

Introduction

This PhD Handbook provides information regarding academic program requirements and administrative policies and procedures to doctoral students admitted to the PhD Management Science program in the Sheldon B. Lubar College of Business. The UW-Milwaukee Graduate School oversees all graduate programs and is the conferring body for all PhD degrees. For information on the standards set for all UWM doctoral students, please refer to the Graduate School website:

<https://uwm.edu/graduateschool/doctoral-toolbox/>

The Lubar College PhD Program Committee sets and monitors all policies specific to the PhD Management Science program. The committee consists of one faculty representative from each field of specialization, including the PhD Program Director, and one Lubar College doctoral student consultant. The PhD Program Coordinator also attends all PhD Program Committee meetings.

Mission and Goals

The Lubar College PhD mission states:

The doctoral degree program prepares students for research-oriented careers in academic institutions and the private sector.

The PhD program has four primary goals for its students:

- *Students will establish an independent, high quality research record.*
- *Students will effectively analyze research questions in their area of specialization.*
- *Students will gain teaching experience.*
- *Students will demonstrate research competence.*

Learning objectives related to each goal are:

- *Students function independently as researchers capable of producing cutting-edge research in an academic business discipline, by writing high quality research papers and proposing an original dissertation topic having the potential of being published in a leading journal.*
- *Students demonstrate in-depth knowledge in their area of specialization by successfully passing comprehensive exams using critical thinking skills, analytical skills, appropriate methodologies, and drawing sound conclusions based on the known body of knowledge.*
- *Students demonstrate classroom teaching skills by effectively leading discussion sections and/or teaching independently.*
- *Students demonstrate research competence by completing the degree requirements, successfully defending their dissertation, and qualifying*

for positions in academic institutions or in the private sector that require research and scholarship.

Program of Study

You must select program advisors in your major and minor fields of study and submit a *Program of Study* to the PhD Program Committee no later than the beginning of the third semester (excluding summer sessions) of enrollment in the PhD Program. Potential advisors by major field are listed under the PhD Faculty listing in this handbook.

Background Preparation Coursework

You are expected to have a basic level of proficiency at the undergraduate or graduate level equivalent to one semester each of coursework in **calculus, statistics, and linear algebra**. Applicants lacking in the above course background may be admitted on the condition that they complete equivalent courses to remove these deficiencies. Specific courses from the Sheldon B. Lubar College of Business or from departments outside the School will be suggested to satisfy preparation in these areas. Credits earned in these courses do not count toward the degree. You may choose to demonstrate competence in these background fields by passing an appropriate written equivalency examination in lieu of taking coursework.

If you have completed equivalent coursework with a grade of C or better at other accredited colleges or universities before being admitted into the School's PhD Program, you must provide the name of the University, the course number, course title, number of credits, and grade you received in each course on your *Program of Study*. Also prepare appropriate supporting materials (course outlines, course descriptions, etc.) to submit to the PhD Program Committee if requested.

Common Core Preparation (effective Fall 2017)

This component consists of courses that give students general preparation in a common core of knowledge. **You will be required to validate exposure to four of the following six functional business areas: accounting, finance, information systems, marketing, supply chain and operations management, and management.**

Methods of validation include (a) prior coursework, (b) equivalency exam, or (c) supervised readings – you must include a reading list and the name of the supervising faculty. If you have completed equivalent coursework (a) with a grade of C or better at other accredited colleges or universities before being admitted into the School's PhD Program, you must provide the name of the University, the course number, course title, number of credits, and grade you received in each course on your Program of Study. You may also

be required to submit appropriate supporting materials (course outlines, course descriptions, etc.) for review by the PhD Program Committee.

If you have not earned a prior degree in business, you will be expected to complete at least four of the six Common Core requirements. Out of these four requirements, at least two must be met by successfully passing masters level business core courses in those disciplines, unless you have successfully passed courses equivalent to those in previous college work. The remaining two out of the four requirements can be completed by other methods of validation such as equivalency exams, or supervised readings.

The common core requirement must be satisfied in order to apply for dissertator status.

Masters level courses that satisfy the Common Core are listed below, but other 700-level courses in the appropriate functional area may also be completed with approval of your faculty advisor as listed on your approved Program of Study:

Accounting:	Bus Mgmt 704 Accounting Analysis & Control
Finance:	Bus Mgmt 705 Corporate Finance
Management:	Bus Mgmt 706 Managing in a Dynamic Environment
MIS:	Bus Mgmt 707 Info Tech Mgmt in International Businesses
Marketing:	Bus Mgmt 708 Marketing Strategy: Concepts & Practice
SCOM:	Bus Mgmt 711 Global Supply Chain Strategies & Competitive Operations

All students are also required to complete, during their first Fall semester of study, Bus Adm 900: “Doctoral Orientation to Teaching and Research” (1 credit). The purpose of this seven-week course is to help you learn about the process, roles, and expectations of academic teaching and research.

Research Methods Component

In this component the student is exposed to the process of scientific inquiry and methodological tools for conducting research. All students are required to complete a minimum of 12 credits of research methods courses from those listed below.

Students must choose at least two Module I courses to satisfy the Research Methods requirement.

Module I - 3 Credit Courses

- Bus Adm 914 Advanced Multivariate Techniques in Management Research
- Bus Adm 916 Advanced Operations Research Models
- Bus Adm 918 Doctoral Seminar in Behavioral Research Methods
- Bus Adm 995 Doctoral Seminar in Decision Science (topic)

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- Econ 835 Econometric Methods II
- Ed Psych 824 Advanced Experimental Design & Analysis
- Ed Psych 826 Analysis of Cross-Classified Categorical Data
- Ed Psych 829 Methods of Scale Construction & Multidimensional Scaling
- Ed Psych 832 Theory of Hierarchical Linear Modeling
- Ind Eng 890 Advanced Topics in Industrial & Systems Engineering

Module II - 3 Credit Courses

- Bus Adm 713 Business Forecasting Methods
- Bus Adm 714 Multivariate Techniques in Management Research
- Bus Adm 754 Statistical Analysis
- Bus Adm 762 Marketing Research
- Econ 735 Econometric Methods
- Ed Psych 821 Psychometric Theory & Practice
- Ed Psych 825 Multivariate Methods
- Ind Eng 890 Advanced Topics in Industrial & Systems Engineering

* Other Specialized Methods Courses from schools/departments outside of the Sheldon B. Lubar College of Business (with PhD Program Committee approval.)

Please be aware that some of these courses have pre-requisites. Courses taken in preparation for courses on this list will not be counted towards completion of the Research Methods requirement.

Major Field of Study

A minimum of 12 graduate credits of course work at UWM's Sheldon B. Lubar College of Business is required in the major field (field of specialization.) Current majors are Finance, Marketing, Management Information Systems, Organizations and Strategic Management, and Supply Chain and Operations Management. Additional coursework in both the major and minor fields may be necessary depending upon your prior coursework.

Students are expected to have at least three 900-level courses in the major field. The first level graduate courses (i.e., Bus Mgmt 705, 706, 707, 708, 711) are not counted toward the major or minor course requirements.

Changing a major field is not encouraged, but if at some point a student decides to switch majors within the PhD program, they must do so PRIOR to the first attempt of preliminary exams in the original major. A switch in majors requires a new application, a positive vote from the new major area faculty, and PhD Program Committee approval. There is no guarantee that the switch will be approved by the area faculty or by the PhD Program

Committee. The student must also seek a new major professor willing to work with him/her on their research and dissertation.

All major field coursework must be approved by the PhD Program Committee.

Minor Field of Study

A Management Science minor within the Sheldon B. Lubar College of Business (e.g., Finance, Marketing, Management Information Systems, Organizations and Strategic Management, Supply Chain and Operations Management, Taxation, International Business, or Business Statistics) requires a minimum of 9 credits. Students are expected to have at least two 900-level courses (preferably doctoral seminars) in the minor field. A minimum grade point average of 3.33 in the minor coursework is also required.

A minor field of study can also be a related field chosen from outside the Sheldon B. Lubar College of Business, in consultation with your major program advisor. The courses must be planned with an advisor in the minor field who must be a member of UW-Milwaukee's graduate faculty. If a minor field outside the Sheldon B. Lubar College of Business is chosen, the nature of the comprehensive preliminary examination or other requirements for the minor field will be decided by the concerned department.

All minor field coursework must be approved by the PhD Program Committee.

Minimum Credit Requirements

Students admitted into the PhD Program with a master's degree must complete a minimum of 34 credits of doctoral coursework at UWM as part of their approved Program of Study. Students admitted with a bachelor's degree must complete a minimum of 54 credits of graduate work. These minima may include credits toward the doctoral dissertation with prior approval. Additional coursework in both the major and minor fields may be necessary depending upon your prior coursework.

Submission of Program of Study to PhD Program Committee

You must formulate your Program of Study (POS) in consultation with your major and minor program advisors. They must approve and sign the POS form. You then submit it to the PhD Program Coordinator, James Hardy, for review and submission to the PhD Program Committee for their approval. **Programs of study must be submitted to the PhD Program Committee no later than the beginning of the third semester (excluding summer sessions) of enrollment in the PhD Program.**

The Committee may request revisions to your program. Any subsequent modifications to an approved POS must also be approved by the PhD Program Committee. *Program of Study Modification* forms should be used to indicate changes to your original approved POS. (See appendix.) These forms can be obtained from, and should be returned to, James Hardy, LUB N418) for submission to the PhD Program Committee. A doctoral student who does not file a Program of Study will not be eligible to take doctoral preliminary examinations.

First Year Research Paper and Presentation Requirement

A research paper and presentation requirement is in effect for all doctoral students. This requirement for first year students is the first step in developing a research focus. **Students must submit a paper by the end of their third semester (at the latest), of quality such that it may be presented at a research seminar, conference, or at an on-campus seminar.** It is the student's responsibility to maintain a file copy of the first year paper in case a faculty member requests to review the paper. **Students must also make a presentation of their first-year paper to an internal faculty group or approved academic conference.**

Completion and approval of the first year paper and presentation is required in order to take the doctoral preliminary examinations; the completed form must be in your file by the end of your fourth semester. If a student fails to complete the research paper/presentation requirement, he/she will be subject to dismissal from the doctoral program for lack of progress toward the degree.

Annual Review

PhD students should maintain contact with the faculty. It is in your best interest to meet with your major advisor regularly to review coursework completed and your academic progress as approved in your Program of Study. Each spring semester students will be evaluated by area faculty and provided with constructive feedback based on performance. **Continuation in the program and/or continuation of financial support are determined by the faculty as part of the annual review.**

Prior to preliminary exams, students will receive their feedback from their faculty advisor. After the successful completion of preliminary exams, students will receive feedback from the chair of their dissertation committee. The *PhD flowchart* summarizes the major steps during the course of the PhD program (see appendix.)

Students with dissertator status are required to provide evidence of independent teaching in the United States on the annual evaluation.

Residency Requirement

As a part of the minimum graduate credits which must be earned at the University of Wisconsin-Milwaukee beyond the master's degree, each PhD student must devote at least one continuous academic year to a graduate program of course work, research, and related activities. You must satisfy the Business School residency requirement before taking the comprehensive examinations.

The residency requirement can be met by completing at least 8 graduate credits in each of two consecutive semesters, (fall and spring, exclusive of summer sessions) OR six or more graduate credits in each of three consecutive semesters, (fall and spring, exclusive of summer sessions.) The Graduate School will check to see that you have fulfilled your residency requirement before granting permission to take comprehensive preliminary examinations. Please note that courses you audit do not count toward the residency requirement.

Doctoral Preliminary Examinations

Application for Doctoral Preliminary Examinations

The UWM Graduate School requires that you pass your preliminary exams within five years of initial enrollment in your doctoral program. However, as a full-time student receiving funding, you would be required to take the preliminary examination by the end of your **third year** (see below.)

If you receive funding in the form of a graduate assistantship, the Sheldon B. Lubar College of Business *Graduate Assistant Renewal Policies* state that “to be eligible for financial support in your fourth year at the doctoral level, you must have passed preliminary examinations by the end of your third spring semester and applied for dissertator status.”

In order to take preliminary examinations, you must:

- **Complete all coursework in your major field;**
- **Complete all but one of your selected Research Method courses;**
- **Complete and have faculty approval of your first year paper;**
- **Earn a minimum cumulative GPA of 3.00;**
- **Clear all incompletes from your transcript;**
- **Meet the UW-Milwaukee Graduate School residency requirement.**

Examinations are given only twice a year. The first part of the exam is given either in mid-summer or early January; the second part of the exam is to be scheduled within ten working days of the first part. Examination committee members (including the chair) are chosen by the PhD Program Committee in early fall (for the January exam) and in early spring (for the summer exam). A doctoral student who applies to take comprehensive preliminary examinations in either summer or January of a given year is required to complete both Part I and Part II of the examination within a given examination period, unless the student withdraws from the examination. Failure to take either part constitutes a failure on that part. Withdrawal must be from both parts of the examinations and must occur before Part I is administered.

Students completing their minor requirements in schools other than the Sheldon B. Lubar College of Business may or may not have to take minor-field examinations. Be sure to thoroughly discuss all requirements with your minor-field advisor.

You must formally apply to take your doctoral preliminary examinations. The **UWM Graduate School Milestones** system is used to apply for the preliminary exams. At the time you apply, you must know the name of the preliminary exam committee chair for your major area, and the names of faculty members on the exam committee (approved by the PhD Program Committee). The committee chair will then approve your application. If, for some reason, the committee members are changed prior to the preliminary exam, the UWM Graduate School will need to delete your application, and you must submit a new application on the Milestones system listing the names of the faculty on the revised committee. Once you have applied for your prelims, the Graduate School considers you to be in “Prelim Status”.

The UW-Milwaukee Graduate School and the Lubar College PhD Program Coordinator will then review your file to determine your eligibility for the preliminary examinations. If you are eligible, the Graduate School will contact the PhD Program Coordinator for final approval of your application to take the preliminary exam.

During the semester that you are preparing for the doctoral preliminary exams, you may enroll in a minimum of one graduate credit (Bus Adm 999) and still be considered full time for financial aid or assistantship purposes. This status is available for one semester only and the Graduate School must consider you to be in “Prelim Status”. Please see the PhD Program Coordinator, James Hardy, to request this option and verify you are eligible.

Following the examination, the Examining Committee Members will report the results of your examination to the Graduate School and to the PhD Program Coordinator.

Evaluation of the Doctoral Preliminary Examinations

The PhD major preliminary examination will consist of two parts:

Part I

Duration: Five Hours

Format: Closed Book (***Beginning Summer 2018, the Management area will have a 3-year pilot program allowing an “open book” Part I exam but no internet access.***)

In this part of the exam, students will be asked to answer 5 of 6 questions. There may be one or more compulsory questions. Students must demonstrate their understanding of the subject area. The questions will be selected by the faculty of the area to test the breadth of the student's knowledge.

Part II

Duration: Nine Hours (MIS, Marketing, & SCOM)

Format: Open Book Resources

This part of the exam will be scheduled within seven working days of Part I.

NOTE: The Management and Finance areas usually handle Prelim Part II differently and require an oral presentation. Please see #2 below.

There are two possible formats for Part II:

(1) The exam will be completed within a single day from 8:00 am to 5:00 pm. In addition to open books and notes, students may use the library and computing resources, but they may not work in groups or consult with other people.

(2) You will be required to complete a research paper (your major area faculty will provide the format) and present your findings to the area preliminary exam committee on a date/time determined by the committee.

Prior to the Part II exam, students will be asked to select a specialty area of research from a designated list provided by the PhD program faculty of their respective major field of study. Students may be given a set of research papers, data, or problems in their specialty area of research at the time of the examination. The exam questions, based on this material, will be designed to evaluate the student's research abilities and potential for individual research.

Both parts will be graded by the designated examination committee. The following scale will be used in assigning a single grade for each part of the exam: unconditional pass, marginal pass, or fail.

The final outcome of the exam will be determined as follows:

Individual Final Grades	Final Exam Grades
Two unconditional pass grades	Unconditional pass
One unconditional pass grade and one marginal grade	Pass
One unconditional pass grade and one fail grade	Fail (Retake the failed exam)
Two marginal grades	Pass or Fail depending on the required oral exam
One marginal grade and one fail grade	Fail (Retake the failed exam)
Two failed grades	Fail (Retake both parts)

An **oral exam** is given when the student receives two marginal grades. Pass or Fail are the only two possible grades from an oral exam. The change of grade resulting from the oral exam on one or both of the marginal grades will determine the outcome of the exam according to the above classifications.

A failed exam must be retaken at the next regularly scheduled exam date. Failure to do so may result in dismissal from the program. No student will be allowed to take either of the written exams (part A or part B) more than twice.

The chair of the Examining Committee will report the results of your doctoral preliminary examination to the UWM Graduate School using the Milestones system. The hard copy results will be placed in your Lubar College academic file.

Dissertator Status Application

You are required to apply for dissertator status using the online Milestones system. This is done after you have successfully:

- Completed all coursework required by your Program of Study (including background and common core courses);
- Passed your doctoral preliminary examinations;
- Selected your dissertation topic.

You will also be required to submit a topic summary describing your dissertation topic to the Graduate School.

The UWM Graduate School Bulletin provides links to the Milestones system, and also to a PowerPoint presentation on how to use the system:

<http://www.graduateschool.uwm.edu/students/current/doctoral/>

IMPORTANT: Milestones assumes that your prelim chair and dissertator status major chair will be the same. When completing the Dissertator Status application on Milestones you will need to contact the Graduate School if your dissertation major chair is different than the prelim chair. The contact address is doctoralservices@uwm.edu.

Dissertation

Dissertator Registration

Students admitted to dissertator status must register each Fall and Spring semester until their dissertations are submitted to the Graduate School. *If you are graduating in a Summer session, you must also be registered.* The continuous dissertator requirement can be met by enrolling in three credits of **Bus Adm 997 Dissertation Research**. Students who have achieved dissertator status enroll at a special dissertator rate.

Bus Adm 997 *Dissertation Research* is a special course in terms of grading: the faculty member supervising a student registered in Bus Adm 997 must assign a Satisfactory (S) or Unsatisfactory (U) grade. You must fill out a *Reading and Research* form outlining your research plans each semester. (See appendix.) These plans are to be developed in consultation with your major advisor and he/she will be required to sign the form.

A permission number is required to register for Bus Adm 997, and you must indicate the professor you will work with that semester (must be associate or full professor). You can obtain a permission number and "Reading & Research Form" from the PhD Program Coordinator (James Hardy). Return the form to him for processing.

Once you become a dissertator, **you may only register for 3 credits of Bus Adm 997 each semester**. If your advisor recommends another course, then you must appeal to the graduate school to substitute that course in lieu of, or in addition to, Bus Adm 997. Dissertators cannot be registered for more

than three credits. You may obtain the *Request for Exception* form from the PhD Program Coordinator, (James Hardy).

Proposal

A formal oral presentation of your PhD dissertation proposal is required. **It must occur no later than three years following the date of your Prelim exams (as noted on your transcript).**

The Graduate School provides guidelines on the following webpage:

<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>

The dissertation proposal must be approved by your doctoral defense committee (a minimum of three qualified LSB faculty).

Per the Graduate School, the **Proposal** committee is a minimum of three UWM graduate faculty. If you use a faculty member outside of Lubar, you will need to ask the PhD Program Director, Dr. Sanjoy Ghose, to check with the Graduate School that the faculty member is approved as UWM graduate faculty in order to serve on the committee. **Your dissertation chair and/or co-chair must be from the PhD Faculty list (a tenured member). It is always best to check with the PhD Program Director that the faculty composition is approved before determining the date/time of our proposal presentation. The major chair must then receive email votes for record purposes.**

Committee approval of the dissertation proposal establishes agreement on your chosen research and indicates that you have adequate preparation to complete the research. **Once you have successfully completed the proposal presentation, your chair and/or c-chair must remain the same. In addition, committee members cannot remove themselves because they are unsatisfied with your progress.**

The actual content of a proposal could differ across students and major areas. A student may request no more than two student examples from the PhD Program Coordinator.

An announcement of your proposal presentation must be circulated to faculty and PhD students **at least two weeks prior to the actual presentation**, to be distributed via email to all faculty and doctoral students. You must contact the Lubar College PhD Program Coordinator (James Hardy) and provide the following:

- Date and time of your proposal hearing;
- Title of the proposal presentation;
- Names of your committee members (indicate chair);
- An electronic version of the abstract

- Five extra copies of your dissertation proposal. Copies of the proposal are made available for circulation to interested faculty members and other PhD students.

Any significant changes to the dissertation as presented in the proposal hearing must be approved. A new proposal and proposal hearing are required.

After you have successfully passed your dissertation proposal, complete the MILESTONES *Dissertator Proposal Hearing Form*. Click on the “Doctoral Dissertation Proposal Hearing Form” option, and add the date of your hearing below. Indicate separately the names of the faculty serving as members of your dissertation committee (minimum of three qualified faculty), and who will be acting as chair. Please note that Milestones is not set up to indicate co-chairs; you must choose the professor you want to serve as the chair for the purpose of the proposal and the Milestones approval. Your major professor will report the results on the proposal hearing using the Milestones system. **At least three members of the dissertation committee must approve your proposal.**

****Composition of Final Dissertation Committee:** The final dissertation committee should consist of at least four PhD Program faculty members (see appendix). The committee may include qualified faculty members from other departments within the University of Wisconsin-Milwaukee, **but the chair and/or co-chair of the dissertation committee must be a PhD Program senior faculty member in the Sheldon B. Lubar College of Business (if that individual leaves UWM and you want that person to continue as your chair, you must graduate within one year of that chair’s departure from UWM; if the chair retires from UWM, you must graduate within two years).** One qualified faculty from outside of UWM may sit on a committee of four members. Again, you must have prior approval from the PhD Program Committee if the outside-UWM faculty has not been previously approved during the Proposal process. If there are five members on the committee, then two outside faculty will be allowed to sit on the committee.

You can hold your proposal hearing before or after you achieve dissertator status. The dissertation committee members must be approved by the PhD Program Committee. Any changes in dissertation plans or committee membership also require prior approval by the PhD Program Committee.

Doctoral Dissertator Defense (Final Oral Examination)

When your dissertation research is completed to the satisfaction of your major professor and a graduation semester is determined, it is time to

finalize your Dissertation Committee because they must be listed on the Graduation application.

The Graduate School requires a minimum of four faculty (five maximum); three members should be from Lubar College of Business; a senior faculty member should be the chair. Co-chairs are permitted, and both co-chairs should be senior faculty members. The chair must receive an email vote by the remote committee member(s), and the vote is then entered on the Warrant by the chair.

An application for graduation, *Application for the Doctoral Dissertation Defense and Graduation*, must be filed with the Graduate School no later than the deadline published by the Graduate School; be sure to check the Graduate School website for correct deadlines. Your dissertation title listed on the application should not change once your form is filed. The graduation process begins via PAWS; you will then be directed to the appropriate form to complete. A graduation fee is assessed of all degree candidates. Students cannot be cleared for graduation without payment of this fee. Students who notify the Graduate School in a timely fashion that they will not be graduating as intended may apply the fee toward the subsequent semester.

If you meet all eligibility requirements for graduation (have a 3.000 grade point average, have passed the comprehensive preliminary examinations, and have no outstanding incompletes), the Graduate School will send the application to the Sheldon B. Lubar College of Business. You and your major advisor will then schedule a final oral examination (dissertation defense). Again, the final oral examination committee will be made up of 4-5 graduate faculty members.

The Graduate School has an established deadline each semester (including summer sessions) for scheduling your defense and submitting the final unbound dissertation copies to the Graduate School. The dissertation and signed warrant must be accepted by the Graduate School dissertation deadline. Please contact the Graduate School (414-229-6263) early in the semester to be sure to meet these very important deadlines if the information is not already noted on the Graduate School website. If these deadlines are not met, then you must apply and graduate in the following semester.

You must also submit a copy of your dissertation to the Graduate School for review **four weeks prior** to the final oral examination (dissertation defense). The Graduate School checks to see that the proper format for dissertation preparation has been followed. An appointment for a preliminary review can be made by calling 229-6263. Dissertation format requirements and deadlines are published online in *Thesis and Dissertation Format Requirements*:

<http://uwm.edu/graduateschool/thesis-dissertation-formatting/>

This guide contains requirements and guidelines to make thesis or dissertation preparation and submission orderly and efficient while maintaining a style that is consistent for all theses and dissertations submitted at UW-Milwaukee.

An email announcement of your dissertation defense must be circulated to Lubar College faculty and PhD students at least **two weeks (10 working days) prior** to the actual final oral examination. You will need to provide the following:

- Date and time of your dissertation defense;
- Title of the dissertation;
- Names of your committee members (indicate chair);
- An electronic version of the abstract;
- Five extra copies of your dissertation. Copies of the dissertation are available to interested faculty members and students on a check-out basis.

At the conclusion of the dissertation defense, the committee may vote either pass or fail, or they may decide to defer. No absentee ballots are allowed.

The warrant (indicating a pass or fail) or the deferral form must be returned to the Graduate School within 10 working days of the defense or a deferral is automatically assigned. If the committee determines that you need more than 10 working days to complete revisions to your dissertation, the vote should be to defer. If the vote is to defer, a deferral form will be returned to the Graduate School within ten working days of the defense. Specific reasons for the deferral and the completion date required by your committee must be communicated in writing to you and to the Graduate School. You cannot graduate while in deferral status and you will be required to register for the next semester if the deferral is not changed to a Pass by the Graduate School deadline for submission of the dissertation. If deferral status is not cleared by the required date of completion (up to a maximum of four months), the deferral lapses to a fail.

Teaching

One of the main objectives of the PhD program is the development of effective teaching skills. The Lubar College offers a number of opportunities for doctoral students to cultivate their teaching techniques:

- 1) The required “Orientation to Research and Teaching” seminar, offered every Fall semester, is the first step in training effective instructors;
- 2) Students have the opportunity to work as teaching assistants under the direction of faculty supervisors. Teaching assistants typically run between three and five discussion sections per semester, in conjunction with the large lecture taught by faculty;
- 3) After successfully passing the preliminary exams and completing all coursework, students with dissertator status may request independent teaching in a course in their area, with a recommendation from their faculty advisor indicating their qualifications. In addition, students must be within three years of their most recent milestone (prelims, proposal) in order to teach independently. The Associate Dean-Academic Affairs is the supervisor for independently taught courses. UWinterim and Summer sessions are also available for independent teaching. **All PhD students are required to do the CETL Online and Blended Teaching Program and obtain the badge of completion prior to independent teaching and are strongly recommended to do an additional CETL certificate after teaching.**

The Lubar College Teaching Committee typically offers one workshop each semester for faculty and instructors. TAs and PhD students are encouraged to attend these events. In addition, the Center for Excellence in Teaching and Learning (CETL) offers a variety of teaching and learning programs throughout the year, exploring the latest innovations in the field, and examining best practices and techniques for the improvement of teaching skills. CETL houses two units, the Center for Instructional and Professional Development (CIPD) and the Learning Technology Center (LTC).

Doctoral students must have strong communication skills to teach in Lubar College classrooms. If English is not your first language, you must earn a 23 on the speaking portion of the ibTOEFL, or pass the UW-Milwaukee MITAA campus speaking test.

Graduation Information

Graduation Time Limit

Per the Graduate School, you must complete all requirements for the doctoral degree within ten years from the date of initial enrollment in the program of doctoral study at UW-Milwaukee, per the Graduate School. This includes all coursework, the dissertation, and examinations required for the degree. The UWM Graduate School will academically dismiss students who do not complete their doctoral degree within the 10-year time limit from the PhD Program. In addition, please review the Lubar College Graduate Assistant Renewal Policy regarding financial support time limits.

To apply for graduation, begin with your PAWS account. Once a student has completed the PAWS portion of the application, the student is automatically directed to the Graduate School Graduation Form.

It is the student's responsibility to ensure all Graduate School deadlines are met for graduation. If any of these deadlines are not met, you must apply and graduate in the next semester. You will not be required to register for the next semester if the dissertation has been defended, passed, and accepted by the Graduate School before the first day of classes for the next semester. The date of graduation, however, will be the next semester.

Check the following websites within one year of graduation:

Procedures: <http://uwm.edu/graduateschool/doctoral-graduation/>

Deadlines: <http://uwm.edu/graduateschool/graduation-dates-deadlines/>

Formatting Dissertation: <https://uwm.edu/graduateschool/thesis-dissertation-formatting/>

If a student needs to switch the semester of graduation after application for graduation, you will need to re-apply for graduation and register for Bus Adm 997; however, the Graduate School will not charge you again for the graduation application. Check with the Graduate School if you have any questions.

Registration

Registration via Panther Access to Web Services (PAWS)

Students register for classes using the online system, Panther Access to Web Services (PAWS). They receive an appointment letter indicating when to begin registration. Students can register anytime after their assigned start time. Information about registration, PAWS, tuition, deadlines, class times, and other administrative regulations can be found in the *UWM Schedule of Classes*, available online at: <http://www4.uwm.edu/schedule/>

PAWS Pre-Registration Steps

1. Students must be admitted and eligible to enroll.
2. The earliest time and date students can enter the PAWS system to register is the assigned time indicated in the appointment letter. Following the assigned registration appointment, students can reenter the system at any time.

3. There can be no “holds” on a student’s record in order to register. All holds or service indicators must be cleared before registering on PAWS.
4. If you are registering for a Bus Adm 997 or Bus Adm 999 course, you will need a permission number and must fill out a form outlining your research plans. These plans are to be developed in consultation with your major advisor and he/she will be required to sign the form. You can obtain a permission number and a "Reading and Research Form" by emailing James Hardy at jhardy@uwm.edu. All 997 and 999 courses must be taken for 3 credits.

Late Registration

Late registration takes place after the classes for a semester or summer session have begun. A penalty fee is assessed to students who register late. **The penalty fee cannot be waived.** Students are able to register through the first two weeks of the semester; however, they are responsible for the same academic requirements as those who have been attending since the first day of class. The “add” deadline is published in each semester’s “Registration Information” in the *UWM Schedule of Classes*.

Changes in Registration (Adding/Dropping Classes)

Changes can be made to a schedule any time after initial registration, using the PAWS system. Once classes begin for the semester, students may continue to add and drop courses for two weeks on PAWS. However, if classes are full, PAWS will not allow them to register. Adding to full courses requires a registration or *Add/Drop* form with the instructor’s signature and departmental stamp. Courses at the 700-Level or above have waiting lists. You may add yourself to the waiting list via PAWS. A representative of the Sheldon B. Lubar College of Business advising office must review all changes in Business Administration courses before stamping add/drop forms.

Unless a shorter deadline is established by a department and stated in the *UWM Schedule of Classes*, a student may drop courses with the written approval of the department through the end of the eighth week of classes, (Fall or Spring semester.) Written approval by the instructor is not required during the first eight weeks. A student attempting to drop courses after the eighth week may do so only for reasons of extraordinary circumstances not related to academic performance in the course.

In order to drop a course after the eighth week, there must be extenuating circumstances. You must submit a *Request for Exception* form (see appendix) along with medical or employer documentation to the PhD Program Committee which forwards a recommendation to the Graduate

School. Copies of this form are available at the UWM Graduate School's online "Forms and Downloads" quick link. The final decision regarding exceptions is made by the Graduate School.

All courses dropped after the fourth week of classes will remain on the student record and will be reflected on transcripts with a symbol of "W". Drops after the second week of class will carry a financial penalty. For courses that meet for less than the full academic semester (fall/spring terms) and for summer session courses, the above deadlines will be adjusted in proportion to the length of the course.

Course Prerequisites

Course prerequisites are established to insure that students have adequate background preparation for specific courses. In unusual circumstances, if the instructor believes that a student is capable of successfully completing a course without meeting specific course prerequisites, the instructor may support the student's appeal of the prerequisite to the PhD Program Committee. If the faculty member teaching the course is a part-time faculty member, support from a tenured or tenure-track faculty member must be included. Students lacking the prerequisites for a particular course can be administratively dropped from that course.

Doctoral Independent Study

PhD students often register for *Bus Adm 999*, the doctoral status independent study course. The following guidelines have been adopted for independent study courses:

1. Students must meet with the faculty member who will supervise the course to agree upon the following:
 - An outline of the specific reading or research to be undertaken, **including a reading list**
 - The methodology or study approach to be used
 - The Project output (i.e. report, paper, presentation, etc.)
 - The grading plan
2. The supervising faculty member must be a member of the PhD Program or Supporting Faculty.

Applications for doctoral independent study (Reading and Research Forms) containing the above information must be obtained from and submitted to the PhD Program Coordinator (James Hardy) within the first two weeks of the semester. All doctoral independent study courses must be added prior to

the add deadline. The Associate Dean reviews all *Bus Adm 999* (and *Bus Adm 997*) proposal(s) and, if approved, a copy of the reading and research form will be kept in the student's academic file. To register for *Bus Adm 997/999*, it will need to be signed by the supervising faculty member and submitted by emailing James Hardy at: jhardy@uwm.edu.

Semester Course Load to Maintain Full-Time Status

Graduate students must carry 8 or more credits for designation of "full-time student" status. However, doctoral graduate assistants with a 50% appointment are considered full-time by enrolling in 6 credits. Also, doctoral dissertators have different credit requirements for full-time status (see *Dissertator Registration* above). International students must always maintain full-time status, and should check with the Center for International Education (CIE) with any questions regarding special circumstances.

Doctoral students may carry a maximum of 12 credits per fall or spring semester. A graduate student needing approval to enroll for more than 12 credits must make a written request to the UWM Graduate School. This appeal must be accompanied by PhD Program Committee approval. All requests to take overloads will have to be approved by the PhD Program Committee. Final decisions on overloads are made by the UWM Graduate School Dean.

In the semester prior to taking the preliminary examination, doctoral students may request a 3-credit course load by submitting a *Request for Exception* form to the UWM Graduate School. The form must be signed by the major advisor.

Grading

Degree candidates take most of their coursework on a graded basis. For these courses, a letter grade (A through F) is assigned. Each letter carries a specific number of grade points per credit. The scale of grades and points is as follows:

Grades	Grade Points	Rating
A	4.00	Excellent
A-	3.67	-
B+	3.33	-
B	3.00	Good
B-	2.67	-
C+	2.33	-
C	2.00	Fair
C-	1.67	-
D+	1.33	-
D	1.00	Poor
D-	0.67	-
F	0.00	Fail

Bus Adm 997 is a special course in terms of grading: the faculty member supervising a student registered in *Bus Adm 997 Doctoral Dissertation* must assign a Satisfactory (S) or Unsatisfactory (U) grade.

The cumulative of all grades earned at UWM composes your Grade Point Average (GPA). Graduate point averages are accumulated for both semester grades and overall grades. The grade point average is based upon UWM credits earned or attempted. In addition, UWM credits taken as "audit" do not apply to the UWM GPA, nor do they meet graduation requirements. You can review final course grades on the PAWS system.

Please note that in addition to compromising the cumulative GPA, any course in which a D+, D, or D- grade is earned will not be counted toward the degree.

Academic Warning Statements

The UW-Milwaukee Graduate School monitors students' progress towards graduation. A graduate student will be placed on academic warning if any of the following conditions exist:

- A semester graduate GPA below 3.0.
- A cumulative graduate GPA below 3.0.

The purpose of the "academic warning" is to remind students that less than "B" level grade performance is unsatisfactory since the Graduate School's minimum graduation requirement is a 3.0 cumulative GPA in all work taken for the graduate degree.

A student who has accumulated nine (9) or more graduate credits with a graduate cumulative GPA below 3.000 will receive a "Graduate Dean's OK Required" notation on their semester grade report and must obtain the approval of the PhD Program Committee and the Graduate School Dean in order to continue. To request permission to continue, a student must complete a *Graduate School Appeal Form* (see *Graduate School Forms and Downloads* link online) and submit it to the PhD Program Coordinator (James Hardy, LUB N418.) If the request is approved by the PhD Program Committee, a recommendation for continuation will be forwarded to the Graduate School. Students who are allowed to continue beyond their initial 9 or more credits must achieve a graduate cumulative GPA of 3.0 within the next nine (9) graduate credits completed. If the 3.0 GPA is not achieved, the student will be cancelled academically by the Graduate School.

Graduation Grade-Point Average Requirements

In order to graduate, you must achieve a cumulative grade point average of at least a 3.0 for all courses taken as a doctoral student, including any background and common core preparation courses.

Graduation School Continuation Information as Listed on the Website

<http://uwm.edu/graduateschool/academic-policies-procedures/>

Your continuation in the Graduate School is at the discretion of the Graduate School, the student's graduate program unit and the major professor. The minimum graduation GPA requirement is a cumulative 3.0 (4.0 basis) or better in all work taken toward the degree.

Academic Warning

You will receive an academic warning if your semester grade point average falls below 3.0.

Graduate Dean’s OK Required to Continue

You will receive a “Graduate Dean’s OK Required to Continue” if your cumulative grade point average falls below 3.0.

If your semester GPA and cumulative GPA are both below 3.0, the Graduate Dean’s OK will take precedence over an Academic Warning. You will be prevented from further registration unless you petition the Graduate School and receive a positive recommendation from your graduate program unit.

Academic Dismissal

The graduate program unit may recommend that you be academically dismissed for poor academic performance, lack of progress toward degree, or failure to meet graduate faculty policy or program requirements. The Graduate School, in consultation with the graduate program, may also initiate a dismissal for these reasons. In all cases, the Dean of the Graduate School makes the final decision regarding academic dismissal.

Recommendation for dismissal may be initiated for, but is not limited to, the following:

- A cumulative graduate grade point average below 3.0.
- Failing the doctoral preliminary examination.
- Failing the dissertation defense.
- Failing to have the doctoral dissertation accepted within the time period specified for deferral status (reverts to failed dissertation defense).
- Failing to successfully defend the doctoral dissertation upon a second attempt within the specified time period.
- Exceeding the time limit for degree completion.
- Accumulating U grades in thesis or dissertation courses

Lubar College Funding

Assistantships and Fellowships

All full-time doctoral students are automatically considered for financial support. There are four primary funding mechanisms in place for the academic year (9 months):

- 1) Teaching Assistantship: assist faculty in the delivery of instruction. Typically consists of conducting discussion sections in conjunction with large lectures of required undergraduate survey courses. TAs must be enrolled in a minimum of six credits of coursework per

semester. Appointments range from 33% (13.5 hours per week) to 50% (20 hours per week), and include a stipend, tuition remission, and health insurance at a discounted rate. **In order to teach in Lubar College classrooms, international students whose first language is not English will be required to provide proof of English proficiency, either with satisfactory TOEFL speaking scores, or by passing the UW-Milwaukee MITAA oral exam.**

2) Project Assistantship: assist faculty and/or academic staff on various administrative or service projects. PAs must be enrolled in a minimum of six credits of coursework per semester. Appointments range from 33% (13.5 hours per week) to 50% (20 hours per week), and include a stipend, tuition remission, and health insurance at a discounted rate.

3) Chancellor's Fellowship: Fellows must be enrolled in full-time status each semester. Chancellor's Fellowships supplement other graduate assistantships and do not go past the first four years in the program.

Teaching and/or Project assistantships are also available on a very limited basis during summer sessions. All assistantships are subject to the requirements set forth in the *Graduate Assistant Renewal Policy*. (Appendix.)

Funding is not to exceed four years except in unique circumstances. To be considered for 5th year funding, PhD students must submit their planned job market paper, which is of acceptable quality as determined by the PhD Program Committee, along with their appeal. If the job market paper has not been finalized yet, they may alternatively submit their portfolio of published articles or papers, or any articles or papers in a revise and resubmit process, which will also be evaluated for quality by the committee.

If a PhD student receives a contract to independently teach as an adjunct faculty, it is important to note that there may not be health insurance coverage. Please meet with the Human Resources Manager, Mary K Bruno, should there be any questions.

Scholarships

There are a number of scholarships available each year to doctoral students, on a competitive basis. The scholarship application process is announced during the Spring semester, for the following academic year.

- Sheldon B. Lubar Scholarship: \$5,000, open to all doctoral students;

- Roger L. Fitzsimonds Scholarship: \$5,000, open to all doctoral students in the second, third, or fourth year of study. Preference given to those who have passed preliminary exams;

Documentation indicating a strong academic record and production of innovative research is crucial to the awards process. The PhD Program Committee reviews all scholarship applications and recommends candidates for the awards to the Lubar College Dean. Announcement of scholarship award recipients is made prior to the end of the Spring semester.

Travel Allowance

Doctoral students are eligible to receive \$2,000 to support travel for up to two conferences (\$1,000 per conference) if presenting at the conference or on the job market. The UW-Milwaukee Graduate School also awards support for conference travel. Information regarding Graduate School awards can be found at:

<http://uwm.edu/graduateschool/types-of-funding/>

Tuition and Fees

All graduate students are responsible for segregated fees, even if receiving a full tuition remission. Lubar College doctoral students are charged tuition at the graduate student rate. Tuition information can be found at the UW-Milwaukee website at:

<http://www4.uwm.edu/bfs/depts/bursar/tuition-rate-schedules.cfm>

Academic and Administrative Policies

Graduate Assistant Renewal Policy

Lubar College of Business full-time doctoral students are eligible for a maximum of 4 years of financial support. (5th year is possible by appeal to the PhD Program Committee. Sixth year support is extremely rare.) **Annual renewals are dependent on both academic progress and performance in the classroom. The Associate Dean and PhD Program Coordinator will make this employment-related decision. Please review the *Graduate Assistant Renewal Policy* carefully so you are aware of the basic requirements for continued support (see the Appendix).**

Incomplete Policy

An "I" (incomplete) is assigned by the instructor if the student is unable to finish all the course requirements for the course during the original

semester of enrollment. A grade of incomplete is appropriate only when the following conditions are present:

1. The student has done satisfactory work in a substantial portion of the course requirements prior to grading time and provides the instructor with evidence of potential success for the remaining work.
2. Extraordinary circumstances, not related to performance in the course, such as illness or family emergency, have prevented the student from finishing the course requirements on time.

An incomplete must not be given to enable a student to do additional work to improve a grade.

The instructor may deny a request for an incomplete and assign a letter grade based on the work completed at that point. **It is the student's responsibility to contact the instructor to request an incomplete grade.** Reasons for requesting the incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the incomplete, including the final date for submitting all remaining work.

The student also is responsible for seeing that the incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the "I" (incomplete) to a letter grade (including an "F") or to a "PI" (permanent incomplete) if the deadline for completion has not been met. If the instructor does not change the incomplete to a regular letter grade within one year of assigning the original incomplete grade, the incomplete will be administratively recorded as a permanent incomplete ("PI"). (A "PI" is not computed into the grade point average.) This limitation prevails whether or not the student is enrolled. A "PI" symbol cannot be changed subsequently to a regular letter grade.

A student wishing credit in a course for which a "PI" has been recorded must register again and complete the designated requirements. A student may not register for a course in which an "I" remains on the transcript.

A student may graduate with a "PI" provided all degree requirements have been met. All incompletes ("I's") must be removed or changed to "PI's" before the student may graduate. A student may graduate with "PI's" on his/her record, but not with "I's". **A student with a “PI” on his/her transcript will not be allowed to continue as a graduate assistant.** (See *Graduate Assistant Renewal Policy*.)

Repeat Policy

Graduate students are allowed to repeat a course only once, in which a grade of PI or a grade less than B- was earned. Both attempts remain on the student's permanent record and both are counted in the graduate grade point average (GPA) calculations. The repeated course may be counted only once toward degree requirements. Graduate students who are reinstated after receiving a D+ or lower grade must repeat courses in which a D+, D, D-, F+, or F was received because degree credits will not be granted for such grades.

Withdrawal Policy

Withdrawal is the formal termination of a student's registration for all courses in a given semester. **Non-attendance does not mean that you have officially withdrawn from a course. Withdrawals are not accepted by telephone.** You must complete a withdrawal form or send a letter by certified mail to give notice of withdrawal to the Graduate School. Check the *UWM Schedule of Classes* for withdrawal deadlines and to determine the effect of withdrawal on your fees. The official UW-Milwaukee withdrawal policy and the withdrawal form can be found online at:

<http://uwm.edu/onestop/wp-content/uploads/sites/82/2015/05/POLICY-Withdrawal.pdf>

All students who withdraw after the first day of classes will automatically receive registration materials for the next semester. All students who withdraw prior to the first day of classes must file a re-entry application, except when withdrawing from the summer term.

PhD students who wish to withdraw before a semester begins must drop all courses on the PAWS system by the date indicated in the *UWM Schedule of Classes* each semester to avoid being charged for withdrawing. When dropping classes for withdrawal purposes on PAWS, please exit PAWS after completing the drops, and then re-enter to check your schedule to make sure it is blank. You should then write a brief letter to the Graduate School (with a copy to the Sheldon B. Lubar College of Business) stating your intent to withdraw from classes (be sure to include your campus ID number), or complete a withdrawal form in Mitchell 261.

PhD students who wish to withdraw during the first eight weeks of a semester must complete a withdrawal form in the Graduate School, Mitchell 261, or send a hard copy of the withdrawal form via certified mail to the Graduate School, P.O. Box 340, UW-Milwaukee, Milwaukee, WI 53201. The withdrawal becomes effective on the date the withdrawal notice is received. Again, withdrawals cannot be taken by telephone; if received by certified mail, the postmark date is used. This date determines the amount

of fee-tuition that will be assessed. Check the Schedule of Classes/Timetable to determine the effect of withdrawal on fees.

PhD students who wish to withdraw after the eighth week of a semester may do so only for reasons of extraordinary circumstances not related to academic performance in their courses. In order to withdraw after the eighth week, the student must first obtain written approval from the instructor(s) and then file a written appeal with the PhD Program Committee including any relevant documentation. If the appeal is approved by the PhD Program Committee, a recommendation will then be forwarded to the Graduate School Dean, who will make the final decision. Only if the instructor(s), the PhD Program Committee, and the Graduate School approve will the withdrawal be permitted.

All courses from which a student withdraws after the 4th week of class during the regular semester will remain on the student's permanent record and will be reflected on the transcript with the "W" (Withdrawal) symbol. W is not computed in a student's grade point average.

Different guidelines pertain to summer sessions. Please consult the *UWM Schedule of Classes* for further information.

Academic Misconduct

Student academic misconduct procedures are specified in Chapter UWS 14 and the UWM implementation provisions (Faculty Document 1686):

<http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>

Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts. Prohibited conduct includes:

- Cheating on an examination;
- Collaborating with others in work to be presented, contrary to the stated rules of the course;
- Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another;
- Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas;
- Stealing examinations or course materials;

- Submitting, if contrary to the rules of a course, work previously presented in another course;
- Tampering with the laboratory experiment or computer program of another student;
- Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Appeal Procedures

You may appeal an academic action to the PhD Program Committee. An appeal is a request for an exception to an established policy or rule. The content of each appeal is carefully reviewed in order to reach a decision. Appeals should be submitted in writing and addressed to the Chair of the PhD Program Committee. They should be submitted to James Hardy. Sometimes appeals may also need to be submitted to the Graduate School for approval. Students will be notified in writing or via email of the decision regarding their appeal.

The Sheldon B. Lubar College of Business has also established procedures for student academic grievances. An example of a typical grievance is dissatisfaction with a grade received in a course. The academic grievance procedure is described below.

If a graduate student feels that a grievance exists:

Step 1

The student must discuss the grievance with the faculty member or administrator within 30 working days from the date of the action that prompted the grievance. If requested by the student, the faculty member or administrator shall provide the student with a written statement of the reason for the adverse decision.

Step 2

If the Step 1 discussion does not resolve the grievance the student, faculty member or administrator may file a Problem Report with Assistant Dean of Student Services [Andrea Wrench](#) within 10 working days from the date of the Step 1 discussion. This report form is available in the Graduate Program Services Office (BUS N251), and the matter being grieved should be described as clearly as possible. Equally important is a clear, concise statement of the relief being sought. Supporting documents and relevant evidence in support of the grievant position should also be provided, if available. The Assistant Dean of Student Services will schedule a mediation meeting

within 10 working days from the date the Problem Report is received. At the end of the mediation session, the Assistant Dean of Student Services will prepare a written summary and mail a copy to the parties involved. One copy is retained in the Official Grievance File.

Step 3

If dissatisfied with the result of the Step 2 mediation meeting, either involved party may request, within 10 working days from the date the Step 2 decision is communicated, that the Official Grievance File be transmitted to the School's Graduate Grievance Committee consisting of the Faculty Director of Masters (or Doctoral) Programs, the School's Investigating Officer, and the MBA (or MS) (or PhD) Committee Representative. The Grievance Committee will hear the grievance and issue a decision within 20 working days of the receipt of the file. After the decision, the Committee will prepare a written summary of the decision and mail a copy to the parties involved including the Associate Dean Academic Affairs, Sheldon B. Lubar College of Business, and the Associate Dean for Graduate Academic Programs and Student Services in the Graduate School. One copy will be placed in the Official Grievance File that will be returned to the Assistant Dean Student Services.

Step 4

If dissatisfied with the Step 3 decision, either party may appeal within 10 working days from the date of the notification of the Step 3 decision to the Graduate School Administration.

Note: Working-day limits are applicable only within the academic calendar year. Grievances arising or extending in time frames outside this calendar year may require additional days and will be handled as expeditiously as deemed possible, with the limit being 30 days at any step.

Affirmative Action/Harassment

The University of Wisconsin-Milwaukee is an equal opportunity, affirmative action institution and does not discriminate in any of its education or employment practices, policies, or procedures on the basis of race, color, creed, national origin, religion, sex, disability, or any other protected status recognized by Wisconsin or federal law. In further compliance with these laws and regulations, the University prohibits harassment and retaliation against complainants on any of these bases. Questions about the application of any of these policies may be directed to the appropriate admitting or employing office, or to the campus Office of Equity/Diversity Services, Mitchell Hall, Room 359.

Miscellaneous PhD Information

Email Addresses for Information Distribution

Sheldon B. Lubar College of Business seminar announcements, fellowship, scholarship and award information, PhD Program Committee agendas and minutes, new academic rules and regulations pertaining specifically to PhD students, etc. will be sent to you via email. Be sure to activate your UWM email account and let James Hardy know your ePantherID so he can add you to the doctoral student list. Only UWM email accounts are used on this listserv so be sure to check this account or forward it to your regular email account. If you have any information you would like to have distributed to other doctoral students, please contact James Hardy.

Change of Address Notification

Be sure to notify the Graduate School and the PhD Program Coordinator of any changes to your address. Administrators do not routinely look for a change of address on PAWS. You can change your address using the PAWS (Panther Access to Web Services) system.

If you are finishing up your dissertation at a location that is over 100 miles from the UWM campus, your segregated fees will be reduced, so it is important to keep your address updated. Notify the PhD Program Coordinator, as well, to ensure the Graduate School is notified to reduce the student segregated fees.

Software (Microcomputer) Use

University policy and federal law prohibit the illegal duplication or use of computer software. There is no “fair use” exception for software. University Policy Faculty Document 2460 can be reviewed at this website:

<https://uwm.edu/secu/wp-content/uploads/sites/122/2015/06/2460.pdf>

All PhD students are advised to become familiar with this policy.

Miscellaneous Campus Information

Computing Facilities

The instructional and research computing needs of students and faculty are met by a wide range of computing facilities. Three personal computer laboratories in Lubar Hall are available for business student use. These computer labs offer a wide variety of popular software as well as access to the Library catalog, the Sheldon B. Lubar College of Business “*g drive*,” and student class schedules and grades (via the PAWS online system). Students and faculty who have their own computers can access many of these systems from home. Research databases such as CRSP, Compustat, and Thomson Financial are available for use by doctoral students.

University Information Technology Services (UITS) offers a variety of computer facilities and services to assist faculty and students in their coursework and research. Each year they update their Information Security web page, available to both instructors and students.

http://www4.uwm.edu/itsecurity/resources/data_protection/

This website contains a wide variety of useful information, including a download of McAfee AntiVirus. For more information, you can contact UITS staff in the 2nd Floor Bolton Hall UITS offices.

All students are assigned UWM e-mail accounts when they are admitted to the university and eligible to register. This account provides access to electronic mail and associated services.

Additional services available from UITS are noncredit short courses on various topics (free or at a nominal charge); consulting assistance on computer problems by phone, e-mail, or in person; printed documentation; and discounts on the purchase of microcomputers and software. Most of these services are distributed from UITS's student support center on the second floor of Bolton Hall. UITS's main offices are located in Bolton Hall 225, phone (414) 229-4040.

Campus Map

Most graduate business courses are held in the Lubar Hall. The campus map (see appendix) indicates a variety of campus parking lots as well as the location of other campus buildings. See parking.uwm.edu for details and rates.

Academic Calendar

The academic calendar is available each semester online at:

<http://www4.uwm.edu/secu/calendars>

Address/Telephone Directory

Doctoral Program Information

Sheldon B. Lubar College of Business
University of Wisconsin-Milwaukee
P.O. Box 742
Milwaukee, WI 53201
(414) 229-4542
uwmbusphd@uwm.edu

Graduate School

University of Wisconsin-Milwaukee
Mitchell Hall 261
P.O. Box 340
Milwaukee, WI 53201
(414) 229-6569
gradschool@uwm.edu

Graduate School Doctoral Programs Services Contact:

Shane Haensgen
Doctoral Retention Advisor
Mitchell Hall 261
(414) 229-4495
haensgen@uwm.edu

Center for International Education

International Student and Scholar Services
University of Wisconsin-Milwaukee
2441 East Hartford Avenue
Garland Hall 138
Milwaukee, WI 53211
(414) 229-4846
iss@uwm.edu

PhD Program Faculty Director

Dr. Sanjoy Ghose
Lubar Hall N379
414-229-4224
sanjoy@uwm.edu

Interim Associate Dean-Academic Affairs

Dr. Mark Srite
Lubar Hall N418
414-229-4238
msrite@uwm.edu

Academic Affairs & PhD Program Coordinator

James J. Hardy
Lubar Hall N429
414-229-6624
jhardy@uwm.edu

Other Important Campus Phone Numbers

Bookstore, UWM Union: (414) 229-4201
Bursar/Cashier's Office, Bolton 420: (414) 229-4914
Children's Learning Center: (414) 229-5384
ESL: (414) 229-4404
Financial Aid: (414) 229-4541
Health Center, Norris: (414) 229-4716
Information, University Operator: (414) 229-1122
Library, Golda Meir: (414) 229-4785
Parking & Transit: (414) 229-4000
Police, emergency (on campus): 9-911
Police, non-emergency: (414) 229-4627
Recreation Center, Klotsche: (414) 229-3914

PhD Faculty

Accounting

Abbott, Lawrence
Brown, Veena
Daugherty, Brian
Fischer, Paul M.
Kren, Leslie
Neely, Daniel

Finance

Floros, Ioannis (Yianni)
Kim, Yong-Cheol
Marcus, Richard
Sertsios, Giorgio
Sibilkov, Valeriy

Marketing

Bhatnagar, Amit
Ghose, Sanjoy
Papatla, Purushottam
Peracchio, Laura
Prasad, V. Kanti

Management Information Systems

Nazareth, Derek
Sinha, Atish
Srite, Mark
Zhao, Huimin

Organizations & Strategic Management

Dobrev, Stanislav
Freeman, Sarah
Goranova, Maria
Levitas, Edward
Ragins, Belle Rose
Ren, Hong
Singh, Romila

Supply Chain & Operations Management

Alwan, Layth (SCOM & Quantitative Methods)
Haas, Timothy (Quantitative Methods)
Smunt, Timothy (SCOM)
Soofi, Ehsan (Quantitative Methods)
Yue, Xiaohang (SCOM)

PhD Supporting Faculty

Accounting

Boland, Colleen
Mandell, Aaron
McCarthy, Sean
Swenson, Laura
Tegeler, Amy

Finance

Farrell, Michael
Huck, John

Management

Cheng, Zheng

Management Information Systems

Chen, Cheng
Wang, Yang

Marketing

Chiu, I-Hsuan (Shaine)
Du, Katherine
Kang, Charles

Rank-Christman, Tracy
Xiao, Zuhui

Supply Chain & Operations Management
Kuzu, Kaan