

GRADUATE STUDENT HANDBOOK

**DEPARTMENT OF BUSINESS ANALYTICS
TIPPIE COLLEGE OF BUSINESS
UNIVERSITY OF IOWA**

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I. Introduction and Important Contacts

This document is a guide for students pursuing, or wishing to pursue, a Ph.D. degree in the Department of Business Analytics (the *Department*) in the Tippie College of Business (the *College of Business*) at the University of Iowa (the *University*). It describes degree requirements, departmental policies, and financial-aid opportunities. It supplements the [Manual of Rules and Regulations of the Graduate College](#) and the [General Catalog](#) of the University. Additional information about the Department, including the most recent version of this document, may be found at the [Department's site](#).

The policies and procedures outlined in this document are effective fall semester 2026. Continuing students may choose to follow the procedures that were in effect during their first year, if they were changed by this document.

Important Contacts:

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II. Admissions

Students seeking admission to the Ph.D. program in Business Analytics are subject to the minimum standards set by the Graduate College and specific departmental standards. The basic requirements include:

- an undergraduate degree, or equivalent;
- a minimum GPA of 3.0 on a 4.0 scale;
- completion of either the GRE or the GMAT;
- international students may also be required to submit TOEFL, IELTS, or DuoLingo scores to comply with the university's [English Language Proficiency Requirements](#).

Because the program is small (12-18 students, with 2-4 new students admitted each year), the admissions process is extremely competitive. Therefore, while there is no specific minimum for GRE/GMAT scores, successful candidates will typically have very strong quantitative and analytical scores. Similarly, preference is given to applicants with a strong GPA, prior graduate work, and research experience in a relevant field. Applications are further evaluated based on the student's statement of purpose and reference letters.

Details of the application process can be found at the College of Business web site at <http://tippie.uiowa.edu/phd>. Applications are accepted only for the fall semester and are due by January 15 for fall admission. The Department does not offer deferred admission; an admitted student who does not matriculate in the academic year following admission must reapply for the following fall semester if they wish to be considered.

III. Support

Several forms of financial support are available through the Department and the Graduate College. These include graduate assistantships (both teaching and research assistantships), scholarships, and Graduate College fellowships. In general, every student admitted to the Department will be guaranteed five academic years of employment at the standard 50%-time support level, subject to qualification as a teaching assistant (see below). Support beyond the five-year period is subject to the student's progress toward the Ph.D. degree.

Specific terms and conditions of employment for graduate assistants are largely governed by the collective bargaining agreement between the University and the United Electrical, Radio and Machine Workers of America union, Local 896, more commonly known as COGS. The current COGS contract may be viewed from the [COGS web site](#).

In addition, departmental decisions and offers of support are guided by the College of Business Policies and Sources for Graduate Student Funding (last modified June 2026). More information regarding this College of Business policy may be requested from the DGS.

A. Teaching and Research Assistantships

Teaching assistantships (TAs) are a common form of financial aid. These assistantships serve two purposes: assistance in the instructional program of the University and the preparation of future college teachers. Generally, each student should be assigned as a TA for at most four non-summer semesters during the first five years of their Ph.D. program and should not be assigned as a primary instructor for more than two semesters.

In order to qualify for employment as a TA, students whose native language is not English are required to pass the Spoken Proficiency of English in the Classroom (SPEC) exam offered by the University. The Department will register students for these exams. A student who fails to qualify as a TA will be expected to enroll in the suggested TA preparation courses to maintain their enrollment status in the Department. Any student who does not qualify as a TA before the start of their second year in the program may not be offered further financial aid by the Department.

Research Assistantships (RAs) are another common form of financial aid. Typically, these are offered by the College of Business, by the Graduate College, by the Department, or by individual faculty grants. When possible, the goal is for each student to be assigned as an RA for at least six non-summer semesters during the first five years of their Ph.D. program.

Whenever possible, the Department will attempt to implement the following schedule of TAs and RAs for each student in the Ph.D. program:

Year 1	Support as RA only; no TA support
Year 2	Support as TA only; no RA support
Year 3	Support as RA for one semester and as TA for one semester
Year 4	Support as RA for one semester and as TA for one semester
Year 5	Support as RA only; no TA support

The Department, however, recognizes that each student's case may require a different schedule of TA and RA support.

To receive TA or RA support in any given semester, a student must be physically located on campus in Iowa City for the entirety of the semester except for work-related travel and short spans of personal travel.

B. Tuition

The University does not waive tuition for graduate students. However, the Department does, in general, pay all tuition for students in good standing who are receiving fellowships or employed as either RAs/TAs. This funding is in addition to the stipend received by the student.

C. Fellowships

1. Graduate College Recruitment Fellowships

Exceptional applicants may be offered a recruitment fellowship. These fellowships are available to incoming students (not returning students) from the Graduate College and are awarded competitively based on applications submitted by the Department. They provide a stipend supplement for up to five years and summer support for up to four summer terms.

2. Summer Fellowships

Students who have officially passed their comprehensive exam as documented with the Graduate College are termed *post-comp* and are eligible for the Graduate College's Summer Fellowship program. This pays more than a department award and includes tuition for up to one credit hour. All post-comp students must apply for the Graduate College Summer Fellowship before they can be considered for departmental summer support. Details on how to apply can be found at <https://grad.uiowa.edu/funding/fellowships/summer>.

The Department also offers a summer research fellowship to many continuing students. This award is typically in the range of \$3,500 - \$4,000 per summer. Application details for this award can be found in the Appendix. Results from summer research fellowships will be evaluated by the students' advisor(s) during the following fall semester. Students who do not make satisfactory progress during the period of the fellowship will not be offered future summer fellowships.

3. Graduate College Research Fellowships

Students who are post-comp are encouraged to apply for one-semester research fellowships offered by the Graduate College. There are currently two options:

- a. The post-comprehensive research award is for the semester after completing the comprehensive exam.
- b. The Ballard and Seashore dissertation fellowship is for students with a high likelihood of completion within one semester of the fellowship period.

D. Travel

The Department provides funds for graduate students to attend appropriate academic conferences for the purpose of presenting their research (e.g., giving a talk or presenting a poster). Awards of up to \$2,000 per academic year (pre-comprehensive exam) or \$3,000 (post-comp) are available. Students may use these funds to make multiple trips, but the

Department will pay only up to this amount. Expenses are limited to travel, conference registration, lodging, and food. See Appendix for procedure. Students are also encouraged to pursue additional travel funding from other sources, e.g., <https://grad.uiowa.edu/funding/fellowships>.

IV. Ph.D. Degree Requirements

The Ph.D. program in Business Analytics prepares students for research, teaching, and other scholarly endeavors in an academic or industrial setting. The coursework requirements emphasize applied mathematics and computing, along with a grounding in business processes. The program also requires a series of written and oral examinations, culminating in the production and defense of a dissertation describing original research results. Generally, it is expected that a student will complete at least one published paper and at least one other drafted paper based on their research results by the time of their defense. The requirements described here are in addition to the University-wide requirements for the Ph.D. degree.

A. Advising

Every Ph.D. student must have a faculty advisor from the Department. Upon admission, each student is assigned an initial, temporary academic advisor. Near the end of the first year in the program, it is expected that the student will choose a faculty member whose research interests align with their own to serve as the permanent academic and research advisor and chair of the student's thesis committee.

The advisor-advisee relationship requires the consent of both parties and can be terminated by either. To change advisors, the student needs to complete the Change of Advisor Form (see Appendix) with appropriate signatures. The completed form must be submitted to the DGS and Ph.D. Program Coordinator before the change is made official.

Students wishing to pursue a Ph.D. with an advisor who is not a member of the Business Analytics faculty must submit a request to the DGS requesting that an external chair be appointed. A Business Analytics faculty member must be appointed as co-advisor. If a student has a committee member who leaves the University to work at another academic institution, then according to Graduate College rules, that faculty member is allowed to serve as a University-based committee member for up to one year after their departure.

B. Course Requirements

A minimum of 72 credit hours is required for the Ph.D. Degree.

Departmental Core Requirements (6 hours):

- BAIS:6480 Knowledge Discovery
- BAIS:6600 Linear Programming

Other courses may be substituted with departmental approval.

Interdepartmental Core Requirement (3 hours):

One Ph.D. course from another College of Business department.

Suggested courses:

- ECON:5100 Microeconomics I
- ECON:5800 Econometrics
- ECON:5810 Applied Econometrics
- FIN:7110 Finance Theory I
- FIN:7120 Seminar in Corporate Finance
- FIN:7850 Seminar in Finance
- MKTG:7800 Seminar in Consumer Behavior
- MKTG:7850 Seminar in Marketing Models
- MGMT:7120 Research Design

Other courses may be substituted with departmental approval.

Research Methodology (9 hours):

Choose one of the following:

- ECON:5805 Statistics for Economics
- STAT:3100 Mathematical Statistics I
- STAT:4100 Statistical Inference I

Choose two of the following:

- BAIS:6300 Dynamic Programming
- BAIS:6700 Discrete Optimization
- BAIS:6900 Heuristic Search Methods
- BIOS:6650 Causal Inference
- CS:4310 Design and Implementation of Algorithms
- CS:5350 Design and Analysis of Algorithms

- MATH:4820 Optimization Techniques
- MATH:4840 Mathematics of Machine Learning
- STAT:3101 Mathematical Statistics II
- STAT:3210 Experimental Design and Analysis
- STAT:4101 Statistical Inference II
- STAT:4600 Causal Inference for Data Science
- STAT:5200 Applied Statistics I
- STAT:6300 Probability and Stochastic Processes I
- STAT:6516 Design of Experiments

Other applied mathematics or computing courses may be substituted with departmental approval.

Expertise Concentration (21 hours)

A course taken as part of the requirements for interdepartmental core, departmental core, or research methodology cannot be counted in the expertise concentration. At least 12 of the 21 hours must be from the Business Analytics department.

Suggested courses:

- BAIS:4540 Statistical Learning
- BAIS:6300 Dynamic Programming
- BAIS:6500 Social Network Analytics
- BAIS:6700 Discrete Optimization
- BAIS:6900 Heuristic Search Methods
- BAIS:7900 Special Topics in Business Analytics
 - Can take multiple times if different topics
- BIOS:6650 Causal Inference
- CS:4310 Design and Implementation of Algorithms
- CS:4420 Advanced AI
- CS:4700 High Performance & Parallel Computing
- CS:4750 Probabilistic Machine Learning
- CS:4980 Topics in Computer Science II
 - Can take multiple times if different topics
- CS:5350 Design and Analysis of Algorithms
- CS:5370 Computational Geometry
- CS:5430 Machine Learning
- CS:5980 Topics in Computer Science III
 - Can take multiple times if different topics
- ECE:5330 Graph Algorithms and Combinatorial Optimization
- ISE:3610 Stochastic Models
- ISE:3700 Operations Research

- ISE:3750 Digital Systems Simulation
- ISE:6380 Deep Learning
- MATH:4010 Basic Analysis
- MATH:4050 Introduction to Discrete Mathematics
- MATH:4060 Discrete Mathematical Models
- MATH:4820 Optimization Techniques
- MATH:4840 Mathematics of Machine Learning
- MATH:5800 Numerical Analysis
- STAT:3200 Applied Linear Regression
- STAT:3210 Experimental Design and Analysis
- STAT:4520 Bayesian Statistics
- STAT:4560 Statistics for Risk Modeling
- STAT:4600 Causal Inference for Data Science
- STAT:5200 Applied Statistics I
- STAT:6300 Probability and Stochastic Processes I
- STAT:6516 Design of Experiments
- STAT:6540 Applied Multivariate Analysis
- STAT:6550 Introductory Longitudinal Data Analysis
- STAT:6560 Applied Time Series

Other courses may be added or substituted with departmental approval.

Thesis and elective hours (33 hours)

To fulfill the 72-hour requirement for the Ph.D. degree, students must complete another 33 hours of coursework. These can be a combination of thesis hours (BAIS:7975), elective courses, directed readings, and approved transfer credits. Transfer credits are subject to departmental approval. Note that a student is only eligible to take thesis hours once they are post-comp.

Transfer Credits

Students with prior graduate coursework can request the transfer of some of these credits to reduce the semester hours required for the Ph.D. degree. Cases are considered individually, but a transfer of 9-15 hours for students with a master's degree in a technical area into "thesis and elective hours" is typical and usually granted *pro forma*. If a student wishes to transfer prior coursework for departmental core, interdepartmental core, research methodology, or expertise concentration, then specific permission must be granted by the DGS. Total transfer credits are limited to 15 hours.

C. Sequence of Exams

The Ph.D. program requires a series of examinations with different goals and formats. Two failures on any exam will disqualify the student from the Ph.D. program. Deviations from the suggested timeline may be approved by the Graduate Committee.

1. Qualifying Exam

The qualifying exam consists of a curriculum-based exam taken at the end of the Spring semester of the student's first year. The course-based exam is based on two courses selected by the student from a department-approved list posted at the beginning of the academic year. *Therefore, students must enroll in at least two of the courses from the department-approved list in their first year.* Students must inform the DGS of the two courses which they select for the qualifying exam in March (typically by the end of Spring Break). A student may petition for other courses to be added to the department-approved list, but approval is not guaranteed.

The exam is scheduled for two days (one day per course) in **mid to late May**. Each day consists of a 2-hour closed-book exam consisting of two questions on the respective course. Each question will be submitted and graded by the respective course instructor, and the results of the two questions will together be given a single final grade of *satisfactory*, *unsatisfactory*, or *reservations* by that instructor. A vote of *reservations* indicates that the instructor feels the deficiencies were modest and can be readily rectified.

The faculty committee for the qualifying exam will consist of the two instructors for the courses and one member of the Graduate Committee (who is not one of the two instructors). The Graduate Committee member will officially be the chair of the committee. The committee will meet after the exam, and each member will vote *satisfactory*, *unsatisfactory*, or *reservations*. Based on these three votes, a consensus for the entire exam (*satisfactory*, *unsatisfactory*, or *reservations*) will be reached by discussion with the following guidelines. Two or more unsatisfactory votes will necessarily make the overall evaluation *unsatisfactory*. In addition, two or more votes of reservations will necessarily make the overall report *reservations*.

If the overall evaluation is *reservations*, then a list of required actions by the student to correct the deficiencies, as well as deadlines to do so, must be recorded and communicated to the student. These actions may include (re-)taking a course, re-taking a part of the exam, etc. If the student satisfies the required actions by the date specified by the committee, the committee's evaluation will be changed to satisfactory. If the actions are not satisfied on time or if the actions are not of sufficient quality, the exam grade will be recorded as unsatisfactory.

If the overall evaluation is *unsatisfactory*, the student must re-take the qualifying exam by the date specified by the committee. A student can take the qualifying exam at most twice. An evaluation of unsatisfactory on the qualifying exam does not postpone the timing of the subsequent program requirements (preliminary exam and comprehensive exam).

2. Preliminary Exam

The preliminary exam consists of a written report and an oral presentation on a research topic selected and studied by the student with faculty guidance during the summer of the first year. The preliminary exam shall constitute work done by the student with faculty at the University of Iowa while enrolled at the University of Iowa. The preliminary exam must be completed by the **end of September** in the Fall semester of the student's second year. A preliminary examination committee of two Department faculty (selected by the student and advisor) and the faculty advisor will conduct the examination, which is typically scheduled for a one-hour time slot. The first component of the preliminary exam is a *written report* consisting of a detailed review and critical evaluation of the literature related to the research, preliminary work and results, and well-developed suggestions of future work. This written report should be distributed to the committee two weeks before the exam date. The second component of the preliminary exam is an *oral presentation* of the written report.

The committee will assess the written report, oral presentation, and course grades earned in the first year to determine an overall evaluation of *satisfactory* or *unsatisfactory*. Students with an unsatisfactory preliminary exam evaluation must complete the corrective actions recommended by the committee and attempt the preliminary exam (written report, oral presentation) again no later than the end of the fall semester of the second year. An evaluation of unsatisfactory on the preliminary exam does not postpone the timing of the subsequent program requirements (comprehensive exam). After completion of the exam, whether success or failure, the completed preliminary exam form should be sent electronically to the DGS; see Appendix.

3. Comprehensive Exam

The comprehensive exam requires the completion of full-length research paper that is of high enough quality to be considered at a peer-reviewed academic conference or journal. Students **must submit their research paper to their committee by July 31** of their second year in the program. Students must **orally present their research paper no later than the third week of August** (earlier if possible) of their second year.

Each student should work with a faculty advisor in identifying a topic and drafting the paper. The topic of the research paper submitted for the comprehensive exam may or may not be related to the topic of the preliminary exam. As the purpose of the comprehensive exam is to develop the student's skills, the student is responsible for the writing and results of the paper. That is, the student should be a credible first author of the paper. The role of the faculty is to guide the student in research and give feedback but not get involved in the writing process.

The faculty committee for the comprehensive exam will consist of at least four faculty members proposed by the student and their advisor and approved by the Department. The student's advisor will officially be the chair of the committee. The committee must simultaneously satisfy the following rules:

1. At least three of the committee members must be the members of the University tenure-track faculty, among whom at least two must be from the Department;
2. The committee must have at least half of its members from the Department.

The committee will meet after the oral presentation, and each member will vote *satisfactory*, *unsatisfactory*, or *reservations*. Based on these votes, a consensus for the entire comprehensive exam (*satisfactory* or *unsatisfactory*) will be reached by discussion with the following guidelines. One or more unsatisfactory votes will necessarily make the overall report *unsatisfactory*. In addition, two or more votes of *reservations* will necessarily make the overall report *unsatisfactory*.

If the overall report is *unsatisfactory*, the student must complete the corrective actions recommended by the committee and re-attempt the comprehensive exam (revised research paper, oral presentation) by the committee-set deadline. A student may not conduct their proposal defense until a grade of satisfactory on the comprehensive exam is achieved. A student can take the comprehensive exam at most twice.

When a student achieves a grade of satisfactory on the comprehensive exam and completed all required courses in the departmental core and research methodology, the student advances to Ph.D. candidacy and is considered "post-comp." Students preparing for this exam should consult the Comprehensive Exam Procedures document in the Appendix.

Students should bring a completed copy of their Plan of Study form and the comprehensive exam form to the exam (see the Appendix). The Plan of Study should confirm that the student has completed the required courses in research methodology and expertise concentration (or indicating when the student plans to complete them).

3. Proposal Defense

The student must prepare a written dissertation proposal and defend it in an oral examination, which is scheduled for a two-hour time slot. It is suggested that the committee of at least four faculty members for this examination consist of those most appropriate for supervising the dissertation and for administering the final oral dissertation-defense examination (which may be different than the comprehensive-exam committee). For details on the committee for the final defense, see below. The proposal defense may only occur once a student is advanced to Ph.D. candidacy, but it may occur within the same semester. Prior to the proposal defense, the student must have completed all required courses in the departmental core, research methodology, and the expertise concentration. The proposal defense must occur at least one semester prior to the final dissertation defense.

Students preparing for this exam should consult the Proposal Defense Procedures document in the Appendix. The student will distribute the written document to the committee a minimum of two weeks prior to the proposal date.

4. Final Dissertation Defense

The dissertation should be defended by the spring of the fifth year. The dissertation must describe original research performed by the Ph.D. candidate with faculty at the University of Iowa while enrolled at the University of Iowa. A committee of at least four faculty members is proposed by the student and their advisor and approved by the Department. The committee must simultaneously satisfy the following rules:

- (1) At least three of the committee members must be the members of the University tenure-track faculty, among whom at least two must be from the Department (required by the Graduate College);
- (2) The committee must have at least half of its members from the Department.

The student, in consultation with the Ph.D. Program Coordinator and DGS, is responsible for knowing and meeting all deadlines set by the Graduate College for Ph.D. candidates. The student will determine a mutually agreeable time and location for the defense and arrange with the Ph.D. Program Coordinator to reserve a room for a two-hour time slot. The student will distribute the dissertation to the committee a minimum of two weeks prior to the defense.

D. Guidelines for Publishing Research

It is strongly recommended that students publish papers while pursuing the Ph.D. because published papers help with job placement upon graduation. In terms of milestones, the timing of the comprehensive exam facilitates the submission of a student's first paper to a

peer-reviewed journal or conference proceedings by the end of the fall semester of their third year. It is also recommended that students submit their second paper to a peer-reviewed journal or conference proceedings during the fall of the fourth year. Students should complete a third paper near the time of their thesis defense.

E. Milestone Report

From the second year onward, every spring, each student must submit a milestone report. This requires a meeting with the advisor to discuss what milestones have been accomplished and which they are planning to accomplish soon. It also allows the student and their advisor to discuss what would help them make progress. Part of this milestone report is the application for Summer Merit Fellowships. Details are in the Appendix.

F. Seminar Attendance

Students are required to attend the department seminars unless they are in class or teaching at that time. Attendance at these seminars may be considered in the decision process for department awards such as travel funding, summer fellowships, and RAs.

G. Sample Foundational Course Plan and Five-Year Ph.D. Roadmap

The courses a student takes highly depends on the offerings, the student's academic background, and the student's interests. The following two-year course plan is just an example and is not a prescribed sequence.

YEAR 1	
FALL	SPRING
BAIS:6480 and/or BAIS:6600	BAIS:6500
STAT:3100 or ECON:5804 or STAT:4100	BAIS:7900 (varied topic) or STAT:3210
BAIS:7900 (varied topic) or BAIS:4540	ISE:6380
YEAR 2	
FALL	SPRING
BAIS:6480 or BAIS:6600 or CS:5980	BAIS:6700
STAT:4600 or MATH:4840	CS:5430 or CS:5350
CS:4420 or STAT:6300 or CS:4310	CS:5980 (varied topic) or MATH:4820

Semester	Coursework	Milestones
Year 1 – Fall	Three courses	Identify and conduct introductory meetings with 6 faculty
Year 1 – Spring	Three courses	Write and submit summary of faculty meetings; Devise and present summer research plan
May of Year 1		Qualifying exam
Year 1 – Summer		Research with advisor
September of Year 2		Preliminary exam and presentation
Year 2 – Fall	Three courses	Research with advisor
Year 2 – Spring	Two to three courses	Research with advisor; Milestone report
Year 2 – Summer		Research with advisor
July of Year 2		Submit comprehensive exam research paper
August of Year 2		Comprehensive exam oral presentation; Apply for graduate college fellowship
Year 3 – Fall	One to two courses	Submit first paper to peer-reviewed journal
Year 3 – Spring	One to two courses unless on fellowship then zero courses but register for at least one hour	Research with advisor; Milestone report
Year 3 – Summer		Research with advisor
Year 4	One course	Thesis proposal; Submit second paper to peer-reviewed journal in fall; Milestone report in spring
Year 5	Zero courses but must register for at least one hour	Present in department seminar; Apply for final year graduate college fellowship; Work on third paper; thesis defense

H. Academic Review and Dismissal

The faculty of the Department will meet each fall to review all aspects of each student's progress, with student standing ultimately determined by the faculty. Any student deemed to be making unsatisfactory progress will be placed on departmental probation and shall be given a written explanation of the reasons for this action, along with a period (typically one year) within which the student must take corrective action. Failure to correct the reasons for the probationary action shall result in the student being dismissed from the program.

For students who fail to complete the Ph.D., the Department awards a Master of Arts degree in Business Administration. The M.A. is a coursework-only degree and is subject to the requirements of the Graduate College. The requirement is the completion of 35 semester hours of graduate coursework beyond the bachelor's degree. These hours must be completed from the suggested courses listed in the Course Requirements.

V. Appendix

The following pages contain forms, checklists, and information relevant to the Ph.D. program in Business Analytics:

1. Requirements for first-year students
2. Qualifying exam procedures
3. Qualifying exam result form
4. Preliminary exam result form
5. Comprehensive exam result form
6. Proposal defense procedures
7. Travel funds request procedure
8. Annual milestone report
9. Application procedures for summer merit fellowships
10. Change of advisor form
11. Ph.D. plan of study form

Requirements for First-Year Students

Department of Business Analytics

First-year Ph.D. students in the Department shall dedicate time to learning about faculty research and identifying potential research projects. The following milestones are expected for all first-year students:

Deadline	Milestone
October 1	Students must submit to the Department <u>a list of no less than six faculty members</u> whose research is relevant to areas of interest. This list, constructed in consultation with the student's initially assigned first-year advisor, should consist primarily of Business Analytics faculty, but may include faculty from other University departments.
End of Fall Semester	Students <u>must have met with each faculty member</u> on their list to discuss research and assign introductory readings.
Feb 1	Students must submit to the Department <u>a report summarizing the findings</u> from their meetings with faculty and the associated readings. For the format of the report, please include: your name, a title, an introductory paragraph, and six sections, one for each professor you spoke with. Each section should have a section title with the name of the professor, and the section should describe the faculty's research area, along with brief summaries and thoughts about each of the assigned papers. Each section should be about 0.5 pages (single-spaced), so that the overall report is 2-3 pages.
End of Spring Semester	Each student must give <u>a short presentation (15 – 20 minutes)</u> detailing: (a) what they have learned in meetings with faculty, and (b) the topic they have decided to pursue at this juncture and how it relates to the research of the various departmental faculty. You may email the DGS for copies of old presentations.

Qualifying Exam Procedures

- 1) Schedule the dates for your qualifying exam with the DGS. The qualifying exam is typically administered in late May and all students in the cohort take the exam at the same time.
- 2) Select two courses from the department-approved list for the qualifying exam.
- 3) Contact the instructor for each of the courses and get their informal agreement to write and grade two questions for the exam.
- 4) **At least six weeks before the exam (typically by the end of Spring Break in March)**, send the DGS and Department Administrator the following information:
 - a) The numbers and names of the two courses
 - b) The name, campus address, and email address of each instructor
 - c) The semester and year in which you took the course

Report of Qualifying Exam Result: Business Analytics Ph.D.

The examining committee reports on the Business Analytics qualifying exam for

Name

Committee Members

Evaluation

S = Satisfactory

U = Unsatisfactory

R = Reservations

Chair: _____

Place, date and hour of examination: _____

First Failure: _____
(date)

Second Failure: _____
(date)

Date of Report _____ Signed _____

Report of Preliminary Exam Result: Business Analytics Ph.D.

The examining committee reports on the Business Analytics preliminary exam for

Name

Committee Members

Satisfactory

Unsatisfactory

Chair: _____

Place, date and hour of examination: _____

First Failure: _____
(date)

Second Failure: _____
(date)

Date of Report _____ Signed _____

Report of Comprehensive Exam Result: Business Analytics Ph.D.

The examining committee reports on the Business Analytics comprehensive exam for

Name

Committee Members

Satisfactory

Unsatisfactory

Chair: _____

Place, date and hour of examination: _____

First Failure: _____
(date)

Second Failure: _____
(date)

Date of Report _____ Signed _____

Proposal Defense Procedures

- 1) Have the Department Administrator reserve a room for a two-hour time slot. The proposal defense must occur at least one semester prior to the final dissertation defense and after a student has reached Ph.D. candidacy.
- 2) Meet with your advisor to select a committee of at least four faculty members that are most appropriate for supervising the dissertation.
- 3) Obtain the following materials from the Ph.D. Program Coordinator:
 - Copy of your latest transcript
 - Copy of your current registration
 - Proposal completion form
- 4) At the proposal defense, bring the transcript, copy of current registration, proposal completion form, and your current Plan of Study. The Plan of Study should indicate that you have completed the departmental core, interdepartmental core, research methodology, and expertise concentration.

Travel Funds Request Procedure

Before travel, the student should complete the Graduate Student Travel Form, which is available from the Ph.D. Program Coordinator, at least 2-3 weeks before the student's trip. After submitting the form, the student will be advised of additional steps to complete. This is a very important process for liability purposes for the student, Department, and University. When the student returns from travel, he or she will submit the travel form again with actual expenses and receipts to the Department.

Students are strongly encouraged to apply for Graduate Student Senate travel funding to supplement their departmental travel funds. Details can be found at: <https://gss.grad.uiowa.edu/funding>.

The student will need to take advantage of all the meals the conference offers. Alcohol will not be reimbursed. Additional questions should be directed to the Ph.D. Program Coordinator.

Annual Milestone Report

Last Name: _____ First Name: _____

Advisor: _____

1. Schedule a time with your advisor to discuss your annual milestone report.
2. Update your Plan of Study checklist. Discuss any planning issues with your advisor in your milestone meeting.
3. Send your advisor the following questions ahead of your meeting and discuss them together in your meeting.
4. Submit an electronic or hard copy of the Annual Milestone Report, current Plan of Study, and Application for Summer Merit Fellowship to the DGS by May 1 of each year. These will be reviewed by the Graduate Committee.

Date met with advisor: _____

Document your research progress in the past year. In your description, include milestones achieved in the last year, e.g., passed qualifying/preliminary/comprehensive exam, passed proposal, submitted paper, presented at conference, papers accepted.

What are the specific goals for this summer and the next school year? (e.g. finish coding algorithm this summer, submit second paper by October, etc.)

Identify skills that you could improve that would help you make better progress, e.g., better technical writing skills, faster turnaround of research assignments, etc.

What are some resources that would aid your progress as a researcher, e.g., more courses on a specific topic, more technical assistance with the computing cluster, etc.?

Application Procedure for Summer Merit Fellowship

Applications for the Business Analytics Summer Merit Fellowship must be submitted to the DGS by May 1 for consideration of summer support. This application must be accompanied by an updated Plan of Study and Annual Milestone Report. The application consists of a statement that:

- The student will meet regularly with their advisor during the summer.
- The advisor has read and agreed with the Plan of Study and Annual Milestone Report.
- The student will have no other remunerative support during the summer, i.e., no internship, no job, no other fellowship, and no other source of income.
- The student will be on campus during the summer, except for up to one month of vacation.

Notes:

- (1) Students who are post-comp must have applied for the Graduate College Summer Fellowship and not been awarded the fellowship.
- (2) Failure to make significant progress on summer research goals may result in the student being ineligible for support in future summers.
- (3) Students are eligible in the summers following the first 4 years in program. Students in later years may be funded, depending on budgetary constraints, on a case-by-case basis.

Change of Advisor Form: Business Analytics Ph.D.

The official advisor for _____ is being changed as follows:

Name	Signature	Date
New advisor: _____	_____	_____
New co-advisor: _____	_____	_____
Previous advisor: _____	_____	_____
Previous co-advisor: _____	_____	_____

Student Signature: _____ Date: _____

Please email a copy of this form to the DGS and Ph.D. Program Coordinator before the change can be finalized.

PH.D. PLAN OF STUDY FORM

Last Name _____ First Name _____

Advisor _____

Departmental Core Requirements* (6 hours)

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____

Interdepartmental Core Requirements (3 hours)

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>GRADE</u>
_____	_____	_____	_____

Research Methodology⁺* (9 hours):

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Expertise Concentration (21 hours)

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Electives/Thesis Hours (BAIS:7975) (33 hours)

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____

Qualifying Exam Date (typically May of 1st year):_____

Committee:

Preliminary Exam Date (typically September of 2nd year):_____

Committee:

Comprehensive Exam Date (typically summer of 2nd year):_____

(requires completion of courses in departmental core, research methodology, and expertise concentration to advance Ph.D. candidacy)

Committee:

Dissertation Proposal Date (typically spring 3rd year – spring 4th year):_____

(requires completion of all course requirements except Thesis hours)

Final Defense Date: (typically fall 5th year – spring 5th year):_____

Committee:
