in Table 1.

## **2.0 ADVISING (Initial)**

The Doctoral Coordinator for the department in which students chose to earn their PhD degree directs their work in the PhD program until formation of each student's Advisory Committee (AC). Upon entering the program, students should consult with their department's Doctoral Coordinator to determine if there are "foundation knowledge requirements" of Mays and prerequisite requirements of their department they are to satisfy.

General competency in calculus and a computer programming language (e.g., SAS, STATA, etc.) are required foundational skills Mays PhD students are to possess. Completing courses successfully at Texas A&M University or equivalent courses from other programs offered by schools holding Association to Advance Collegiate Schools of Business (AACSB) accreditation satisfies this requirement.

As noted above, departments, which represent the academic disciplines of accounting, finance, management, marketing, and supply chain management, may also have their own prerequisites. Students should consult with their Doctoral Coordinator to learn about any such prerequisites.

## **3.0 RESIDENCE AND CREDIT HOUR REQUIREMENTS**

A major purpose of the residence requirements for graduate degrees is to ensure that students experience the advantages of a university environment. These advantages include, but are not limited to, the following: access to computing, library facilities, laboratories and other physical facilities, and opportunities to participate in seminars and other activities. Becoming acquainted with the faculty and other students on a personal and professional basis are additional residency advantages. In this sense, the residency requirements afford faculty opportunities to properly assess PhD students' professional development, guide and direct their studies, and assess their degree progress.

The requirements for a PhD degree are normally either a **minimum** of 96 credit hours beyond the baccalaureate degree or 64 credit hours beyond the master's degree. The credit hour requirements usually include 18-24 hours for dissertation research. The actual credit hours taken are a function of the specific degree requirements of a Department, the major field of study, and the expectations of a student's Advisory Committee. Earning a degree may require that a student complete more than the minimum hours presented here.

**Full-time status.** The University defines full-time PhD student status as being registered for a minimum of nine (9) semester credit hours during a fall and a spring semester and being registered for six (6) semester credit hours during a summer term.

During the fall and spring semesters, the Mays PhD Program requires all PhD students to be "in-residence" and full-time until completing all coursework. After completing the required coursework, if a student is on an assistantship, full-time registration is required (see below).

**Registration & Assistantships.** PhD students holding an assistantship (or receiving other summer funding) must enroll for a minimum of three (3) credit hours for each 5-week summer term funded to satisfy the University's full-time enrollment requirement. Registering in each 5-week summer term and/or the combined 10-week term in which students receive funding satisfies this requirement. Any combination is appropriate. Assistantships terminate upon failure to maintain the University's minimum enrollment requirement. Contact the head of your department or your Advisor Committee Chair for more information. *OGAPS determines the University's requirement for summer enrollment. These requirements may vary from year to year.*

**International students** should always contact International Student Services (979-845-1824) to determine the minimum number of credit hours required. The type of visa a student holds influences the decision about the number of credit hours in which an international student should enroll.

**Maximum hours.** Graduate students may enroll for a maximum of 15 credit hours during a fall or a spring semester, six (6) credit hours for a 5-week summer term, and ten (10) credit hours for a 10-week summer semester. Students submit requests to exceed the maximum hours per semester to the Associate Dean for Research and Scholarship of Mays Business School, located in 440 Wehner.

Late Arrivals for incoming students: Program rules allow students to arrive up to one-week beyond the official start date of a semester when unforeseen circumstances preclude an on-time arrival. Program coordinators may contact the Associate Dean for Research and Scholarship to request an extension beyond one week for an individual student.

#### **4.0 PROGRAM REQUIREMENTS**

Program requirements include:

- A first-year review (conducted by a student's major academic department)
- Preparation in a major field and at least one minor field
- Classroom teaching experience
- Experience as a research and/or teaching assistant

Requirements vary somewhat among Mays' five academic departments. The general components of program requirements include:

**Major Field.** Selection of a major field from one of the following: accounting, finance, management, marketing, or supply chain management.

**Minor Field (for select departments).** Selection of a minor field(s) to ensure that a student gains the requisite knowledge and skill to conduct and communicate independent research. The courses in this field do not necessarily need to come from a single academic department.

**Teaching.** New graduate assistants with responsibilities that include grading, leading recitation, conducting or assisting in labs, and assuming full responsibility for teaching must attend the face-to-face training program offered through the Teaching Assistant Institute (TAI) (as provided by OGAPS). Information about this program is available at <http://cte.tamu.edu/Featured-Programs/Teaching-Assistant-Institute>.

**Other.** Each academic department specifies completion of a minimum number of hours in its major academic discipline, the maximum number of hours of 681, 685, and 688 courses, transfer credit, and so forth. Departments may require PhD students to enroll in certain seminars. Consult with your department's Doctoral Coordinator concerning these requirements.

#### **5.0 PERFORMANCE STANDARDS**

Achieving academic excellence in all academic work is an expectation for each PhD student. Throughout the PhD program, students must maintain a minimum cumulative and degree-plan Grade Point Average (GPA) of 3.00 (B average, based on a 4.00 maximum) in all course work (GPA minimums may vary by department), other than in those courses in which grades of Satisfactory (S) or Unsatisfactory (U) are given (681, 684, 690, 691, 692). Following admission to the Mays PhD program, calculation of a student's GPA results from including all courses taken at Texas A&M

University. Students holding one or more Dean's Scholarships (including the Merit Fellowship) have higher GPA requirements (currently 3.25).

Only grades of A, B, C and S are acceptable for graduate credit. Students absolve grades of D, F or Unsatisfactory (U) for courses on their degree plan by repeating the courses at Texas A&M University and achieving grades of C or above or Satisfactory (S). Students may repeat a course in which the final grade is C or lower once for a higher grade. If the second grade is higher, the original grade remains on the student's permanent record; the most recent grade is used to compute the cumulative and degree plan GPAs. Grades for repeated courses are not replaced automatically; this must be entered and recomputed manually by OGAPS.

Typically, students may not remove courses listed for graduate credit on their official degree plan in which they received a final grade. However, students may complete additional graduate-level courses and add them to their degree plan. Students may petition for an exception to this rule.

A student's major academic department and the Dean's Office monitor all students' academic progress.

Students whose GPA falls below the minimum 3.0 in a semester (3.25 for scholarship recipients) are placed on academic probation (minimum GPA requirements may vary by department). When this happens, students receive notification of their status as well as the conditions required to regain "good academic standing" from their departmental PhD Coordinator.

Failure to remedy such academic deficiency by the following semester (per the conditions listed in the departmental notification), failure to earn a least a 3.0 GPA after being placed on academic probation (3.25 for scholarship recipients), or other evidence of poor performance constitute grounds for dismissal from the PhD program.

Upon recommendation of the student's Advisory Committee (AC), major department, and the Associate Dean for Research and Scholarship, and with the approval of the OGAPS Dean, dismissal from the Mays PhD program may occur at any time for students failing to maintain satisfactory progress toward earning their degree.

For students without an AC, the responsibility for initiating such a recommendation to the OGAPS Dean rests with the department head.

## **6.0 ADVISORY COMMITTEE**

Prior to the deadline imposed by the student's doctoral advisor, and no later than 90 days prior to the preliminary examination, students form their Advisory Committee (AC). Students should check with their major academic department to understand when to form their AC. Regardless of the timing of forming the AC, when choosing their AC, students should recall that a key criterion in forming the AC is the compatibility of research and career interests between them and the AC members. A student's AC consists of not fewer than four (4) members of the graduate faculty. One AC member must be from a department other than the student's major department. Only graduate faculty members located on the TAMU-College Station campus may serve as chair of a student's AC.

The following are issues students should consider when forming their AC and selecting an AC Chair (in addition to the match between their interests and those of potential AC members):

- Faculty members' availability to support the student actively as an AC member or as an AC chair,
- Faculty members' productivity in terms of contributing to the literature regarding the research questions that interest the student, and

- Faculty members' network that could facilitate a student's efforts to secure employment with a desired academic institution upon completion of the PhD degree.

The AC guides and directs a student's academic program. The AC's responsibilities include those related to a student's:

- Degree plan,
- Preliminary written and oral examination,
- Development and presentation of a dissertation proposal,
- Completion of the dissertation, and
- Final defense (focusing on the dissertation)

As a group, and as individual members, a student's AC is responsible for advising her or him regarding academic matters. The AC also initiates correspondence with OGAPS regarding each student's standing in the PhD program and any academic deficiencies.

For AC member criteria, refer to the current OGAPS Graduate Student Handbook, [Business Administration - PHD](#), click on Additional Requirements, and select *Student's Advisory Committee*.

The head of a student's major academic department approves her or his selection of an AC and its chair.

The chair of a student's AC usually has immediate supervision of her or his research activity and dissertation and is responsible for calling required meetings of the AC and any other appropriate meetings. In some cases, an alternate chair may assume supervision of a student's research and dissertation work.

**Alternate Chair.** Students may request, in writing, that the head of their major department appoint an alternate chair for their AC. Students request this approval when their AC chair is unavailable for an extended time during any academic period in which they are involved in activities related to the dissertation. A faculty member located away from the Texas A&M University campus may not serve as chair of a student's AC; however, a faculty member may serve as co-chair with another faculty member located on campus. If necessary, an appeal to this rule may be filed with the Office of Graduate and Professional Studies. See TAMU Graduate Catalog "Student Advisory Committee" for more information.

## **7.0 DEGREE PLAN & OGAPS ONLINE SUBMISSION SYSTEM**

In consultation with the AC, students develop a proposed degree plan that specifies the course work requirements for the degree. The degree plan must be filed with OGAPS prior to the deadline imposed by the department and no later than 90 days prior to the preliminary exam.

Students use the online Document Processing Submission System (DPSS), found at <http://ogsdps.tamu.edu>, to submit their degree plan. The student submits the degree plan electronically through the DPSS portal. The plan then routes to the committee chair and co-chair, each member of the advisory committee, and the department head for review/approval. Following departmental approval, the degree plan goes to OGAPS for processing. Normally, students file their proposed degree plan during the second year of their program. Some Mays departments' timelines vary; students should consult with their major academic department to determine the timing of the degree filing process in their academic area.

The AC may require additional coursework if members believe that such will address deficiencies in a student's academic preparation. A petition to an approved degree plan is the path the AC follows to add coursework. However, no changes to an approved degree plan are possible once OGAPS approves the student's [Request for Final Examination](#).

## **8.0 PRELIMINARY EXAMINATION**

All PhD students sit for a preliminary examination. Through the preliminary examination, an AC should satisfy itself that a student's performance demonstrates that she or he has the following qualifications:

- A mastery of the subject matter of all fields in the major academic discipline,
- An adequate knowledge of the literature in the major academic discipline and the ability to critically evaluate and synthesize that literature, and
- An understanding of the research process and appropriate methodological approaches.

*Students should check with their major academic department to ensure understanding of expectations regarding passing the preliminary examination. Students sit for the preliminary examination after completing their course work and prior to beginning their dissertation research formally.*

**Preliminary Examination Process.** Prior to commencing any component of the preliminary examination, a departmental representative or the AC chair reviews the eligibility criteria required for a student to sit for the preliminary examination. The OGAPS Preliminary Examination Checklist is the document used for this purpose. The following list of eligibility requirements applies:

- A student must register at Texas A&M University for a minimum of one (1) semester credit hour in the long semester or summer term during which any component of the preliminary examination occurs. If the entire examination takes place on a date between semesters, then the student must register for the term immediately preceding the examination.
- An approved degree plan is on file with OGAPS prior to commencing the first component of the examination.
- A student's degree plan GPA is at least 3.00 (per OGAPS; department GPA requirements may specify a higher minimum requirement).
- Students have satisfied all English language proficiency requirements.

At the end of the semester in which at least the first component of the exam is given, there are no more than 6 hours of coursework remaining on the student's degree plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The head of the student's department has the authority to approve a waiver of this criterion. The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

**Format.** The student's department and AC determine the format of the preliminary examination. Either advisory committee or a departmental committee may administer the preliminary examination. The body taking this action is named the examination committee. The student receives information about the preliminary examination's format prior to sitting for the exam. The preliminary examination may consist of a written component, an oral component, or a combination of written and oral components. If a student is required to take, as part of the preliminary examination, a written component administered by a department, the department must:

- Offer the examination at least once every six months. An announcement of the departmental or interdisciplinary degree program examination occurs at least 30 days prior to the scheduled examination date.
- Assume the responsibility for assessing a student's overall performance on the preliminary examination as "pass" or "fail." If a student receives a "fail" grade on the preliminary examination, reasons for the deficient performance are part of the grading or assessment process.
- Forward the marked examination to the chair of the student's advisory committee within one week after the examination.

## Procedures.

OGAPS does not require a memo announcing the preliminary examination. Rather, the AC chair and student should refer to the OGAPS Checklist to ensure that the student is ready to sit for the preliminary examination. Refer to the [Preliminary Examination Checklist](#) under Exams on the OGAPS website for additional information.

Departmental qualifying or cumulative examinations given early in a student's program may not substitute for the written and oral preliminary examination.

A student's AC chair is responsible for making all written examinations available to AC members at or before the oral examination.

A student receives an overall preliminary examination result of "pass" or "fail." A department's preliminary examination format and internal assessment processes inform the evaluation of a student's performance on the preliminary examination. If the AC administers the preliminary examination, each advisory committee member provides an assessment of a student's performance and an overall determination that the student deserves a grade of "pass" or a grade of "fail" for the entire preliminary examination.

Only one advisory committee substitution member may provide an evaluation decision for a student's preliminary examination. The substitution cannot be for the AC chair.

Once the student initiates the [Preliminary Examination Checklist and Report](#), it then routes through the department and examination committee for review and completeness. The department submits these online forms to OGAPS within 10 working days of completion of a student's preliminary examination.

Approved examination committee members sign the Report of Doctoral Preliminary Examination form prior to submitting it to OGAPS. If an examination committee member substitution (one only) approval occurs, that signature is included as well, in place of the committee member, on the form OGAPS receives. The original signature of the department head is also required on the form. After passing the required preliminary examination for the doctoral degree, the student must complete the final examination for the degree within four calendar years. Otherwise, the student must repeat the preliminary examination. However, Mays Business School expects all students to complete their PhD degree within a total of five years (or within two years of passing the preliminary examination). See section [12.0](#) for more information.

Upon approval of the student's examination committee, with no more than one member dissenting, and approval of OGAPS, a student who fails the preliminary examination may receive one additional opportunity to sit for the examination. The constitution of the preliminary examination committee varies by department. The student receives an adequate amount of time prior to taking the preliminary examination a second time. The student uses the time available to study in a manner that allows her or him to address the inadequacies emerging from the first preliminary examination. In consultation with the student, the preliminary examination committee agrees upon the amount of time the student is to receive to prepare for the second examination and the agreed upon timeframe in which the second administration will take place; six months is the typical time students have prior to taking the second examination. The student receives in writing the committee's decision to allow her or him to take the preliminary examination a second time. In this communication, the student also receives feedback from the committee regarding the deficiencies discovered when s/he took the first preliminary examination. When providing feedback on inadequacies, the committee documents the improvements the student must demonstrate when taking a second preliminary examination. The examination committee documents and communicates the timeframe and feedback within 10 days of the student's failing of the first preliminary examination.

## **9.0 DISSERTATION RESEARCH PROPOSAL DEFENSE (Mays Requirement)**

As early in the program as possible, students work with their AC to determine and agree on the general research domain for their dissertation.

After completing the preliminary examination successfully, students prepare a dissertation research proposal to describe fully the research they will complete for their dissertation. Mays requires an oral defense of each student's proposed dissertation.

### **Preparation and guidelines:**

- Two (2) weeks prior to the scheduled date, a student's AC chair sends a message to Mays faculty and PhD students announcing the time and place for the defense of a student's dissertation proposal.
- Students place a copy of their proposal in the main office of their academic department for interested faculty and PhD students to review.
- The defense of a student's dissertation proposal is open to Mays faculty, PhD students, and other interested parties. Those attending the proposal defense may choose to provide 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 students and their AC regarding the proposed dissertation research.
- A student's AC evaluates the proposal defense and the input received during the defense as a foundation for deciding if it can approve the proposed dissertation.

If approved, a student files the [Research Proposal Approval Form](#) with OGAPS. OGAPS is to approve this form no later than 20 business days prior to submitting the [Request and Announcement of Final Examination](#).

## **10.0 ADMISSION TO CANDIDACY**

Satisfying the following criteria results in a student being a candidate for the PhD degree:

- Completed all formal coursework on the degree plan apart from any remaining 681, 684, 690 and 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog,
- A 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
- Satisfaction of the residence requirement,
- Passage of the preliminary examination, and
- Having an approved dissertation proposal on file with OGAPS.

Admission to candidacy is a prerequisite to a PhD student taking the final examination, which is a defense of the dissertation.

## **11.0 DISSERTATION**

Mays faculty and faculty associated with other business schools and other business disciplines believe that a student's dissertation should yield a distinct contribution to knowledge and should be of sufficient value to warrant its publication in a reputable (and hopefully top-tier) journal or as a book/monograph.

A positive evaluation of the final exam by all members of a student's advisory committee with at most one dissension is necessary for a student to pass her/his final exam. The Report of the Final Examination Form goes to OGAPS with signatures (via DocuSign) of only the committee members approved by OGAPS. If necessary, OGAPS may receive multiple copies of the form with different committee members' original signatures. If an approved committee member substitution (one only) exists, the substitute's DocuSign signature must be included on the form submitted to OGAPS.

OGAPS is responsible for reviewing each thesis, dissertation, and record of study to ensure that the work satisfies the university's format requirements. Guidelines and electronic templates for completing the dissertation are available in the *Thesis and Dissertation Manual* and online at <http://thesis.tamu.edu/>. Students submit their dissertation electronically to OGAPS.

The format of the final version of the dissertation must comply exactly with OGAPS specifications found in the [thesis manual](#). Completing a thesis, dissertation, or record of study can seem overwhelming. As part of the Office of Graduate and Professional Studies, Thesis and Dissertation Services is available to help students manage the process.

OGAPS recommends that students schedule a [pre-submittal conference](#) with Thesis and Dissertation Services prior to the student's defense of the Electronic Thesis/Dissertation (ETD). Pre-submittal requirements for students prior to submitting an ETD include:

- Complying with all OGAPS due [dates and deadlines](#),
- Passing any preliminary or final exams required by the applicable department or program,
- Successfully defending the thesis or dissertation,
- Satisfying any requirements of faculty in the academic committee, and
- Obtaining approval signatures of academic committee members on the [Written Thesis/Dissertation Approval Form](#).

Thesis and Dissertation Services staff will review format guidelines, share sample pages, and answer questions on style and format, as well as address deadlines and requirements for submittal and clearance. Please visit this website for more information: <http://ogaps.tamu.edu/New-Current-Students/Workshops-and-Tutorials#0-ThesisandDissertationServicesPre-SubmittalConference>.

Compliance issues must be addressed if a graduate student is performing research involving human subjects, animals, infectious biohazards, and recombinant DNA. A student involved in these types of research should check with the Office of Research Compliance and Biosafety at (979) 458-1467 to address questions about all research compliance responsibilities. Additional information is available from the website <http://rcb.tamu.edu>.

## **12.0 DEFENSE OF THE DISSERTATION**

The candidate for the doctoral degree must pass a final examination by deadline dates announced in the "Office of Graduate and Professional Studies Calendar" during each semester. A doctoral student has only one opportunity to take the final examination. The [Request and Announcement of the final examination](#) must go to OGAPS a minimum of 10 working days in advance of the scheduled date. OGAPS must approve any changes to a student's degree plan prior to the submission of the request for final examination.

The student's AC conducts the final examination. The final examination should not take place until the dissertation or record of study is available in essentially its final form to the student's AC, and all concerned have had adequate time to review the document. Whereas the final examination may cover the broad field of the candidate's training, typically, the major portion of the time during the

final defense revolves around the student's dissertation and closely allied topics. Based on mutual consent between the degree candidate and his/her AC chair, individuals other than members of the graduate faculty may receive an invitation to attend the final defense. To pass the final defense, a student must receive a positive vote by all members of his/her AC with at most one dissension. A department can have a stricter requirement provided there is consistency within all degree programs within that department. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings to allow the AC to deliberate.

### Report of Final Examination

The student's department reports promptly the results of his/her final examination to OGAPS via the [Written Dissertation Approval](#) form. These forms are submitted to OGAPS within 10 working days of completion of the final examination. OGAPS is to receive written notification of a cancellation of a final defense. As noted above, a positive evaluation of the final exam by all members of a student's AC with at most one dissension is required to pass a student on his or her final exam. Assuming a positive evaluation of the final examination, a student's AC chair submits the "Report of the Final Examination" Form (available from OGAPS) to OGAPS. DocuSign forms are the ones on which signatures of the AC members, as approved by OGAPS, appear. OGAPS accepts AC members' signatures in this form only. If necessary, the AC chair may submit multiple copies of the form with different committee members' signatures appearing on DocuSign forms. In cases where there is an approved committee member substitution (one only), his/her signature appears on the DocuSign form submitted to OGAPS.

### **13.0 TIME LIMIT (5 years to complete the degree requirements and graduate)**

By completing the requirements associated with earning a **Doctor of Philosophy (PhD) in Mays Business School**, students engage in educational experiences through which they gain thorough and comprehensive knowledge of their chosen academic discipline as well as mastery of appropriate research methods.

Mays Business School expects that all students will complete their PhD program within five consecutive calendar years. Upon request of a student, consideration for a sixth year in the Mays PhD program is possible. The student, his/her Doctoral Coordinator, and the Associate Dean for Research and Scholarship are the parties involved with a request for a sixth year. However, students do not receive funding as a graduate assistant during a sixth year.

### **14.0 English Language Proficiency Requirements**

**English Language Proficiency.** English Language Proficiency Certification is required of all TAMU international students who will serve as a Graduate Assistant –Teaching. Students are to earn or receive certification at a level 1 (per Figure 2 below) to receive eligibility for a teaching assignment. Those without requisite standardized test scores prior to enrollment can earn or receive certification by taking the oral section of the on-campus English Language Proficiency Exam (ELPE). Testing information is available on the University's Data and Research Services website <http://dars.tamu.edu/testing/ELPE>.

Figure 2. ELP Levels

	Global Standardized Tests			Locally Administered (on Texas A&M campus) Exam
Level #	TOEFL speaking section	IELTS speaking section	PTE speaking section	ELPE oral exam
1	26-30	>=8.0	>=85	80
2	23-25	7.0-7.5	75-84	75
3	<23	<7.0	<75	6

**Definitions of levels of eligibility are as follows:**

**Level 1:** Students eligible for teaching assignments

**Level 2:** Students conditionally eligible for teaching assignments for one semester only. In these cases, a student must participate simultaneously in the instruction that the Center for Teaching Excellence English Language Proficiency (CTE-ELP) offers. These students must earn a certifying score on the oral section of the ELPE by the end of the semester

**Level 3:** Students not eligible for teaching assignment. Students should participate in spoken language training (such as those offered by CTE-ELP or other independent English language instruction providers) to assist them in meeting English language proficiency requirements.

**15.0 ACADEMIC DISHONESTY/MISCONDUCT**

Because of its philosophy and practice, Mays Business School considers the display of any form of academic dishonesty by students as a subversion of the educational process. Academic dishonesty is any form of cheating or plagiarism that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own (Kibler et al. (1988), Academic integrity and student development: Legal issues and policy perspectives, Ashville, NC: College Administration Publications, Inc., p. 1.) If proved, cases of academic dishonesty may result in additional disciplinary action for the offending student (e.g., expulsion from the University). A student’s major and his/her academic advisor, the Associate Dean for Research and Scholarship, and the Aggie Honor System Office consider the possibility of additional disciplinary actions. If evidence proves a student engaged in academic dishonesty, a letter describing this outcome becomes a part of his/her permanent file. Appropriate parties may have access to this letter in future situations.

Professors who believe that a student is guilty of academic dishonesty may pursue one of two options:

- Refer the violation allegation directly to the University’s Honor Council.
- Handle the alleged violation autonomously by meeting with the student and then reporting the violation and assigned sanction to the Aggie Honor System Office.

The Adjudication process for an instructor is available by clicking [here](#).

## **Students' Rights**

All students receive a written detailing of alleged academic dishonesty charges. The accused student has at least three University business days to prepare for a hearing. In all Honor Council proceedings, a presumption of student innocence exists until it is proven that a violation of the University rules occurred by a "preponderance of the information" standard. Honor Council hearings that may result in University mandated separation from the University take place as specified by a set of guidelines. Accused students subject to less severe sanctions may receive but do not have a guarantee of receiving the same guidelines. The Director of the Aggie Honor System Office has this decision responsibility. These guidelines are available by clicking [here](#).

More information is available at the following link: [My Instructor says I cheated, what happens now?](#)

## **Honor Council Referral**

If the Honor Council receives an allegation of academic dishonesty, a Case Manager from the Aggie Honor System Office contacts the accused student to establish a time to meet to explain the details of the process. Generally, an investigation is the first step of the process.

Case investigators determine whether there is sufficient information to support a violation of the Honor Code.

1. If there is not sufficient information to support a violation, the case investigators inform the Director. The Aggie Honor System Office then creates an Event File to keep a record of the investigation on file. The alleged violator's name is not a part of the Event File. No further action occurs other than dismissal of the pending charges against the student.
2. If Case investigators determine there is sufficient evidence to hear the Case, they recommend that the Case continue to a Hearing Panel and confirm the charges the alleged violator will face during the Honor Council Hearing Panel. Both the Reporting Party and the Alleged Violator may review the Case File prior to the hearing.

For additional information, please see [20.2.4.3 Adjudication Process – Honor Council](#).

## **Adjudication Process and Q-Drops/Withdrawals**

Students accused of academic dishonesty lack eligibility to Q-drop or withdraw from a course with a pending allegation or a finding of academic misconduct. If the paperwork has already gone through to Q-drop or withdraw from a class status prior to the reporting of an academic misconduct violation, the course again becomes a part of the student's transcript and designated grade sanctions applied.

## **16.0 Frequently Asked Questions**

### **Do I have to enroll in both summer sessions?**

**In-residence PhD student summer registration** is a product of summer funding, scholarship, and immigration requirements. Students must register only if they receive funding and they meet the University's minimum requirement. *Students should check the current OGAPS Graduate Catalog to ensure that they satisfy all [Continuous Registration Requirements](#) (see <http://catalog.tamu.edu/graduate/>).*

**International students** should always contact ISS at 979-845-1824 and/or <https://iss.tamu.edu/> to determine the minimum number of credit hours required per summer by year. The number of hours required depends on the type of visa a student holds.

**In-absentia Registration Requirement.** If approved for an unfunded sixth year, PhD students admitted to candidacy and no longer in-residence, yet still engaged in research for their dissertations, must register in-absentia for one (1) credit hour of 691 (Research) each fall, spring, and 10-week summer term until the student completes all requirements for the degree and as graduates. *Students should contact their Department to ensure there is an in-absentia section of 691 in which they can enroll during the appropriate semester.*

To qualify for in-absentia registration, a student must:

- Not have access to or use of facilities or properties belonging to or under jurisdiction of the Texas A&M University System at any time during the semester or summer term for which he or she is enrolled.
- Understand that for the purpose of this rule, the definition of facilities includes the following: human resources and services such as those provided by Graduate Advisory Committee members responding to drafts of theses, dissertations, or records of study, or other academic materials; and
- Contact their department to verify that there is an in-absentia section of 691 available.

In-absentia registration must continue until a student completes all requirements for the degree. To be exempt from some student fees, students must register in the appropriate in-absentia section number. If unsure, students should contact their department's Doctoral Coordinator to obtain the correct section number.

## **17.0 APPENDIX**

### **Office of Graduate and Professional Studies (OGAPS) & Thesis Office Contact Information:**

**Office of Graduate and Professional Studies (OGAPS) Telephone** 979-845-3631  
112 Jack K. Williams Administration Building  
1113 Texas A&M University  
College Station, TX, 77843-1113

#### **Degree Plan – Online Degree Plan Submission System**

<https://ogsdpps.tamu.edu/>

*Mays PhD students are required to use the OGAPS Online Degree Plan System*

**OGAPS' forms and petitions are available from the Office of Graduate and Professional Studies web page at <http://ogaps.tamu.edu/Buttons/Forms-Information>.** The forms and petitions available at this web page include the following:

- [Letter of Intent](#)
- [Non-Resident Tuition Waiver Form](#)
- [Preliminary Examination Checklist and Report](#)

- [Research Proposal Approval Form](#)
- [Request and Announcement of Final Examination](#)
- [Fact Sheets](#) - information for current students on frequently asked questions
- [Graduate and Professional Studies Forms](#) – Graduate and Professional Studies uses DocuSign for several forms. On this page, you can find helpful tips on how to use DocuSign, links to the forms, and instructions for each form.

**Thesis Office** - <http://ogaps.tamu.edu/New-Current-Students/Thesis-and-Dissertation-Services>

**Ombudsperson:** OGAPS provides an Ombudsperson who advocates for the processes of graduate education by being equally open and accessible to all parties-students, faculty, staff, and administrators. The Ombudsperson is available at 979-845-3631 and/or <http://ogaps.tamu.edu/New-Current-Students/Ombudsperson>.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities receive a guarantee that they will experience a learning environment that provides for reasonable accommodations of their disabilities.

TAMU Disability Services offers several services including coordination of accommodations, evaluation referral, disability-related information, assistive technology services, and sign language interpreting and transcribing services for academically related purposes. *Although Disability Services does not offer disability evaluation and/or testing, tutoring, personal expenses, attendants or scholarships, Disability Services will provide resources and referral information.*

If a student believes that s/he has a disability requiring an accommodation, s/he should contact [Disability Services](#) at 979-458-1214 or at [disability@tamu.edu](mailto:disability@tamu.edu). The Disability Services office is located at 1224 TAMU, College Station, TX. 77843-1224.

### **NOTICE OF NON-DISCRIMINATION AND ABUSE**

Texas A&M University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public, regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly investigate and resolve all complaints of discrimination, harassment (including sexual harassment), complicity and related retaliation based on a protected class in accordance with System Regulation 08.01.01, University Rule 08.0.01.M1, Standard Administrative Procedure (SAP) 08.01.01.M1.01, and applicable federal and state laws.

For more information, please email [civilrights@tamu.edu](mailto:civilrights@tamu.edu).

Jennifer Smith  
Assistant Vice President and Title IX Coordinator  
Dept. of Civil Rights and Equity Investigations  
1243 TAMU | College Station, TX 77843-1243  
[civilrights@tamu.edu](mailto:civilrights@tamu.edu)

## **AGGIE HONOR CODE**

### **"An Aggie does not lie, cheat, or steal or tolerate those who do."**

Upon accepting admission to Texas A&M University, a student assumes a commitment to uphold the Aggie Honor Code, to accept responsibility for learning, and to adhere to the university's Honor System's philosophy and rules. Ignorance of the rules does not exclude any member of the TAMU community from the Honor System's requirements or its processes. Students can learn more about the Honor Council's Rules and Procedures as well as their rights and responsibilities at the following URL: <http://aggiehonor.tamu.edu>.

**Table 1. Parts of the Mays PhD Program**

Step	Instruction	Detail
1	Meet with departmental/intercollegiate graduate advisor to plan course of study for first semester	<b>When:</b> Before first semester registration <b>Approved by:</b> Graduate advisor (PhD Coordinator for each Department)
2	Establish advisory committee Submit a degree plan	<b>When:</b> Prior to the deadline imposed by the student's college or intercollegiate programs, and no later than 90 days prior to preliminary examination. <b>Approved by:</b> Advisory committee, department head or intercollegiate faculty chair, and Office of Graduate and Professional Studies (OGAPS)
3	Complete English Language Proficiency requirements (if applicable), and coursework detailed on degree plan	<b>When:</b> Before preliminary examination
4	Complete the preliminary examination	<b>When:</b> See departmental steps for completing the preliminary examination. OGAPS must receive the preliminary examination results 14 weeks prior to the date of the defense <b>Approved by:</b> Advisory committee, department head or

		chair of the intercollegiate faculty, and OGAPS
5	Submit research proposal for dissertation or record of study and the research proposal approval form to the Office of Graduate and Professional Studies	<b>When:</b> At least 20 working days prior to the submission of the Request for the Final Examination <b>Approved by:</b> Advisory committee, department head or intercollegiate faculty chair, Research Compliance and Biosafety, and OGAPS
6	Complete residence requirement	<b>When:</b> Before submitting request to schedule final examination <b>Approved by:</b> OGAPS
7	Apply for degree; pay graduate fee	<b>When:</b> During the first week of the final semester; see OGAPS calendar for deadlines
8	Submit request for permission to hold and announce final examination	<b>When:</b> Must be received by OGAPS at least 10 working days before requested exam date. See OGAPS calendar for deadlines. <b>Approved by:</b> Advisory committee, department head or intercollegiate faculty chair, and OGAPS
9	Complete final examination successfully	<b>When:</b> The Report of the Final Examination Form is submitted to OGAPS within 10 days following the exam. <b>Approved by:</b> Advisory committee and OGAPS
10	Upload one approved final copy of the dissertation or record of study as a single pdf file etd.tamu.edu and submit a dissertation/record of study approval form to the Office of Graduate and Professional Studies	<b>When:</b> See OGAPS calendar for deadlines. <b>Approved by:</b> Advisory committee, department head or intercollegiate faculty chair, and OGAPS
11	Graduate; arrange for cap and gown	For more information, visit <a href="http://graduation.tamu.edu">http://graduation.tamu.edu</a> .