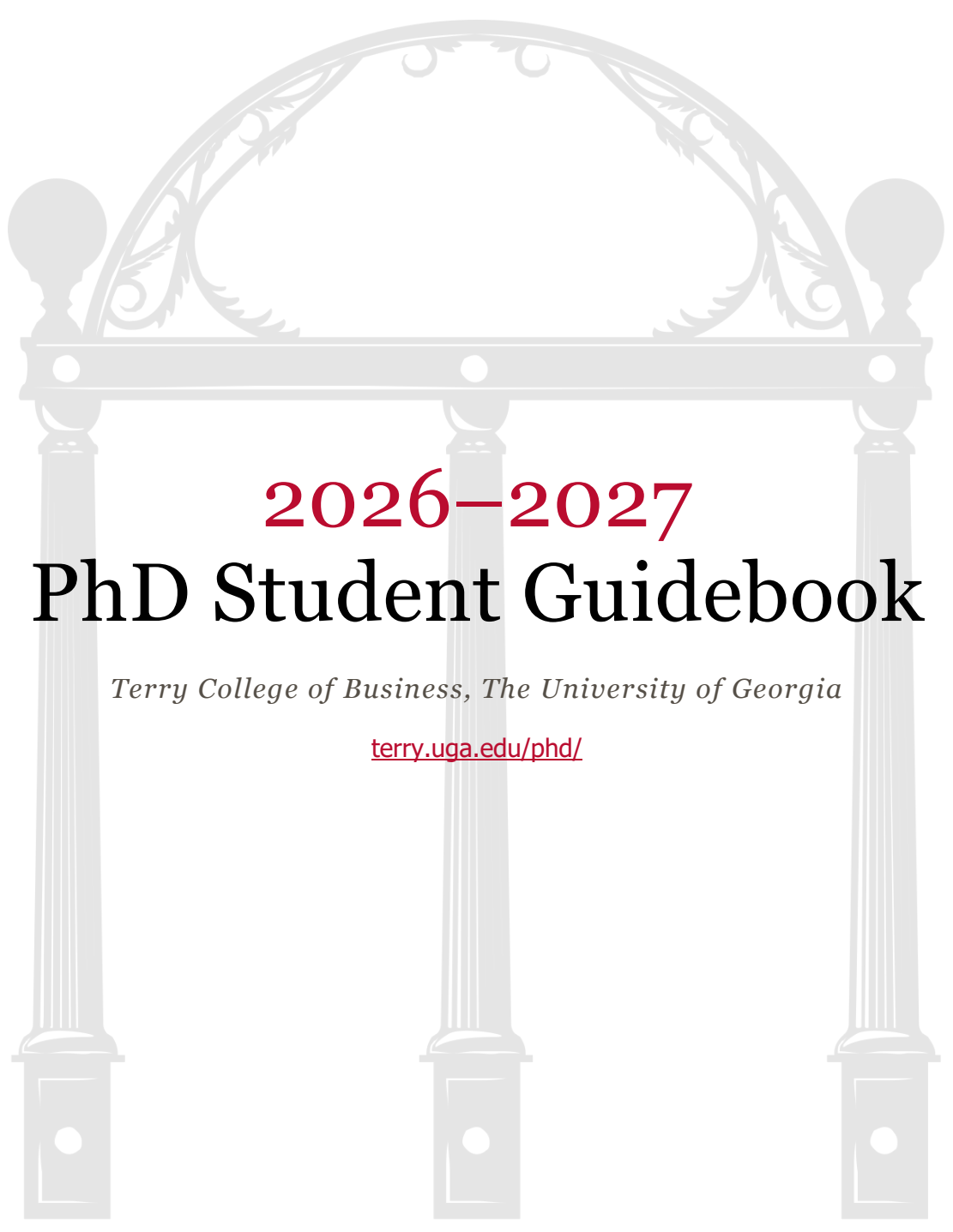




2026–2027 PhD Student Guidebook

Terry College of Business, The University of Georgia

terry.uga.edu/phd/



UNIVERSITY OF
GEORGIA
Terry College of Business

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Disclaimer: The [UGA Policy Library](#) is the official source for graduate policies and procedures approved and established by the Graduate Council and the Graduate School. This handbook is a supplement to and summary of these policies but is not intended to duplicate material provided in other published documents or in the UGA Policy Library. Prospective and current students should refer to [Graduate School Policies](#) for complete policy statements.

MISSION & GOALS

The mission of the University of Georgia's Terry College of Business is the pursuit and dissemination of knowledge to educate and inspire future leaders and promote the effective and ethical practice of business. We are committed to providing innovative and market-leading programs that prepare our graduates to be leaders in their organizations and communities. In doing so, we contribute to the intellectual and economic development of our state, nation, and world. As the business school at the nation's first state-chartered university, the Terry College of Business pursues its mission in three central areas: teaching, research, and service.

In teaching, our goal is to provide students with an education and opportunity set that is unmatched. To that end, we aim to provide an academically driven environment where students engage in challenging coursework and learning opportunities that lead to outstanding placement upon graduation and long-term career success. We also provide opportunities for life-long learning, enabling our current students and alumni to become leaders in their organizations and the global business environment. Specifically, we are committed to identifying and implementing new opportunities for our students that reflect our focus on leadership, entrepreneurship, innovation, sustainability, and international outreach.

In research, our goal is to promote a culture of excellence and impact in scholarship as national and international thought leaders. We look to generate creative insights into the nature of business and to develop innovative solutions for spurring economic growth and increasing firms' efficiency and profitability. To that end, we aim to provide faculty with a supportive research environment that allows them to engage in high impact, interdisciplinary work. Specifically, we are committed to provide competitive research funding for highly productive research faculty, grow an external grants research culture, enhance the exposure of Terry research across academic and business communities, and foster PhD placements at major public and private research institutions.

In service, our goal is to strengthen partnerships and advance the economic vibrancy of communities across Georgia and around the world. Specifically, we aim to engage our students in service learning, expand their global opportunities, grow new and innovative businesses, and increase executive education. In all of these efforts, the Terry College of Business strives to demonstrate consistently high standards of excellence, be a conscientious steward of resources, and provide an environment for our students, faculty, and staff that enables them to reach their highest potential.

ACCREDITATION

The Terry College of Business and Tull School of Accounting are accredited by [AACSB International](#). Terry holds the distinction of being continuously accredited since 1926. The highest standard of achievement for business schools, less than 5% of the world's 13,000 programs have earned AACSB accreditation.

PROGRAM DESCRIPTION

PhD programs at the Terry College of Business provide students with a rigorous education in research and with the skills necessary to become successful instructors. Terry offers eight different areas of study in its PhD Programs, covering virtually every aspect of business research and education. Seven of these eight areas of study are encompassed by the PhD in Business Administration: Accounting, Finance, Management, Management Information Systems, Marketing, Real Estate, and Risk Management and Insurance. The eighth program of study, the PhD in Economics, is also housed in Terry. Most of our graduates aim for tenure-track faculty positions at research-oriented universities, with some also pursuing research-oriented jobs in private industry, consulting, and government. We also offer a non-thesis MA in Business Administration for students who have completed their coursework but who leave the program prior to meeting the requirements for a PhD.

Program Overviews

Directors of Graduate Studies are listed.

- [Accounting](#) – Dr. Kristen Valentine
- [Economics](#) – Dr. Meghan Skira
- [Finance](#) – Dr. Greg Eaton
- [Management](#) – Dr. Jessica Rodell
- [Marketing](#) – Dr. Julio Sevilla
- [Management Information Systems](#) – Dr. Elena Karahanna
- [Real Estate](#) – Dr. Jim Conklin
- [Risk Management and Insurance](#) – Dr. David Eckles

Program Components

Degree levels, thesis/non-thesis/areas of emphasis/concentrations and certificate, accelerated, and dual degree programs – Please visit the [Degrees and Programs](#).

Program Administration

Dr. Mike Pfarrer

Associate Dean for Research and Executive Programs

Donna Sisk

Graduate Degree Professional

Directory Info

Department Head is listed

- [Accounting](#) – Dr. Santhosh Ramalingegowda
- [Economics](#) – Dr. Josh Kinsler
- [Finance](#) – Dr. John Campbell
- [Management](#) – Dr. Scott Graffin
- [Marketing](#) – Dr. John Hulland

- [Management Information Systems](#) – Dr. Jerry Kane
- [Real Estate](#) – Dr. Jim Carson
- [Risk Management and Insurance](#) – Dr. Jim Carson

ADMISSIONS REQUIREMENTS

You must first submit your application to the UGA Graduate School. After the Graduate School reviews your application, it is forwarded to the Terry's Doctoral Programs Office and given to the specific department to which you applied.

[Terry PhD Admissions](#)

[Terry Frequently Asked Questions](#)

Required Documents for all applicants

- Unofficial transcripts from institutions you've attended: Submit an English version if you have attended schools outside the US. Official transcripts will be required upon admission. UGA students and alumni are exempt as their records are on file.
- GMAT or GRE scores: While the Economics department specifically requires the GRE, all other departments will accept either a GRE or GMAT score. Additional test score information may be found at the [UGA Graduate School website](#).
- Three letters of recommendation: Letters should be from individuals with knowledge of your academic and/or professional capability. The application will prompt your recommenders to submit their letters electronically.
- Statement of Purpose: As part of the online application, you are required to upload a Statement of Purpose (essay) that describes your motivation for pursuing doctoral study.

Additional Documents for International Applicants

- Two copies of unofficial academic transcript (submitted to the Graduate School); official copies required following admission
- TOEFL or IELTS ([English Language Proficiency Test Requirement](#)): Applicants who have received degrees from accredited US institutions or from institutions in countries where English is the primary language are not required to submit TOEFL (or IELTS) scores. Students who are currently enrolled for at least one year at an accredited U.S. institution may also have the English language proficiency requirement waived. Visit the [Graduate School website](#) for more information.
- After recommended for acceptance, international applicants will receive an email with more information on how to submit visa documents and proof of finances to the Office of Global Engagement.

Application Fee

You must submit a one-time application fee via credit card online in order to complete your application — \$75 for domestic applicants, \$100 for international applicants. For information regarding a potential

fee waiver, please visit the [UGA Graduate School website](#). Applications are not reviewed until you have submitted and paid the application fee.

[Graduate School Admissions](#)

[Grad School Frequently Asked Questions](#)

Deadlines

Preferred application deadlines may vary. Please check [department webpages](#) for more information.

Departments will begin reviewing applications on January 4. Applications will be accepted for review until enrollment to your specific doctoral program is complete.

EXPECTATIONS OF STUDENTS

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment.

Adherence to university policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence.

- [Academic Integrity Policy](#)
- [Non-Discrimination and Anti-Harassment Policy](#)
- [Workplace Violence Policy](#)
- [Student Code of Conduct](#)

FINANCIAL ASSISTANCE

Requests for financial aid in the form of assistantships and waivers of non-resident tuition should be made to the [academic department](#) to which you are applying.

Sources of funding may include graduate assistantships, funding from the Graduate School, travel grants, and scholarships.

[Graduate School Funding](#)

[Grad School Travel Award](#)

ACADEMIC STANDARDS

In general, students must maintain a 3.0 in all required coursework and attend research seminars, job talks, and other department events.

The learning goals for students completing a PhD program within the Terry College address proficiency within three general areas: Research, Teaching, and Placement. The College and its departments conduct an annual review of student performance on each learning goal with respect to defined conditions for success.

Year 1

- Attendance and completion of TA Orientation
- Completion of GRSC 7001
- Identify a graduate faculty member willing to serve as your major professor

Year 2

- Completion of GRSC 7770
- Micro teaching observation in GRSC 7770
- Completion of two classes in research methods or statistics with grades of B or better
- Service of two semesters primarily assigned as a research assistant

Year 3

- Passage of written comprehensive exams
- Completion of a working paper, convention paper, or article
- Attendance at a regional/national meeting
- Service as a teaching assistant

Year 4

- Service as an Instructor of record

See more information on the [Teaching Assistant Policy](#) and [TA Orientation](#).

ENROLLMENT REQUIREMENTS AND TIME LIMITS

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation.

Continuous Enrollment Policy

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) including the 3 hours of graduate credit that is required for registration during the semester in which degree requirements

are complete, until the degree is attained or status as a degree-seeking graduate student is terminated.

Residence Credit Requirement

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement (30 hours for PHD) has been met.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the graduate continuous enrollment policy. A leave of absence requires approval of the Graduate Program Coordinator and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom, adoption or fostering of a child, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. The amount of time approved for leave of absence will not count toward time limits governing a graduate degree.

Time Limits

Doctoral students must complete all requirements for the doctoral degree and the degree must be awarded within eight (8) calendar years after initial enrollment/registration in the program. For example, if the date of first registration for a doctoral student is the fall semester of 2024, the eight-year time limit expires in summer semester of 2032. The student's time-to-degree clock starts with the first course approved for inclusion in their doctoral Program of Study, or the date of matriculation into the program, whichever occurred earlier. Individual colleges/schools or academic programs may have more restrictive requirements than the above stated Graduate School policy. The eight-year time limit does not include approved periods of leave. Additionally, doctoral time to degree is calculated separately for degrees obtained in each academic program.

Students who fail to complete their degrees within eight years after initial enrollment will be considered as not making satisfactory progress to degree completion and will be dismissed from Graduate School. The Graduate School will notify all doctoral students when they have reached the 7-year mark to warn them about the impending 8-year degree time limit.

Transfer Students

If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor, advisory committee, Director of Graduate Studies, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed nine (9) semester hours and must fall within the time limit of the

degree. No grade below B may be transferred. The courses to be transferred may not have been used to fulfill the requirements of a degree program at another institution. Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring semester, a “break” in residency will occur unless the student is also registered at UGA. Transferred courses may not be included in the 16 hours of 8000- and 9000- level credit on the program of study. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate. Courses taken prior to the student’s admission to their degree program at The University of Georgia are eligible for transfer.

For more information doctoral student policies regarding enrollment, please visit [Doctor of Philosophy](#).

SELECTION OF MAJOR PROFESSOR/THESIS/DISSERTATION ADVISOR

It is very important that new students become acquainted with the faculty, particularly in their area of interest, as soon as possible. All faculty are willing to talk with new students about their career interests and possible research topics. During the first semester graduate students should meet with faculty members beyond those they have for courses, so that they can select an Advisory Committee and a Major Professor.

It is the student’s responsibility to identify a graduate faculty member willing to serve as their major professor by the end of their first year. Students who do not have a major professor may be dismissed from the program. No faculty member is required to serve as the major professor for any student.

Process of selection/approval

Before the end of the first year of residence of a prospective candidate for the Doctor of Philosophy degree and upon the recommendation of the departmental Director of Graduate Studies, the dean of the Graduate School shall appoint an advisory committee for the student. The committee will be recommended to the dean of the Graduate School by the Director of Graduate Studies after consultation with the student and faculty members involved. Departmental recommendations for the advisory committee, and any replacements, shall be determined by procedures approved by a majority of the graduate program faculty of the department.

SELECTION OF ADVISORY COMMITTEE

The advisory committee along with the major professor share responsibilities to monitor graduate student progress and guide the student toward timely completion of their degree program. The advisory committee is charged with framing and approving programs of study, advising students on required research skills, directing and approving the comprehensive examinations, guiding the design

of thesis/dissertation research projects, reading and approving the final thesis/dissertation document and approving the final oral examination (defense).

Before the end of the first year of residence of a prospective candidate for the Doctor of Philosophy degree and upon the recommendation of the departmental Director of Graduate Studies, the dean of the Graduate School shall appoint an advisory committee for the student. The committee will be recommended to the dean of the Graduate School by the Director of Graduate Studies after consultation with the student and faculty members involved. Departmental recommendations for the advisory committee, and any replacements, shall be determined by procedures approved by a majority of the graduate program faculty of the department.

For more information doctoral student policies regarding advisory committees, please visit [Faculty Roles on Advisory Committees](#).

[Graduate Student Forms](#) – Link to all necessary forms

- Application for Admission to Candidacy
- Advisory Committee
- Final Program of Study
- Dissertation and Final Examination approval
- Thesis Submission Approval
- Application for Graduation

FINAL PROGRAM OF STUDY APPROVAL

For the Doctor of Philosophy degree an approved program of study must carry a minimum of 30 hours of graduate course work, three hours of which must be dissertation writing (9300). The program of study for Master of Arts and Master of Science degrees must contain a minimum of 30 hours of graduate course work, three hours of which must be thesis writing (7300) for programs that require a thesis.

Terry offers a non-thesis MA in Business Administration for students who have completed their coursework but who leave the program prior to meeting the requirements for a PhD.

COMPREHENSIVE EXAMINATIONS

A student must pass formal, comprehensive written and oral examinations before being admitted to candidacy for the degree. These examinations are administered by the student's advisory committee.

The written comprehensive examination, although administered by the advisory committee, may be prepared and graded according to the procedures and policies in effect in the student's department. The oral comprehensive examination will be an inclusive examination within the student's field of study. An examination of the student's dissertation prospectus (proposal) may precede or follow the oral comprehensive examination but may not take the place of the oral comprehensive examination. All

members of the student's advisory committee must be present simultaneously for the oral examination and prospectus (proposal) presentation.

The oral comprehensive examination is open to all members of the faculty and shall be announced by the Graduate School. The Director of Graduate Studies must notify the Graduate School of the time and place of the examination at least two weeks before the date of the examination.

Following each examination, written and oral, each member of the advisory committee will cast a written vote of pass or fail on the examination. To pass each examination, the agreement of the advisory committee is achieved with no more than one dissenting vote. An abstention is not an appropriate vote for the comprehensive examination. The results of both examinations will be reported to the Graduate School within two weeks following the oral examination.

Candidacy

The student is responsible for initiating an application for admission to candidacy so that it is filed with the dean of the Graduate School at least one full semester before the date of graduation. This application is a certification by the student's major department that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that:

- a. all prerequisites set as a condition to admission have been satisfactorily completed;
- b. research skills requirements, if applicable, have been met;
- c. the final program of study has been approved by the advisory committee, the Director of Graduate Studies, and the dean of the Graduate School;
- d. an average of 3.0 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below C may be placed on the final program of study);
- e. written and oral comprehensive examinations have been passed and reported to the Graduate School;
- f. the advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment;
- g. a dissertation prospectus has been approved (if required for candidacy);
- h. and the residence requirement has been met.

Dissertation/Thesis Format Guidelines

The dissertation must be completed within five years following the admission to candidacy in order to qualify for graduation. If a doctoral student's candidacy expires the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

GRADUATION

Applications must be filed no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.

The Graduate School guide for preparing the dissertation or thesis should be followed to ensure that standards of uniformity and consistency are maintained. If a student receives assistance to format the document, the student has a responsibility to see that this individual read and follows the guide that is available on the Graduate School website. Any questions concerning formatting or difficulties with electronic submission should be directed to Enrolled Student Services (etdhelp@uga.edu).

What is the unit's preferred or required format?

<https://grad.uga.edu/graduate-bulletin/theses-dissertations-overview/>

Format check/deadlines — <https://grad.uga.edu/current-students/forms>

No summer commencement ceremony so plan accordingly if desire to walk and be hooded.

Students who have not completed degree requirements as determined by the Graduate School and by published deadlines will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are NO exceptions to this policy.

The student is found guilty of academic dishonesty or other misconduct by the Office of Judicial Programs. As outlined in the Graduate Coordinator's Handbook, "Hearings on alleged violations of university conduct regulations fall within the jurisdiction of the Office of Judicial Programs (<http://www.uga.edu/judicialprograms/>). Violations of conduct regulations include, but are not limited to, academic dishonesty, falsification of university records, unauthorized entry into or use of university facilities, and theft. When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her department head. The head of the department and the faculty or staff member should write to the Office of Judicial Programs of the alleged misconduct. The Office of Judicial Programs, following its own procedures, will hold hearings to determine guilt or innocence and will send written notification to the department, the faculty member, and the Graduate School of the decision in the case.

See <https://grad.uga.edu/current-students/registration-academic-policies-faq/>.

DISMISSAL AND APPEALS

Dismissal of graduate students at the program level will follow policies and procedures adopted by the program and communicated in the program handbook. The program must immediately notify the Graduate School of a program-level dismissal. Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA.

Students may be placed on probation or dismissed by their academic program at the end of any semester for the following reasons:

1. Failure to pass comprehensive or other required examinations
2. Inadequate academic progress
3. Failure to meet program requirements (academic, professional)
4. Violation of ethical (professional) standards in program's handbook (or professional society)
5. No clear path to degree

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Graduate Council. The appeal must be submitted to the Dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. *Dismissals by the Graduate School due to violations of (i) the Academic Honesty Policy, (ii) the Sexual Misconduct Policy or Non-Discrimination and Anti-Harassment Policy, (iii) the Research Misconduct Policy, or (iv) Student Code of Conduct cannot be appealed to Graduate Council.*

For more info, visit [Graduate School Policies](#)

Graduate School [Professional Development Opportunities](#)

UGA RESOURCES

- [Student Organizations](#)
- [Career Services](#)
- [Alumni office](#)
- [Libraries](#)
- [Health Center](#)
- [CAPS](#)
- [Parking](#)
- [Registrar](#)
- [Bursar](#)
- [Where to rent technology](#)
- [Financial Education / ASPIRE Clinic](#)
- [Office of Global Engagement](#)
- [International Student Life](#)
- [Writing Center](#)