



Learn Here. Lead Anywhere™

**LeBow** COLLEGE OF BUSINESS

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## PMBA AND MS GRADUATION CLEARING PROCEDURES

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### SUBMIT PLAN OF STUDY

Students must submit a completed plan of study **two terms prior to graduation** for review by the graduation clearing advisor to ensure that all necessary academic requirements are satisfied. *MS students must also obtain approval of the set of courses listed on plans of study via signature of the appropriate Academic Department Head.* Plans of study should be turned in to 105 Matheson Hall, [busngrad@drexel.edu](mailto:busngrad@drexel.edu), or faxed to 215-895-1012. All incomplete grades, grade changes, and course substitutions should be resolved with the appropriate professor(s) and department head(s) before this form is submitted. You can download MBA and MS Plans of Study from [www.lebow.drexel.edu](http://www.lebow.drexel.edu), under the link to "Current Students," "Graduates," and then "Graduate Student Forms."

### APPLICATION FOR DEGREE

At the same time at which you submit the final Plan of Study (i.e. two terms before you graduate), you should complete and submit an Application for Degree form. Although early submission is preferred, the form may be submitted to the Student Resource Center (SRC) through the end of the second week of your last term of study. A late application may result in a late arrival of your diploma. The form can be completed and submitted via the SRC website at [www.drexel.edu/src](http://www.drexel.edu/src) (click on "Current Students" and then "Forms").

To complete the application, you will need to enter your name exactly as you want it to appear on your diploma. You will also need to provide your student ID, phone, email, anticipated graduation term (drop down menu), and information on your program and area of concentration(s).

### MBA CAREER SERVICES

To ensure that you have enough time to search for the ideal position we recommend that students begin job searches *at least* six months prior to graduation. For current and future alumni, we also recognize that your goals and circumstances change as you move through your career. Job searches by current students, recent graduates, and seasoned alumni should include utilizing the LeBow MBA Career Services office and all of the resources we have to offer.

Please download the MBA Career Services Student Guide for information on resume and interviewing workshops, resume critique sessions, posting your resume online via MonsterTRAK, one to one counseling, career assessment, job search support, and career fairs:  
[http://www.lebow.drexel.edu/graduate/grad\\_career/](http://www.lebow.drexel.edu/graduate/grad_career/)

Please also register to participate in events and services:  
<http://www.lebow.drexel.edu/CareerServices/MBA/StudentRegistration.php>

For more details, please contact:

Jennifer Whetsel, M.Ed.  
Career Advisor  
MBA Career Services  
LeBow College of Business  
[jkw25@drexel.edu](mailto:jkw25@drexel.edu)  
215-895-2768

## **EXIT SURVEY**

National and international business school assessments are driven by response information from program graduates. LeBow College of Business graduates are required to complete the exit survey as part of the graduation clearing process. The data collected will help drive our positioning power in ranking and reputation, which ultimately benefits you as a graduate of the program. It is vital that you contribute complete and accurate information so that we can continue to position LeBow among top business schools.

To gain access to the survey, students must first submit their application for degree via SRC (see above). Access is granted by LeBow in week three of the final term of study as per applications for degree on file with SRC. Students must complete the survey by the time final grades are posted.

The survey can be accessed and completed online at [www.lebow.drexel.edu](http://www.lebow.drexel.edu) (follow menu prompts at bottom of page).

Students need 2 pieces of information when logging into the Exit Survey. They need to provide their University ID (8 digit number) in the University ID# field and their Drexel POP email username and corresponding password (entered in the User ID and Password fields).

If you need to confirm and/or reset your Drexel Email user name and password, please contact the IRT accounts office at 215-895-1958 to have your passwords reset (request a blanket reset, which will adjust all your Drexel passwords at once).

## **INTERNATIONAL STUDENTS**

International students often need to work with ISSS on documentation to support their academic and visa standing as they approach completion of their degrees. Students must work with ISSS if they will be enrolled for fewer than 9 credits during the final term of study via the Less Than Full Time Certification form (must be completed before the final term begins, ideally at the time students are registered for final term courses).

International students that plan to take advantage of the Optional Practical Training prior to or following graduation should also work with ISSS early in the final term of study (OPT gives students with F-1 visas the opportunity to work to gain practical experience in the area of study). This process can be started as early as when you have registered for your final term of study.

For more details, contact ISSS directly: Room 210 Creese, (215) 895-2502, [intlprog@drexel.edu](mailto:intlprog@drexel.edu), or <http://www.drexel.edu/isso>.

## **DIPLOMA PICK-UP**

Degrees are awarded at the conclusion of each term. Students will have a two-week period in which their diploma will be available for pick-up at the SRC office, 106 Main Building. To learn when diplomas will be available, visit the SRC site at [www.drexel.edu/src](http://www.drexel.edu/src), click on “Current Students,” then “Graduation Information,” then “University City Main Campus Commencement,” then “Dates Associated With Graduation.”

At the end of each quarterly two-week period, any diplomas that have not been claimed will be mailed to the address provided by the student on the Application for Degree form. If you need to update your permanent mailing address, please contact SRC directly at 215-895-2300 or [SRCMAIL@drexel.edu](mailto:SRCMAIL@drexel.edu).

## **CONCENTRATION AND SPECIALIZATION CERTIFICATES**

Graduating MBA and MS students receive an official certificate from LeBow College of Business that lists the MBA concentration area(s) and/or MS area of specialization. Contact the LeBow Graduate Office at [busngrad@drexel.edu](mailto:busngrad@drexel.edu) or 895-2115 for information.

Certificates are available for pick-up with diplomas each term at the SRC office (see Diploma Pickup above). At the end of each quarterly two-week period, any certificates that have not been claimed will be mailed along with diplomas to the address provided by the student on the Application for Degree form.

## **COMMENCEMENT**

Commencement is held once a year in June for students graduating at the end of the Spring term, as well as students who have completed studies during the previous Fall and Winter terms. For dates, schedules, tickets, caps and gowns, etc., please visit the Student Resource Center (SRC) website at [www.drexel.edu/SRC](http://www.drexel.edu/SRC), click on "Current Students," then "Graduation Information," then "University City Main Campus Commencement." See "Commencement FAQs" and "Dates Associated With Graduation."

## **WALK-THROUGH GRADUATION**

Students graduating at the end of the summer term may attend commencement exercises in June (at the end of the spring term) providing that the student has no more than six credits remaining to satisfy degree requirements. In order for students to be considered for walk-through status, they must first submit plans of study for review and apply for diplomas as noted above. Students must also submit a "Walk-Through" Graduation form, available at SRC, 106 Main Building, or through LeBow at 105 Matheson (call 215-895-2115 or send an email to [busngrad@drexel.edu](mailto:busngrad@drexel.edu) to request a copy via fax). Students' academic progress must be verified by the signature of the LeBow graduation clearing advisor before submission of the "Walk-Through" form to the Student Resource Center (SRC).

## **ALUMNI BENEFITS**

Through DragoNet, Drexel's online alumni community, graduates have access to permanent e-mail forwarding, message boards, job postings, and an online alumni directory. A complete listing of benefits of the Alumni Association can be found at <http://www.drexel.edu/ia/alumrel/benefits.html>

Permanent e-mail forwarding allows alums to specify an e-mail address ([user@alum.drexel.edu](mailto:user@alum.drexel.edu)) for forwarding which can be adjusted as needed. For example, the alum may specify a company e-mail account as the destination for their permanent e-mail. If the alum switches jobs, the alum would only need to change the destination address.

To sign up for DragoNet, alums can contact the Office of Alumni Relations at 1.888.DU.GRADS or [alumrel@drexel.edu](mailto:alumrel@drexel.edu) to request a temporary password. Since the permanent email system works directly from the alumni database, it may take some time for recent graduates to get their password, so records sometimes must be manually added.

## **LIBRARY PRIVILEGES FOR ALUMNI**

After completing your MBA or MS, you may apply for an Alumni Library Card. Applications must be made in person at the Circulation Desk. Alumni must present proof of graduation. An Alumni Library Card does not expire, and entitles holders to the following privileges at all Drexel University Libraries: Borrowing circulating books, in-house access to the Library's databases and other electronic resources,

access to computers in the Libraries, mediated online searches from Library staff. For details, visit:  
<http://www.library.drexel.edu/about/alumni.html>