



UNIVERSITY OF CENTRAL FLORIDA

Business Administration PhD, Accounting Track Graduate Program Handbook

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Business Administration PhD, Accounting Track

Together, the [Graduate Student Handbook](#) and this graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) – Required of all graduate students at no cost
- [Plagiarism](#)

Introduction

The PhD degree is awarded for the accomplishment of independent and original research and reporting thereon in a dissertation. The primary requirements include course work, the passing of a comprehensive examination and acceptance of a thesis by a supervisory committee. This handbook serves as a reference tool to guide graduate students through their graduate program and help students stay on track for degree completion. If you have questions that are not answered in this handbook, consult your Doctoral Program Coordinator.

Course Requirements

Upon admission to the Business Administration PhD program, the student will work with the Doctoral Program Coordinator and/or an Academic Advisor to set up an individualized plan of study. The Accounting track requires a minimum of 72 graduate credit hours beyond the bachelor's degree.

Students must meet prerequisite requirements of a minimum of 18 graduate credit hours within the Foundation Body of Knowledge which may be satisfied with a master's degree in Accounting, Business Administration, Taxation or its equivalent from an Association to Advance Collegiate Schools of Business (AACSB) accredited school that includes certain accounting courses deemed essential by the Accounting PhD director. Alternatively, the Foundation Body of Knowledge requirement may be satisfied by 18 graduate credit hours of classes approved by the Dixon School of Accounting PhD Advisory Committee.

Coursework beyond the Foundation Body of Knowledge consists of 18 graduate credit hours of Accounting Core courses, 12 graduate credit hours of Research Methods/Tools courses, 9 graduate credit hours of Electives (3 graduate credit hours restricted to accounting as specified in the Graduate Catalog and 6 graduate credit hours from outside of accounting) and a minimum of 15 dissertation credit hours.

According to University requirements, all graduate credit in a doctoral program must be for courses at the 5000 level or higher. At least one-half of the credit hours used to meet program requirements must be in 6000-level or 7000-level courses, including the allowed number of research and dissertation hours. At least 50 percent of the

credits offered for the degree (beyond the Foundation Body of Knowledge) are expected to be derived from Dixon School graduate course offerings.

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Candidacy Status

Students officially enter candidacy and are eligible to enroll in dissertation credit hours (ACG7980) when the following has been accomplished:

- Completion of all course work, except for dissertation hours.
- Successful completion of the comprehensive candidacy examination.
- Completion of all Academic Integrity workshop requirements
- The Dissertation Advisory Committee is formed
- Submittal of an approved plan of study.

The Dissertation Advisory Committee will consist of a minimum of four members who are approved members of the Graduate Faculty or Graduate Faculty Scholars. At least three members must be Graduate Faculty, one of whom must serve as the chair of the committee. One committee member must be from either outside the student's department at UCF (or college, if a college-wide program) or outside the university.

Note: Students must have the notice of passing the candidacy exam, Dissertation Advisory Committee appointment documentation and an approved plan of study received and processed by the College of Graduate Studies prior to the first day of classes for the semester in order to enroll in dissertation credit hours for that semester.

Timeline for Completion

Most students will complete their coursework with full-time enrollment (required) in the first two years of the program. During the first two Summer semesters, students can take scheduled graduate courses outside of accounting to fulfill the 72 required graduate credit hour requirement. In addition, in the first Summer semester, students are required to enroll in ACG 6908 (Directed Independent Study), conduct a research project under the supervision of a faculty member, and then present the completed research project in a research workshop in the immediately following Fall semester. During the first two Summer semesters, students can also undertake other independent study and/or directed research projects under the guidance of a faculty member who works in the student's particular area of research interest. During the second Summer semester, students also typically spend time preparing for candidacy exams. Note that other than the required enrollment in ACG 6908 in the first Summer semester, registration in other independent study and directed research courses can be used to satisfy requirements for full-time registration in the Summer semester but cannot be used to fulfill the 72-credit hour degree requirement.

After admission to candidacy, the student will be continuously enrolled full-time in a minimum of 3 dissertation credit hours each semester (including summer) for the remainder of their program.

The program must be completed in seven years.

Examination Requirements

Versant Exam (for international students only)

Students who are non-native speakers of English and do not have a degree from a U.S. institution must pass the Versant test before they will be permitted to teach as Graduate Teaching Associates (position code 9183) or Graduate Teaching Assistants (position code 9184). The Versant test is not required for students who will be

appointed as a Graduate Teaching Grader (position code 9187). Additional information including how to register for the test can be accessed through the [GTA Information](#) section of the College of Graduate Studies website.

Candidacy Examination

After the completion of all required coursework, students must successfully complete a comprehensive written candidacy exam. A student will be allowed to retake the exam, or parts of the exam, one time. Past exams may be available to students for preparation purposes; check with Doctoral Program Coordinator in a timely manner for these resources to be helpful to you and for an explanation of how exams are graded.

The candidacy examination will typically be scheduled over several days during the Summer semester of the student's second year in the program. Some parts of the exam may be open-book while others will be closed-book. The content is normally drawn from the required Accounting Core seminars including the working papers presented during the research workshops (covered by ACG 7887) during the period in which the student has been enrolled in the program up to the date of the candidacy examination.

The examination is set by an Examinations Committee that consists of the instructors of the Accounting Core seminars. Students should have a general knowledge of accounting research, broadly defined, as discussed in the Accounting Core courses. Students should be able to discuss the contributions of important papers and cite specific examples of research ideas contained in papers studied. In answering exam questions, students should do more than simply repeat the findings of previous studies. Synthesis and expression of supported opinion are required.

Students will be provided with access to a "clean" laptop computer with internet access disabled to use during the examination. The outcome of the examination will be announced to the student by email from the Doctoral Program Coordinator within 3 weeks of the end of the candidacy exam.

The candidate will be given a pass/fail grade on each part of the examination. A candidate who passes all parts of the examination will proceed to the dissertation stage of the program. Otherwise, the Examination Committee will decide on appropriate action, including asking for a rewrite of all or part of the examination. If the Committee decides that a full or partial rewrite is required, a student who does not pass the rewrite will be asked to leave the program.

Dissertation Proposal and Oral Examination

After the student passes the candidacy exam, they are eligible to defend a written dissertation proposal in an oral examination before their dissertation committee. The student will present a dissertation proposal seminar within one year of passing the candidacy examination. If the proposal seminar is not held within one year, the student must seek approval for an extension from the Dixon School Doctoral Program Advisory Committee. No more than one extension will be granted except under extraordinary circumstances.

The Dissertation Advisory Committee (including the external committee member) will attend the dissertation proposal defense. One member of the committee may participate via teleconference in the proposal defense. Committee members will ask questions and provide constructive feedback and advice during the proposal defense. In addition, all faculty and doctoral students in the Dixon School will be invited to attend the proposal defense. Non-committee members are encouraged to provide constructive feedback and advice. This allows the student an opportunity for significant help from people outside the Advisory Committee, and to provide the student with more wide-ranging feedback than could be provided with a series of one-on-one discussions with individual faculty. Generally, early proposal seminars are preferred to later ones, to allow input before the thesis research is too far advanced for major elements to be changed.

The Dissertation Advisory Committee will work with the PhD Program Coordinator and the student to select a date for the dissertation proposal oral defense. An appropriate date will depend on the judgment of the Supervisor and committee members that the proposal is ready for oral defense.

The proposal defense date will be announced by the Dissertation Supervisor to the Dixon School Faculty and PhD students by email as soon as it is known. The final proposal document must be submitted to the Dissertation Supervisor at least 8 business days before the date of the oral defense. The supervisor will distribute the proposal document by email while also confirming the date, time and location of the oral defense at least 7 business days before the proposal defense date; otherwise the proposal may be postponed.

The dissertation proposal will include at minimum, the following:

- a detailed statement and justification of a research problem (original work)
- an extensive review of relevant literature and development of hypotheses to be tested
- planned research design
- some initial pre-test data that gives your committee comfort that your experimental manipulations, survey instrument, interview protocol or archival data sources are viable given the research question

The written proposal will be no more than 30 pages exclusive of appendices and references and will be prefaced by a single-spaced abstract of approximately 250 words. The purpose of keeping the proposal short is to make sure that the proposal lays bare the essentials of the research being proposed and does not cloud the presentation with side issues and lengthy accounts of work already accomplished. Similar page limits apply to journal submissions, so a concise writing style is a valuable skill to develop.

The proposal defense will consist of a 30-minute uninterrupted presentation by the student of the key aspects of the proposal. A general discussion of the proposal will follow. It is the student's responsibility to respond to issues raised during the proposal defense. The proposal defense will normally last approximately two hours.

The student's Dissertation Advisory Committee will meet immediately following the proposal defense to decide whether to accept or reject the proposal. The Supervisor will decide if there is clear consensus from the committee on this issue. Assuming a consensus is reached, the Supervisor will inform the student of the outcome (pass/fail) immediately following the meeting. The Supervisor will also meet with the student within one week following the proposal defense to discuss and prioritize issues raised by the committee members and the faculty during the proposal defense that should be addressed while completing the dissertation project.

If no clear consensus is reached, the Dissertation Advisory Committee will vote on pass/fail/abstain by secret ballot. The Advisory Committee will then make the final decision using the results of the vote as input.

Dissertation Oral Defense

A dissertation is a research project that is a thorough, original exploration of a question. A dissertation is required of all PhD students. Dissertation students are encouraged to be proactive throughout the research process. Effective planning, awareness and use of resources and communication with dissertation committee and other faculty and staff can greatly enhance the dissertation experience and the submitted dissertation.

A dissertation is more involved than a single research paper that is published in a journal.

- More extensive literature review and more in-depth discussion of how the research question fits into the prior literature
- Often has more hypotheses or sub-questions
- Considerably longer document
- May involve more than one data set and more than one overall research question

University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by dissertation students in their final semester:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline for the semester as noted in the University Calendar
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each semester. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Dissertation Defense

The final defense of the dissertation requires an oral examination. Students should confer with their Supervisor and the Dissertation Advisory Committee to select a dissertation defense date. In selecting the date, the student should confirm that the selected date is before the Defense Deadline for the semester as set by the College of Graduate Studies. It is the student's responsibility to prepare the text of their defense announcement using examples from the University's [Thesis and Dissertation manual](#). All dissertations must have a review for original work through ithenticate.com prior to the distributing the document. The Supervisor is responsible for scheduling this submission to ithenticate.com and for reviewing the results with the advisory committee. The committee will indicate their approval by signing the Thesis or Dissertation Approval form.

The defense announcement and dissertation document must be forwarded by email to the Director of Academic Support Services (currently Kelley Dietrich), at least 15 business days before the defense is scheduled to be held. The Director of Academic Support Services will obtain approval and will send the announcement out by email to the College at least 10 working days before the scheduled defense.

It is expected that all members of the Dissertation Advisory Committee attend the defense. If a committee member is unable to attend in person, that member may participate remotely. The Supervisor is responsible for the proper conduct of the oral examination. Candidates first present their thesis orally with whatever aids are required to make an effective presentation. This presentation should be limited to no more than 30 minutes with the focus being on the main contributions and conclusions of the work.

The presentation is followed by questioning. The Dissertation Supervisor will give priority to questions from members of the Dissertation Advisory Committee. In addition, a period is set aside at the end of the examination for questions from non-Committee members.

The Supervisor with agreement of the Committee, will decide when to conclude the questioning. The candidate and audience will be asked to leave the room and the Committee will deliberate in a closed session. Once a decision is made, the candidate is invited back into the room and informed by the Supervisor of the Committee's decision.

Professional Conduct

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the PhD Program handbook. Professionalism encompasses behaviors and qualities that are expected of graduate business students in both the academic setting and in the business world. University of Central Florida PhD degrees begin at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions/research workshops. Students who are in violation of these behaviors will be counseled and reminded of UCF/EDC expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student's professional demeanor is measured are below.

- **Civility:** Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, and UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for UCF property; refraining from distracting and disruptive behaviors while on campus (or other UCF campuses), in hallways and in classrooms; and a generally civil demeanor.
- **Attendance:** It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
- **Timeliness:** Students are expected to regularly arrive in class on time and to comply with each instructor's tardiness policy as stated in the course syllabus.
- **Use of Technology:** The use of computers, cell phones, or electronic devices during class that are unrelated to course activities or not permitted by instructors (i.e., web searches, IMs, etc.) is considered unprofessional.
- **Use of Electronic Media:** Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording classroom activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations, and invited guest speakers is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct as described in the Golden Rule.
- **Professional Attire:** Refers to a minimum of business casual that may include pants, khakis, dress shirts, skirts, dresses, and jeans free of rips/tears/fraying that are neat and clean. Note that clothes that are revealing (plunging necklines, tank tops, open midriffs, short skirts/shorts, sheer fabrics); offensive T-shirts; sweatpants, leggings, workout clothes; thongs/flip-flops/Croc-like sandals; and overpowering perfumes/colognes can be distracting or annoying to others.

- **Guest Speakers / Presentations:** The PhD Program may invite guest speakers. Students in the program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to class on time and be attentive as a sign of appreciation for their time. Professional business attire is required when guest speakers are present.
- **Research Workshops:** Students are required to prepare for and attend each workshop. We encourage students, where possible, to make meaningful contributions to the discussions at workshops.

Grading Policies and Expectations

Each student's academic progress is reviewed by both the College of Business and the College of Graduate Studies each semester. Students who have not met conditions or restrictions of their admission may be prohibited from further study in the program. Additionally, students who have not performed to academic standards of the program or university will be placed on Probationary Status or Dismissed from the program.

In accordance with the College of Graduate Studies' Policies and with the minimum university standards for satisfactory performance to continue graduate study, the College of Business graduate programs maintain the following requirements for all business graduate students:

- Students must maintain a GPA* of at least 3.0 or higher in order to maintain regular graduate student status, receive financial assistance, and qualify for graduation.
- Students are not permitted to get more than two "C" grades (C, C+, C-).
- A course in which a student has received an unsatisfactory grade may be repeated with program approval; however both grades will be used in computing the GPA. The opportunity to re-take courses is at the discretion of the College of Business.

Grade Policy comparison Chart

	College of Graduate Studies Grade Policies	College of Business Grade Policies
GPA	3.0 minimum GPA ; <3.0 will be put on Academic Probation	3.0 minimum GPA; <3.0 will be put on Academic Probation
Academic Probation	9 credit hours of Academic Probation	9 credit hours of Academic Probation
"D" and "F" grades	Unsatisfactory grade; Course may be repeated with program approval	Unsatisfactory grade; Cause for dismissal
"C" grades	Maximum of 6 credits of "C" grades usable towards degree program	Maximum of 6 credits of "C" grades usable towards degree program; more than 6 credit hours is cause for dismissal

Probation and Dismissal Policy and Process

Probationary Status in the PhD programs means that the student is at risk (academic, professional, or ethical) within the program. A student cannot graduate from the PhD program while on probationary status.

A student may be placed on Probation if any of the following occur:

- **Academic Probation:** Per College of Graduate Studies' policy, if the graduate status GPA falls below the required 3.00, the student will have 9 credit hours to bring the GPA above a 3.00 in order to have the

Academic Probation removed. Students will receive notice in writing from the College of Graduate Studies.

- **Conduct Probation:** Any minor violation of the aforementioned professional conduct expectations. The severity of violation will be determined by the procedures outlined in the following section.

Conduct Violation Process:

1. If a violation of a conduct policy occurs, it will be reported to the Program Coordinator. This will be submitted in writing and shared with the Associate Dean.
2. PhD Program Director (and Graduate Programs) will evaluate the matter and determine an appropriate course of action ranging from written warning to convening the Doctoral Program Review Committee (DPRC) for evaluation to immediate dismissal based on the egregiousness of the violation.
3. If the DPRC is convened, member will discuss the student's academic progress and/or professional conduct when concerns arise and recommend appropriate action based on the severity of violation up to and including program dismissal.

A student may be dismissed if any of the following occur:

The following may be grounds for dismissal from the PhD programs.

- Receiving a "D" or "F" grade in a course listed as a part of the program's curriculum. The student will be summarily dismissed from the program at that time.
- Failure to achieve ≥ 3.0 GPA after 9 credit hours of Academic Probation.
- Receiving more than 6 credit hours of "C" grades. Exceeding this limit is reason for dismissal from the program.
- Cheating: Which includes plagiarizing of materials from previously published sources or previously submitted course assignments. Students will not discuss the content of written or oral examinations until cleared to do so by the course instructor. See Golden Rule, UCF's Student Handbook- Rules of Conduct.
- Unprofessional behavior: Behavior that is inconsistent with the aforementioned expected professionalism or failure to correct unprofessional behavior as defined by the PhD handbook is grounds for dismissal from the Program. This includes failure to attend classes or excessive unexcused absences, or repeated lateness.

*all references to GPA refers Graduate Status Grade Point Average. A graduate status GPA will be calculated based on the graduate courses taken at UCF since admission into each degree or certificate program. See UCF Graduate Catalog for more information: <http://catalog.ucf.edu/content.php?catoid=4&navoid=201#grade-system>

Teaching Requirements

Normally, this requirement is satisfied through teaching a minimum of one course (three credit hours) under the direct supervision of a faculty member at some point during the student's PhD program but current College of Business Administration policy requires PhD students receiving stipends to teach the equivalent of one three credit hour class per year (4 classes in total) by the end of their fourth year in the PhD program. In addition, students receiving stipends will normally act as Graduate Teaching Assistants and/or Graduate Research Assistants during the semesters when they are not teaching a class.

Students who receive fifth year funding will normally teach one three credit hour class in either the Fall or Spring semesters during their fifth year.

Teaching, teaching assistant and research assistant assignments will be made in consultation with the Doctoral Program Coordinator and the Associate Chair of the Dixon School based on the student's interests, prior experience and departmental needs.

You can also find out more about UCF GTA Training and the Preparing Tomorrow's Faculty Program, sponsored by Faculty Center for Teaching and Learning here: fctl.ucf.edu/index.php.

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see the website: research.ucf.edu/ > [Compliance](#).

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: graduatecatalog.ucf.edu > Policies > General Graduate Policies.

Financial Support

The current financial support for PhD students is \$25,000 from the College and \$5,000 from the Kenneth G. Dixon School of Accounting (subject to change if departmental financial circumstances change) paid over 12 months (including Summer semesters). In addition, the student receives full tuition remission (but is responsible for local fees) and individual health insurance. The student is supported for four years (with a fifth-year option for those students who have defended their dissertation proposal and are making significant progress toward their degree). For assuring timely receipt of financial support, be sure to sign assistantship agreements at least one month before Fall (or Summer) courses begin and register early for classes in time to process tuition remission.

Other important financial websites:

- catalog.ucf.edu/ > Financial Information
- finaid.ucf.edu
- <http://www.global.ucf.edu> > Employment and Taxation

Currently, the Dixon School provides a travel budget of up to \$2,000 per year per student to attend relevant conferences where the student is presenting or discussing a research paper or attending a doctoral consortium (first time attendance only) (subject to change if departmental financial circumstances change). Travel funding is also available from the College of Graduate Studies (<https://graduate.ucf.edu/presentation-fellowship/>) and the Graduate Student Association (<http://ucfsga.com/services/funding/>). Students should first apply for those funds before using (or in addition to using) Dixon School travel funds. Students should consult with Katherine Vazquez (Katherine.Vazquez@ucf.edu) in the Dixon School before making travel plans for information about allowable travel expenses and processes for reimbursement.

Currently, the Dixon School provides a budget of up to \$4,000 in total to support students' collection of dissertation-related data (subject to change if departmental financial circumstances change). These funds can be used to reimburse payments to experimental participants, purchase of specialized data sets, travel to collect research data etc. Students should consult with and receive approval from their Dissertation Supervisor and the Doctoral Program Coordinator before incurring dissertation-related expenses.

For additional details regarding financial support for graduate students in the discipline visit the [Scholarships webpage](#) on the College of Business Administration website.

Graduate Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://www.facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

For a list of student organizations associated with the College of Business Administration visit the [Student Organizations webpage](#).

Professional Development

A graduate student's professional development goes beyond completing course work, passing exams, conducting research for dissertation, and meeting degree requirements. Professional development also involves developing the academic and non-academic skills needed to become successful in the field of choice.

Professional development is gained through the close mentorships developed with faculty during the course of the program. In addition, faculty and administration regularly provide development events such as guest speakers, research talks, and practice interview sessions. It is essential that all PhD students attend these events. The faculty contributing to the PhD program both expect and require full participation from all students.

Students are highly encouraged to submit research manuscripts for publication in conference proceedings. Presenting papers at these conferences is an integral means by which students are acculturated into their discipline. Funding can be requested through the department or the College of Graduate Studies.

Career Services: career.ucf.edu/.

Experiential Learning: explarning.ucf.edu/.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum

The Research Forum will feature poster displays representing UCF's diverse colleges and disciplines.

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, see [Graduate Research Forum](#) or contact researchweek@ucf.edu.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

- Award for Excellence by a Graduate Teaching Assistant
- Award for Excellence in Graduate Student Teaching
- Award for the Outstanding Dissertation

For the nomination process and eligibility criteria, see graduate.ucf.edu/awards-and-recognition/.

Other

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu.

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

The Office of Professional Development at the College of Business offers career management, internship and job placement for graduate business students. For information visit business.ucf.edu/centers-institutes/office-of-professional-development/.

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Business Administration PhD Website](#)
- [College of Business Administration Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)

- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty Serving on PhD Committees

Asterisk = has previous committee experience, which qualifies the person to serve as chair, co-chair or vice chair.

Baudot, Lisa*

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: accounting/auditing regulation, professional practice, qualitative

Contact Info: Lisa.Baudot@ucf.edu

Website: <https://business.ucf.edu/person/lisa-baudot/>

Dennis, Sean*

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: auditing, fraud, regulation, behavioral, experimental, archival

Contact Info: Sean.Dennis@ucf.edu

Website: <https://business.ucf.edu/person/sean-dennis/>

Kelly, Khim*

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: management and financial accounting, behavioral, experimental and archival

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