



**GRADUATE PROGRAMS  
IN BUSINESS**

**MBA and MS Student Guide  
2009-2010**



Learn Here, Lead Anywhere™

**LeBow** COLLEGE OF BUSINESS

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Disclaimer: All information provided in this booklet is deemed accurate at the point of publication. LeBow College of Business reserves the right to make changes as needed. Any questions regarding conflicting or confusing information should be directed towards a student's designated program manager for further review.

## MESSAGE FROM THE DEAN

Welcome to Drexel University's LeBow College of Business — the school of choice for graduate students who seek an education that prepares them to be responsible and successful business leaders. Congratulations on your excellent decision!

Throughout your studies, you will experience excellence in academic programs, teaching, research and outreach. We are committed to shaping exceptional business professionals with programs and resources that integrate leadership and ethics, industry perspectives and technology management. Our superior approach has been recognized by *Financial Times*, *U.S. News & World Report*, *Entrepreneur* magazine and *The Princeton Review/Forbes.com*.



LeBow College of Business integrates Drexel University's technological prominence with experience-based education to develop world-class leaders and advance knowledge through research. Because business education exists at the intersection of theory and practice, our strategy strengthens professional learning through the interaction of students, industry and faculty. In turn, students embrace LeBow's Commitment to Excellence which is reviewed at the point of admission and discussed at your new student orientation. These efforts are a vital to commitment to create an optimal learning environment for all.

In this Guide, you will find information vital to your academic success. Please take the time to read the Guide - it will clarify the College's policies and procedures, and help you to optimize your experience.

My best wishes for success,

A handwritten signature in black ink that reads "George Tsetsekos". The signature is written in a cursive, slightly slanted style.

George P. Tsetsekos, Ph.D.  
Dean, LeBow College of Business

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## COMMITMENT TO EXCELLENCE

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Drexel University's LeBow College of Business, to fulfill its mission of educating exceptional business leaders, expects all participants in the educational process to share a common *Commitment to Excellence*. Honor, and integrity are valued in life, business, and in the classroom. LeBow College of Business students act with honor and integrity.

No action that undermines the pursuit of knowledge is acceptable. All stakeholders in the educational process should observe professional standards including, but not limited to issues of courtesy, honesty, plagiarism, confidentiality, scholarship, punctuality and participation in classes and events offered to supplement the classroom experience.

Credentials submitted to Drexel University's LeBow College of Business Office of Graduate Admissions are property of the university. Your application dossier is confidential and you should not disclose information relative to your application or terms of admission to the program to any third party.

Pursuit of a graduate business degree is a challenging and rewarding academic endeavor. Successful completion of the program depends on your commitment to the learning experience. You are expected to conduct yourself in a professional and supportive manner with respect to relationships, communications, and classroom and teamwork.

Throughout the program, preparation, participation and time management are critical components. The College is the place for you to learn and contribute to the learning process. Everyone has something to offer and is expected to actively participate. This includes not only preparing the required assignments for class, but also reading relevant business literature outside of class and awareness of events that may be applicable in class discussions.

To enhance your educational experience, carefully observe faculty course expectations as stated in course syllabus. A clear understanding of expectations and educational deliverables is essential. Attendance and punctuality are expected; arriving late or leaving early diminishes the education experience for yourself and others. Distractions that impact your peers should be minimized. Electronic devices in the classroom should be utilized for instructional purposes only, and silencing your cell phone shows consideration for the learning experience and your colleagues.

Participation in team projects is an integral part of the experience. Team excellence requires a combination of communication skills, collaboration, respect, honesty, and individual contribution. Participants should strive for a positive collaborative team experience.

An effective learning experience in the program also extends beyond classes. Participation in other College functions and events will expand your network and opportunities for growth.

In support of every student's success, members of the LeBow College of Business community pledge this Commitment to Excellence.

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## DREXEL GRADUATE RESOURCES

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The area code for all phone numbers at Drexel University is (215) followed by the seven-digit number.

### OFFICE OF THE DEAN

106 Matheson Hall, 895-2111  
George Tsetsekos, Dean  
Thomas Hindelang, Vice Dean  
Jacqueline Ring, Associate Dean  
Anna Chrupek, Assistant Dean  
Ron Nordone, Assistant Dean  
Frank Linnehan, Associate Dean for Graduate and Undergraduate Studies  
V.K. Narayanan, Stubbs Professor and Associate Dean for Research  
Paul Jensen, Associate Dean of Experiential Learning

### OFFICE OF GRADUATE PROGRAMS

105 Matheson Hall 895-2115  
Fax 895-1012

Elie Farhat, Director  
895-6629, [ef482@drexel.edu](mailto:ef482@drexel.edu)  
Carmita Rutling-Champ, Assistant Director  
895-1671, [cmr49@drexel.edu](mailto:cmr49@drexel.edu)  
Megan Gray, Program Manager  
895-0975, [megam.gray@drexel.edu](mailto:megam.gray@drexel.edu)  
Liz Pelberg, Program Coordinator  
895-1750, [epelberg@drexel.edu](mailto:epelberg@drexel.edu)

402 Pearlstein Business Learning Ctr. 895-0578  
Fax 895-1602

Charlotta Thunander, Assistant Director  
895-0314, [charlotta.i.thunander@drexel.edu](mailto:charlotta.i.thunander@drexel.edu)  
Jozette Kaufman, Assistant Director, Online Programs  
895-0214, [jozette.m.kauffman@drexel.edu](mailto:jozette.m.kauffman@drexel.edu)  
Rebekka Wise, Program Coordinator  
895-1406, [rebekka.s.wise@drexel.edu](mailto:rebekka.s.wise@drexel.edu)

Malvern Campus, 2 W. Liberty Blvd. Malvern, PA 19355  
Fax: 484-595-0416

Mark Dierkes, Program Manager  
484-535-0415, [med24@drexel.edu](mailto:med24@drexel.edu)  
Stavrula Katsiramas, Program Coordinator  
484-595-0413, [Stavrula.katsiramas@drexel.edu](mailto:Stavrula.katsiramas@drexel.edu)

Sacramento Campus, One Capitol Mall, Sacramento, CA  
Fax: 916-325-4689

David Stewart, Sr. Director of Graduate Programs  
916-325-4612, [david.m.stewart@drexel.edu](mailto:david.m.stewart@drexel.edu)

### BUSINESS AMBITION

207 Matheson Hall 571-3568  
Kamina Richardson, Program Manager

### CAREER SERVICES

#### LeBow College MBA Career Services

105 Matheson Hall 895-6300  
<http://www.lebow.drexel.edu/careerservices/MBA/>  
Kay Ford, Senior Director  
Marilyn Tietjen, Associate Director  
Steven Szmuto, Employer Relations Manager  
Stephanie Johnson, Career Advisor  
[lebowmba@drexel.edu](mailto:lebowmba@drexel.edu)

### Steinbright Career Management Center

3201 Arch Street 895-2185  
<http://www.drexel.edu/scdc/>

### Graduate Co-Op Program (GCP) Program

3201 Arch Street 895-1642  
Kenneth Bohrer, GCP Coordinator  
[kbohrer@drexel.edu](mailto:kbohrer@drexel.edu)

### Library Career Resources

Room 130 of Hagerty Library 895-6843  
<http://www.library.drexel.edu/services/refcareers.html>

### ACADEMIC DEPARTMENTS

#### Accounting / Taxation

400 Matheson Hall  
Dr. Hsui Chang, Department Head  
895-0222, [hc336@drexel.edu](mailto:hc336@drexel.edu)

Michelle Sykes, Secretary  
895-2116, [mms25@drexel.edu](mailto:mms25@drexel.edu)

#### Dec. Sciences/Production & Oper. Mgmt.

204 Academic Building  
Samantha Danisevich, Dept. Manager  
895-2130, [sd496@drexel.edu](mailto:sd496@drexel.edu)

#### Economics / International Business

504 Matheson Hall  
Dr. Vibhas Madan, Department Head  
895-2124, [Vibhas.Madan@drexel.edu](mailto:Vibhas.Madan@drexel.edu)

Sarah Haley, Senior Secretary  
895-2130, [sw75@drexel.edu](mailto:sw75@drexel.edu)

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## DREXEL GRADUATE RESOURCES (CONT.)

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### Finance

207 Academic Building  
Dr. Michael Gombola, Department Head  
895-01743, [gombola@drexel.edu](mailto:gombola@drexel.edu)

Maria Myers, Secretary  
895-1741, [myersm@drexel.edu](mailto:myersm@drexel.edu)

### Management

308 Academic Building  
Dr. Donna DeCarolis, Department Head  
895-1795, [decarold@drexel.edu](mailto:decarold@drexel.edu)

Danielle Hess, Dept. Manager  
895-2143, [Danielle.hess@drexel.edu](mailto:Danielle.hess@drexel.edu)

### Marketing

504A Matheson Hall  
Dr. Trina Larsen-Andras, Department Head  
895-4995, [larsent@drexel.edu](mailto:larsent@drexel.edu)

Kim Williams, Secretary  
895-2145, [kmw25@drexel.edu](mailto:kmw25@drexel.edu)

### COUNSELING, HEALTH AND WELLNESS

Drexel Counseling Center 895-1415  
201 Creese Student Center  
Counselor appointments and/or emergency (after hours)  
[Counseling@drexel.edu](mailto:Counseling@drexel.edu)

Drexel Student Health Center 895-5800  
3201 Arch Street, Suite 240

[http://www.drexel.edu/studentlife/ch/HC\\_Main.html](http://www.drexel.edu/studentlife/ch/HC_Main.html)

### COURSE SCHEDULING AND ACADEMIC ADVISING

Graduate Business Office—105 Matheson  
Main Office, Academic Advising Support  
895-2115

All On-campus Programs Advising Inquiries  
[busngrad@drexel.edu](mailto:busngrad@drexel.edu)

All Online Programs Advising Inquiries  
[ombad@drexel.edu](mailto:ombad@drexel.edu)

### CREESE STUDENT UNION COMPLEX

Main Desk and Information 895-2515  
Dragon Card Office 895-6095  
1st Floor of Creese Student Center

### DISABILITY SERVICES

3201 Arch Street, Suite 210 895-1401  
<http://www.drexel.edu/ods>

### DREXEL UNIVERSITY BOOKSTORE

Dragon Shops at MacAlister Hall 895-2860  
[bksdrexel@bncollege.com](mailto:bksdrexel@bncollege.com)  
[www.drexel.bkstore.com](http://www.drexel.bkstore.com)

### DREXEL COPY AND PRINT SHOP

Dragon Shops 895-2898  
MacAlister Hall  
[ducopy@drexel.edu](mailto:ducopy@drexel.edu)

### HAGERTY LIBRARY

33rd & Market Sts. 895-1500  
<http://www.library.drexel.edu/>

### HEALTH INSURANCE AND IMMUNIZATIONS

Office of Counseling and Health 895-2507  
201 Creese Center

[www.drexel.edu/StudentLife/ch/II\\_Main.html](http://www.drexel.edu/StudentLife/ch/II_Main.html)

### HOUSING

Off Campus  
Creese Student Center, room 001 895-1328  
[OffCampusHousing@drexel.edu](mailto:OffCampusHousing@drexel.edu)  
On Campus Residential Living  
[askrlo@drexel.edu](mailto:askrlo@drexel.edu) 895-6155  
<http://www.drexel.edu/rlo/>

### LAURENCE A. BAIADA CENTER FOR ENTREPRENEURSHIP TECHNOLOGY

3225 Arch Street 895-0300  
<http://www.lebow.drexel.edu/CentersOfExcellence/Baiada/>

### PARKING

For details on fees, locations, and availability, of permit parking (off-street) for students, contact:  
Parking Services Department 895-2813  
General Services Building  
Room 124, 34<sup>th</sup> and Market Streets  
[parking@drexel.edu](mailto:parking@drexel.edu)  
<http://www.drexel.edu/parking/>

Street parking in metered spaces is available around campus. Prepaid Smart Cards are a convenient way to pay for parking (otherwise be sure to have quarters available). For details on Smart Cards, visit:  
[www.philapark.org](http://www.philapark.org)

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## DREXEL GRADUATE RESOURCES (CONT.)

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### SECURITY ESCORT SERVICE

Public Safety Department  
3201 Arch Street, Suite 350 895-2822

### SNOW / EMERGENCY INFORMATION

If Drexel must close due to poor weather conditions, you can see the announcement at [www.drexel.edu](http://www.drexel.edu)

School Closing Number: 895-MELT  
103 – Day Classes  
2103 – Night Classes

### STUDENT ASSOCIATIONS

#### Drexel Women in Business

[drexelwib@gmail.com](mailto:drexelwib@gmail.com)  
<http://www.lebow.drexel.edu/organizations/DWIB/Welcome.html> LeBow Graduate Student Association (LGSA)

<http://lebowgsa.org/>

#### Drexel Graduate Student Association (GSA)

<http://www.pages.drexel.edu/org/dsogsa/>

### STUDENT BILLING

#### Bursar's Office

General Information  
1st Floor Main Bldg  
895-1445  
[www.drexel.edu/depts/bursar](http://www.drexel.edu/depts/bursar)

#### Cohorted Programs

Ben Frost, Finance Coordinator  
895-0285, [billing@lebow.drexel.edu](mailto:billing@lebow.drexel.edu)

### Financial Aid

Financial Aid, Tuition Credits, Student Receivables, Tuition, Deferment, Drop for Non-Payment  
Main Building, Room 222, 895-2537  
<http://www.drexel.edu/financialaid/>

### Employer Assisted Tuition Deferral Program

[http://www.drexel.edu/bursar/employer\\_reimbursement.html](http://www.drexel.edu/bursar/employer_reimbursement.html)

### STUDENT RESOURCE CENTER (SRC)

The current Academic Calendar, registration information, and course descriptions are located on the SRC's website. Information can also be found on Transcripts, enrollment verifications, graduation confirmation for employers, and updating student contact information in Banner.

Main Building, Room 222  
895-2300

[srcmail@drexel.edu](mailto:srcmail@drexel.edu)

<http://www.drexel.edu/src/>

### VISA, OPT AND I-20s

Office of International Students and Scholars (ISSS)  
210 Creese Student Center 895-2502  
[intlprog@drexel.edu](mailto:intlprog@drexel.edu)  
[www.drexel.edu/iss/](http://www.drexel.edu/iss/)

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## CAREER RESOURCES & SERVICES

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### **MBA CAREER SERVICES**

MBA Career Services (MBA CS) provides comprehensive career management and career transition resources for current students and alumni. Our goal is to partner with students to support their job search efforts so that upon graduation, they are able to realize their return on investment through securing MBA-level positions or achieving their desired career progression.

MBA CS offers LeBow graduate students and alumni an array of services including individual counseling, career transition workshops, employer presentations/mixers and other events. In addition, 24/7 access to sophisticated online career tools including The Career Gateway, Career Leader, and InterviewStream help job-seekers to develop and implement effective job search strategies anytime and anywhere.

Through cultivation of this life-long relationship with students before and after graduation, MBA CS seeks to encourage alumni commitment to LeBow and to have them advocate and support the hiring of other LCB students and alumni.

Beyond career transition services, MBA CS works with a variety of corporations, organizations and other constituents to increase the visibility of LeBow and its MBA students. Whether it is coordinating a company's recruiting visit to campus or hosting company representatives for student events, MBA CS is working to partner with employers and students to help match talents with organizational opportunities.

MBA CS is dedicated to building and maintaining LeBow College of Business's reputation as one of the nation's top business schools.

Register for online services:

<http://www.lebow.drexel.edu/CareerServices/MBA/StudentRegistration.php>

Schedule an appointment or contact MBA Career Services at [lebowmba@drexel.edu](mailto:lebowmba@drexel.edu) or 215-895-6300.

### **HAGERTY LIBRARY CAREER SERVICES**

The Hagerty Library offers job search resources both on line and on campus. Resources provide guidance on resume writing and cover letter materials, information on how to generate/find lists of Companies, finding books and online content about a particular industry, and about what career you can pursue with a particular major or field of study.

Hagerty Library, room 130                      215-895-6843  
33<sup>rd</sup> and Market Streets

<http://www.library.drexel.edu/services/refcareers.htm>

### **STEINBRIGHT CAREER DEVELOPMENT CENTER**

As a Drexel University student you also have the ability to access the Steinbright Career Development Center (SCDC). The SCDC offers career counseling, assessments, and guidance.

Steinbright Career Management Center

3201 Arch Street                                      895-2185

<http://www.drexel.edu/scdc/>

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## APPLICATION OF PRACTICAL LEARNING

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Full-time Two-Year MBA students must complete an Application of Practical Learning as a graduation requirement. This is done by demonstrating the relevance of theoretical and applied learning through real-life work experiences. It is available as an elective for all full-time students in the MS programs.

Students demonstrate their learning by completing at least one of the following topics:

1. Participation in an Internship
2. Participation in the Graduate Co-op Program (GCP)
3. Participation in a Business Plan or Case Competition
4. Completion of a Consulting Project

Please contact MBA Career Services ([lebowmba@drexel.edu](mailto:lebowmba@drexel.edu) or 215-895-6300) for additional information

### MBA INTERNSHIP

Graduate-level internships allow students to apply their learning at companies. The MBA internship program can be full-time or part-time. Full-time employment is up to 40 hours per week; Part-time is up to 20 hours a week. Internships courses are listed as BUSN 698 and are 0.5 credit course. Internships are three (3) months and must coincide with the university term dates.

Twenty-seven (27) credits must be completed prior to the start of the internship. Students must also sign an Internship contract with MBA Career Services and make an appointment with their academic advisor to review their plan of study.

Additional requirements apply for international students.

### GRADUATE CO-OP PROGRAMS (GCP)

Facilitated through the Steinbright Career Development Center (SCDC), the GCP provides educational and career opportunities for graduate students at the LeBow College of Business. GCP is a full time, paid six (6) month practical learning opportunity. Students must request admission to the GCP at the beginning of their program. . You need to plan in advance in order to qualify for this program and to be successful in your placement. To determine eligibility, student should begin procedures for Academic Qualifications three terms prior to the term they wish to begin the GCP program.

For additional information, visit SCDC website at: <http://www.drexel.edu/scdc/coop/graduate/index.html>

Once academic qualifications are approved, students should make an appointment with GCP Coordinator, Ken Bohrer, [kbohrer@drexel.edu](mailto:kbohrer@drexel.edu) or 895-1642.

### BUSINESS PLAN/CASE COMPETITION

Students may participate in a LeBow-sponsored business plan competition or a case competition. For information on available competitions contact the Business of Ambition (BOA - see page 10 for details). Students must contact the BOA prior to participating in a competition to discuss the application of practical learning requirements.

### CONSULTING PROJECT

The Consulting Project is only available to full-time graduate students who are currently working full-time in a corporate setting while concurrently attending their MBA/MS program. A written consulting project (or business plan) may be submitted to demonstrate theoretical and applied learning. This option must be approved by MBA Career Services prior to the start of the project. All projects submitted will be reviewed by MBA Career Services to determine if they meet the application of practical learning requirements.

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## INTERNATIONAL STUDENT RESOURCES

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### INTERNATIONAL STUDENTS AND SCHOLARS SERVICES (ISSS)

The International Students and Scholars Services (ISSS), 210 Creese Student Center, 895-2502, [intlprog@drexel.edu](mailto:intlprog@drexel.edu), or [www.drexel.edu/isso](http://www.drexel.edu/isso), offers an array of programs and advice on paralegal, academic, financial, cultural, or personal concerns. ISSS services include:

- Offering quarterly orientation programs.
- Issuance of visa-eligibility documents to students, visiting international faculty, and researchers.
- Assisting non-immigrant international students and scholars in complying with immigration and federal requirements.
- Assisting students with finding housing.

### F-1 AND J-1 VISA STATUS

Students with F-1 or J-1 status must maintain status at all times. To maintain status, a student must:

- Register full-time (or for three courses/nine credits) throughout each quarter.
- Not work off-campus without permission.
- Not work on-campus more than 20 hours per week when classes are in session.

Extenuating circumstances in which a student may register for less than full-time status include:

- Student is in final term of study and needs less than 9 credits to satisfy degree requirements. \* **Please note that the last course cannot be an online course.**

If a student meets one of the above criteria, s/he will submit an F1/J1 verification form to the academic adviser, which the adviser will authorize, keeping a copy for the student's file.

### VACATION PERIOD

After a student has completed 3 consecutive quarters, they are eligible to take a term off. This needs to be approved by the ISSS office. This form must be submitted to ISSS no later than one week before the vacation period. Please provide a copy of the approved form to your advisor. You must see your advisor before deciding on taking the term off.

### HEALTH INSURANCE

International students should work with the Office of Counseling and Health to ensure that their status regarding Health Insurance and Immunization-Student Health records are appropriately updated.

Office of Counseling and Health  
201 Creese Center  
895-2507, [healthinsurance@drexel.edu](mailto:healthinsurance@drexel.edu)  
[www.drexel.edu/StudentLife/ch/II\\_Main.html](http://www.drexel.edu/StudentLife/ch/II_Main.html)

### LANGUAGE ENHANCEMENT COURSES

International students who speak English as a second language are strongly encouraged to augment business courses with English and communication courses. Please see your advisor about registering you for the non-credit/charge English Speaking Course.

English Language Center 895-2022  
229 N. 33<sup>rd</sup> Street (between Race and Arch Streets)  
[elc@drexel.edu](mailto:elc@drexel.edu)

Students can also utilize free resources at the Modern Language Lab. 895-2856  
2023 McAlister Hall  
[lanlab@drexel.edu](mailto:lanlab@drexel.edu)

### OPTIONAL PRACTICAL TRAINING

When approaching graduation, international students may apply for **Optional Practical Training (OPT)**. OPT allows students to work in the area of study and to extend the stay in the USA for a longer period than covered under a student visa. Students must submit the OPT form with a Plan of Study the term before graduation for adviser review. Standard approval time for the form is two weeks.

### CURRICULAR PRACTICAL TRAINING

CPT can be used by full-time international students who use an internship to satisfy their application of practical training requirement. For more information see "Internships" section on page 8.

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## BUSINESS OF AMBITION

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Drexel University's LeBow College of Business has redefined The Drexel MBA with The Business of Ambition, a dynamic, new co-curricular offering that assesses learning outcomes and features experiential learning components. This resource will help you acquire, develop, and enhance the leadership and management skills you need to compete in an increasingly complex and interdependent world.

Through the Business of Ambition's seminars, workshops, business simulations and other experiential and interactive programs, you can learn theories about leadership skills acquire practical communication and organizational skills, meet highly motivated fellow student leaders, and share and exchange ideas with students, staff, and faculty. Through these comprehensive program offerings, you can prepare yourself for college leadership and future professional leadership positions. Experiential learning components highlight The Business of Ambition:

### THE MARKETPLACE

Includes a speaker series that provides a view of what it is like to run a major business operation and includes international business events and MBA personal improvement. Part-time students are encouraged to participate in 3 speaker events per year. Full-time students are encouraged to participate in 12 speaker events per year.

### THE 11<sup>TH</sup> HOUR

Case competitions to test your abilities as leaders, decision makers and thinkers in implementing new business ideas. All MBA/MS students are encouraged to participate in at least one, but can chose to enter into multiple ones as well. Competitions include:

- IBM Business Simulation
- CapSim International Business Simulation Competition
- Baiada Business Plan Competition
- ACG Philadelphia Cup
- External business competitions approved by Program Manager, Kamina Richardson

### THE ROI (RETURN ON INVESTMENT)

Personalized career planning for career changers or career accelerators to maximize career progression. Develop your own Career Development Plan with MBA Career Services to identify, develop and document leadership skills through career practicum experiences. Part-time students can attend a Career Services introduction presentation and choose to opt-out of the services if the Career Development service does not apply to you.

Students who complete the recommended requirements will earn a certificate for each component of the program. To find out how you can begin the Business of Ambition, please feel free to contact Kamina Richardson at [businessofambition@lebow.drexel.edu](mailto:businessofambition@lebow.drexel.edu) or 215-571-3568.

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## MBA CURRICULUM REQUIREMENTS

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The Plan of study indicates the courses required to complete LeBow's MBA degree requirements. Students should consult their Plan of Study each quarter in advance of registering for courses to ensure compliance with degree requirements. These requirements are for the Professional & Two-Year MBA Program. If you are in a cohort program please consult your Program Manager to discuss your curriculum, concentration, or specialization options.

The Plan of Study forms are available online at:

<http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>.

### SINGLE AREA OF CONCENTRATION

#### Enterprise Management Sequence (6 credits)

1. BUSN 501: Measuring & Maximizing Financial Performance
2. BUSN 502: Essentials of Economics

#### Functional Core Sequence (18 credits)

3. STAT 601: Business Statistics
4. ECON 601: Managerial Economics
5. FIN 601: Corporate Financial Management
6. MKTG 601: Marketing Strategy and Planning
7. POM 601: Operations Management
8. ACCT 601: Managerial Accounting

#### Technology Management Sequence (6 credits)

9. MGMT 602: Managing Technological Innovation
10. MIS 641: MIS Policy & Strategy

#### Leadership Sequence (9 credits)

11. ORGB 625: Leadership and Professional Development
12. ORGB 631: Leading Effective Organizations
13. MGMT 780: Strategic Management

#### Area Of Concentration (12 credits)

14. Area of Concentration Course #1
15. Area of Concentration Course #2
16. Area of Concentration Course #3
17. Area of Concentration Course #4

**Single Area of Concentration:  
17 Courses, 51 Credits**

### DUAL AREAS OF CONCENTRATION

#### Enterprise Management Sequence (6 credits)

1. BUSN 501: Measuring & Maximizing Financial Performance
2. BUSN 502: Essentials of Economics

#### Functional Core Sequence (18 credits)

3. STAT 601: Business Statistics
4. ECON 601: Managerial Economics
5. FIN 601: Corporate Financial Management
6. MKTG 601: Marketing Strategy and Planning
7. POM 601: Operations Management
8. ACCT 601: Managerial Accounting

#### Technology Management Sequence (6 credits)

9. MGMT 602: Managing Technological Innovation
10. MIS 641: MIS Policy & Strategy

#### Leadership Sequence (9 credits)

11. ORGB 625: Leadership and Professional Development
12. ORGB 631: Leading Effective Organizations
13. MGMT 780: Strategic Management

#### Area Of Concentration (9 credits)

14. Area of Concentration 1, Course #1
15. Area of Concentration 1, Course #2
16. Area of Concentration 1, Course #3

#### Area Of Concentration (9 credits)

17. Area of Concentration 2, Course #1
18. Area of Concentration 2, Course #2
19. Area of Concentration 2, Course #3

**Dual Areas of Concentration:  
19 Courses, 57 Credits**

To review course descriptions, including pre-requisites, visit the Graduate Course Catalog at [www.drexel.edu/SRC](http://www.drexel.edu/SRC). Follow the links for "Current Students," then "Course Descriptions," then select "Graduate" under "Quarter Term Courses."

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## MBA FIELDS OF CONCENTRATION/SPECIALIZATIONS

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Concentration and Specialization courses enable students to customize programs to gain a deeper understanding of a discipline or industry. LeBow offers concentrations/specializations in a variety of fields with tracks in either general management or global management. In addition, students have the option to do a self-designed concentration.

### CONCENTRATIONS

Drexel Professional MBA and Two-Year MBA programs offer four areas of **concentration**: Finance, Marketing, Entrepreneurship/Innovation Management, as well as a “personalized” concentration that allows students to tailor course selection based on career aspirations. Each concentration offers a choice of tracks in general management or global management.

Students opting for a concentration (4 courses/12 credits) must select **minimally two courses** from the required column and **maximum of two courses** from the elective column below. Students could opt to take all four courses from the required column. The table listed indicates the areas of concentrations and the courses required to complete the concentration.

Students opting for the “personalized “ concentration must meet with their program advisor, prior to declaring this option, for approval on a sequence of four courses that meets academic and career goals. Recommended sequences are available in the areas of Economics, Management Information Systems, Organization Management and Production and Operations Management.

**Note:** The personalized concentration appears as a general management track on transcripts. Students are not able to “name” their concentration on their transcripts. For a complete listing of course descriptions, including pre-requisites, please visit: <https://duapp1.drexel.edu/webcourses/SubjectSelection.asp?Levl=GR&Univ=DREX>

Please see page 13 for the concentration course list.

### SPECIALIZATIONS

Drexel LEAD MBA, Malvern LEAD MBA, and MBA Anywhere students have the option of selecting a two course (six credits) sequence from three of the following areas of specialization: Finance, Entrepreneurship/Innovation Management, and Marketing. Questions regarding specializations should be directed to your program manager (see page 5 for contact information).

## MBA FIELDS OF CONCENTRATION/SPECIALIZATIONS (CONT.)

	FINANCE		MARKETING		ENTR/INNOVATION	
	Required minimum two courses	Elective maximum two courses	Required minimum two courses	Elective maximum two courses	Required minimum two courses	Elective maximum two courses
<b>GLOBAL</b>	FIN 602 FIN 622 FIN 624 FIN 626 FIN 642 FIN 648 FIN 790	ACCT 620 ACCT 621 BLAW 698 ECON 614 ECON 630 ECON 650 FIN 640 FIN 650 INTB 632 MGMT 655 MIS 624 MKTG 630 MKTG 650 ORGB 640 OPR 601 POM 620 POM 624 STAT 634	MKTG 630 MKTG 638 MKTG 650 MKTG 652	BLAW 698 INTB 620 INTB 632 INTB 790 ECON 614 ECON 630 FIN 642 FIN 648 MGMT 650 MGMT 652 MGMT 655 MKTG 622 MKTG 624 MKTG 634 MKTG 646 MIS 624 ORGB 640 OPR 601 POM 624 POM 625 STAT 634	FIN 635 MGMT 640 MGMT 652 MGMT 655 MIS 624 MKTG 638 OPR 601 POM 620 POM 625	BLAW 646 ECON 614 ECON 630 FIN 642 FIN 648 INTB 620 INTB 632 INTB 790 MGMT 650 MGMT 655 MIS 624 MIS 632 MKTG 622 MKTG 624 MKTG 630 MKTG 634 MKTG 646 MKTG 650 ORGB 640 POM 624 POM 632 STAT 634
<b>MGMT</b>	FIN 602 FIN 624 FIN 626 FIN 635 FIN 640 FIN 649 FIN 650 FIN 790	ACCT 620 ACCT 621 BLAW 620 BLAW 698 ECON 614 ECON 650 FIN 622 MGMT 655 MIS 624 MIS 630 MKTG 650 MKTG 652 ORGB 640 OPR 601 POM 620 POM 624 TAX 620 TAX 630 STAT 634	MKTG 622 MKTG 624 MKTG 634 MKTG 646 MKTG 652	BLAW 698 ECON 650 FIN 602 MGMT 650 MGMT 652 MGMT 655 MIS 624 MIS 630 MIS 632 MKTG 630 MKTG 638 MKTG 650 ORGB 640 OPR 601 POM 624 POM 625 STAT 634	BLAW 620 BLAW 646 MGMT 640 MGMT 650 MGMT 652 MIS 630 MIS 632 POM 620 POM 624	BLAW 698 ECON 614 ECON 650 INTB 790 FIN 602 FIN 624 FIN 635 FIN 640 FIN 649 MGMT 640 MGMT 655 MKTG 622 MKTG 624 MKTG 630 MKTG 634 MKTG 638 MKTG 646 MKTG 650 MKTG 652 ORGB 640 OPR 601 POM 625 STAT 634

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## MS CURRICULUM REQUIREMENTS

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The Plan of study indicates the courses required to complete LeBow's MS requirements. Students should consult their Plan of Study each quarter in advance of registering for courses to ensure compliance with degree requirements. The Plan of Study also serves as students' contract with the LeBow College of Business detailing the courses needed to graduate, and it must be completed or updated prior to any meeting with an academic adviser.

<b>MS Finance</b>	<b>MS Accounting</b> (please see page 14 for important MS Accounting information)
<p><b>Enterprise Management Sequence (6 credits)</b></p> <ol style="list-style-type: none"> <li>1. BUSN 501: Measuring &amp; Max. Financial Performance</li> <li>2. BUSN 502: Essentials of Economics</li> </ol> <p><b>Required Core Courses (12 credits)</b></p> <ol style="list-style-type: none"> <li>3. STAT 601: Business Statistics</li> <li>4. OPR 601: Operations Production Research</li> <li>5. ECON 601: Managerial Economics</li> <li>6. ACCT 601: Managerial Accounting</li> </ol> <p><b>Required Finance Courses (18 credits)</b></p> <ol style="list-style-type: none"> <li>7. FIN 601: Corporate Financial Management</li> <li>8. FIN 602: Advanced Financial Management</li> <li>9. FIN 622: Financial Institutions and Markets</li> <li>10. FIN 626: Investment Management</li> <li>11. FIN 642: Business Conditions and Forecasting</li> <li>12. FIN 790 or 794: Seminar in Finance or Seminar in Investments</li> </ol> <p><b>Elective Graduate Courses (18 credits)</b></p> <ol style="list-style-type: none"> <li>13. 600+ Finance elective</li> <li>14. 600+ Finance elective</li> <li>15. 600+ Finance elective</li> <li>16. 600+ LeBow elective for MS Finance*</li> <li>17. 600+ LeBow elective for MS Finance*</li> <li>18. 600+ LeBow elective for MS Finance*</li> </ol> <p style="text-align: center;">*Please see MS Finance Plan of Study or Finance Department for permissible electives.</p> <p style="text-align: center;"><b>18 Courses, 54 Credits</b></p>	<p><b>Enterprise Management Sequence (6 credits)</b></p> <ol style="list-style-type: none"> <li>1. BUSN 501: Measuring &amp; Max. Financial Performance</li> <li>2. BUSN 502: Essentials of Economics</li> </ol> <p><b>Required Core Courses (12 credits)</b></p> <ol style="list-style-type: none"> <li>3. ACCT 601: Managerial Accounting</li> <li>4. STAT 601: Business Statistics</li> <li>5. FIN 601: Corporate Financial Management</li> <li>6. ECON 601: Managerial Economics</li> </ol> <p><b>Required Accounting Courses (30 credits)</b></p> <ol style="list-style-type: none"> <li>7. ACCT 620: Asset Valuation &amp; Income Recognition</li> <li>8. ACCT 621: Liability &amp; Equity Valuation</li> <li>9. ACCT 622: Advanced Financial Accounting</li> <li>10. ACCT 623: Accounting Theory</li> <li>11. ACCT 631: Advanced Managerial Accounting</li> <li>12. ACCT 640: Auditing Theory and Philosophy</li> <li>13. ACCT 650: Integrated Accounting Systems</li> <li>14. ACCT 790: Seminar in Accounting</li> <li>15. TAX 620: Individual Taxation</li> <li>16. TAX 630: Corporate Taxation</li> </ol> <p><b>Elective Graduate Courses (9 credits)</b></p> <ol style="list-style-type: none"> <li>17. 600+ LeBow elective **</li> <li>18. 600+ LeBow elective **</li> <li>19. 600+ LeBow elective **</li> </ol> <p>*BLAW 620 is strongly recommended as an elective for students sitting for the PA CPA Examination.</p> <p style="text-align: center;">**Please see MS Accounting Plan of Study or Academic Advisor for permissible electives.</p> <p style="text-align: center;"><b>19 Courses, 57 Credits</b></p>

The Plan of Study forms are available online at: <http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>.

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## IMPORTANT INFORMATION REGARDING THE MS ACCOUNTING

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In July 2008, the Pennsylvania CPA Law was amended to bring that state up to the national education standard for Certified Public Accountants. Pennsylvania CPA's will benefit from this legislation with increased mobility to practice across state lines. The information below is provided to inform you of these changes, and the subsequent impact on Drexel University's MS Accounting Program and curriculum.

Effective January 1, 2012, a CPA license will not be granted in Pennsylvania until the following are achieved:

1. Completion of 150 semester credit hours, with 36 semester-credits in accounting subjects
2. Completion of one year of public accounting experience
3. Successful completion of the CPA exam

### **Impact on enrollment into the MS Accounting Program**

Current Drexel MS Accounting students who are interested in earning a CPA license and slated to graduate prior to 2012 will complete the plan of study under which they enrolled.

However, applications for new MS Accounting students will not be considered for enrollment until the **Summer 2011 term** when the new curriculum will be implemented. Further, admission to the new MS Accounting program will be designated for students who have completed an undergraduate degree in accounting **ONLY**. Students without an undergraduate degree in accounting can be considered for admission only if they possess the necessary prerequisite undergraduate accounting and business courses. These students will need to contact the LeBow Graduate Admissions Office (Matheson Hall, room 207).

Please visit the LeBow website ([www.lebow.drexel.edu](http://www.lebow.drexel.edu)) for additional updated information.

## DUAL DEGREE CURRICULUM REQUIREMENTS

LeBow offers the dual MBA and MS degree option for students seeking to integrate specialized skills in finance or accounting with broad business and leadership perspectives. Students master the content required for both degrees in an accelerated format by sharing up to 2 primary (500) level and 10 advanced (600+) level courses between the two degrees. Separate diplomas reflect each degree.

Standard curriculum requirements for dual MBA and MS degrees are outlined below for illustrative purposes. Students should work with the appropriate Department Head to develop a plan of study and select appropriate coursework. Adjustments to the curriculum set may be made based on prior academic coursework, professional experience, and target career path. Three additional courses are required if students choose to add an MBA Concentration outside the MS specialization area.

<b>MBA AND MS FINANCE</b> (MBA Concentration in Finance)	<b>MBA AND MS ACCOUNTING</b> (MBA Concentration in General Management)
1. BUSN 501: Measuring & Max. Financial Performance	1. BUSN 501: Measuring & Max. Financial Performance
2. BUSN 502: Essentials of Economics	2. BUSN 502: Essentials of Economics
3. ACCT 601: Managerial Accounting	3. ACCT 601: Managerial Accounting
4. ECON 601: Managerial Accounting	4. ECON 601: Managerial Economics
5. FIN 601: Corporate Financial Management	5. FIN 601: Corporate Finance
6. MKTG 601: Marketing Strategy and Planning	6. MKTG 601: Marketing Strategy and Planning
7. STAT 601: Business Statistics	7. POM 601: Operations Management
8. POM 601: Operations Management or OPR 601: Operations Productions Research	8. STAT 601: Business Statistics
9. MGMT 602: Managing Technological Innovation	9. MGMT 602: Managing Technological Innovation
10. MIS 641: MIS Policy and Strategy	10. MIS 641: MIS Policy and Strategy
11. ORGB 625: Leadership and Professional Development	11. ORGB 625: Leadership and Professional Development
12. ORGB 631: Leading Effective Organizations	12. ORGB 631: Leading Effective Organizations
13. MGMT 780: Strategic Management	13. MGMT 780: Strategic Management
14. FIN 602: Advanced Financial Management	14. ACCT 620: Asset Val Income Recognition
15. FIN 622: Financial Institutions and Markets	15. ACCT 621: Liability and Equity Valuation
16. FIN 626: Investment Management	16. ACCT 622: Advanced Financial Accounting
17. FIN 642: Business Conditions and Forecasting	17. ACCT 623: Accounting Theory
18. FIN 790 / 794: Seminar in Finance / Investments**	18. ACCT 631: Advanced Managerial Accounting
19. FIN 600+ level LeBow elective**	19. ACCT 640: Auditing Theory and Philosophy
20. FIN 600+ level LeBow elective**	20. ACCT 650: Integrated Accounting Systems
21. FIN 600+ level LeBow elective**	21. ACCT 790: Seminar in Accounting
22. Any 600+ level LeBow MS FIN elective*	22. TAX 620: Individual Taxation
23. Any 600+ level LeBow MS FIN elective*	23. TAX 630: Corporate Taxation
24. Non-FIN 600+ level LeBow elective	24. Elective: Any 600+ level LeBow MS ACCT elective***
	25. Elective: Non-ACCT 600+ level LeBow elective
*Please see MS Finance Plan of Study or Finance Department for permissible electives.	***Please see MS Accounting Plan of Study or Academic Advisor for permissible electives.
**Choose in consultation with Finance Department Head to customize MBA concentration for either Financial Management or Investment Management.	
<b>24 Courses, 72 Credits</b>	<b>25 Courses, 75 Credits</b>

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## POLICIES AND PROCEDURES

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Students are expected to follow the College and University guidelines as per the Student Handbook, and comply with all policies and procedures.

The LeBow Graduate Programs in Business Office is located at 105 Matheson Hall (see page 4 for contact information) and is open from 9:00 am – 6:00 pm. Telephone and email inquiries are the most efficient forms of contact with an adviser. To meet with your advisor, phone or email them directly to schedule an appointment. Phone advising is available from 9:00 am – 6:00 pm. Calls are answered as quickly as possible in a first-come, first-served order, and your patience is appreciated.

It is recommended that you meet with an adviser at the halfway point of your academic program, and it is mandatory that you submit your Plan of Study to an adviser two terms prior to graduation.

For general inquiries, contact the Graduate Programs Office via email at [busngrad@drexel.edu](mailto:busngrad@drexel.edu) or call 215-895-2115.

### ACADEMIC HONESTY

Drexel University is committed to academic honesty. As a result, the university has adopted policies to protect the members of its community from the effects of academic misconduct. Academic dishonesty and misconduct may include but is not limited to plagiarism, fabrication, cheating, altering or misusing official documents, and taking part in obtaining or distributing any part of an administered or un-administered test. Disciplinary action can range from a reduction of a course grade to academic dismissal from the university.

[http://www.drexel.edu/provost/policies/academic\\_dis\\_honesty.asp](http://www.drexel.edu/provost/policies/academic_dis_honesty.asp)

### ACADEMIC STATUS AND GRADING

Only courses awarded grades of “C” or better satisfy graduation requirements. You must maintain a minimum 3.0 (“B” average) cumulative grade point average (GPA) to remain in good academic standing. If you fall below this level, you will be placed on academic probation, after which you will have two consecutive terms to achieve the required 3.0 cumulative GPA while also maintaining a 3.0 term GPA. A student failing to meet these standards may be dismissed from study. *All students must have a minimum cumulative GPA of 3.0 to graduate. Grades of “C-” or below must be repeated to satisfy graduation requirements.*

### Incomplete Grades

At the discretion of an instructor, the grade of Incomplete may be reported in place of a letter grade for any course in which the instructor deems that the work has not been completed and that the student can complete the work within an agreed upon time, which must be in accordance with University policy and the statute of limitations governing grade changes. The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed up on by the instructor of the course and the student.

If a final grade is not submitted within one year, the Incomplete will turn into an “F” on the student's record and will be reflected in the students GPA. The grade of “F” will be considered a permanent grade.

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## POLICIES AND PROCEDURES CONT.

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### Grade Changes

Grades appearing on your transcript cannot be changed after one calendar year from the end of the term in which the grade was received. After graduation, final grades appearing on your transcript cannot be changed.

### Enrollment Status

You are considered full time if you register for nine or more credits (three courses) per quarter. All other graduate students are considered part time. Students' schedules may vary depending on their ability to maintain active enrollment. The maximum allowable time frame for degree completion is seven years. Students who do not enroll for more than three consecutive terms will become inactive and will require readmission.

### University Withdrawal

Students who need to withdraw from the university should submit the Withdrawal/Leave of Absence form available at [www.drexel.edu/src/forms.asp](http://www.drexel.edu/src/forms.asp)

### Readmission

If you do not register for courses over four consecutive terms, your record becomes inactive. To request readmission, a student must have been in good academic, with a minimum 3.0 GPA, standing prior to becoming inactive.

Inactive students seeking readmission must submit the Application for Readmission, along with an appeal and current resume to Assistant Director of the Professional MBA Program for consideration of readmission.

The application for Readmission can be found online at <http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>.

### STATEMENT OF CURRICULUM STANDING

#### Waiver of Courses

Your Statement of Curriculum Standing (SCS) is your official record of which courses, if any, are waived from graduation requirements. No more than two courses (six credits) from any Plan of Study will be waived, and waivers are issued only upon acceptance to the LeBow College of Business. **Only part-time students in the Professional MBA and MS programs are eligible for waivers.**

Students may be waived from two courses in the Enterprise Management sequence prior to matriculation at LeBow. In order to waive BUSN 501: Measuring and Maximizing Financial Performance, students must have completed undergraduate courses in both Finance and Accounting with grades of "B" or better. In order to waive BUSN 502: Essentials of Economics, students must have completed undergraduate courses in both Microeconomics and Macroeconomics with grades of "B" or better. These courses, or the degree conferred for the courses, must have been completed no more than five years prior to the time waivers are considered.

If you have not received your Statement of Curriculum Standing, or if you have completed courses at another institution for which you should have received waiver credit, you must contact a graduate adviser and request a re-evaluation of your transcript(s) before the conclusion of your first quarter at the LeBow College of Business.

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## POLICIES AND PROCEDURES CONT.

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Waivers are based on a thorough review of the student's undergraduate transcript(s), and are subject to certain conditions. Under no circumstances are waivers issued for equivalent work experience.

### Transfer of Courses

Students may transfer up to five graduate level courses from AACSB-accredited business programs prior to matriculation at LeBow (for information on AACSB, visit <http://www.aacsb.edu/>). Course descriptions, syllabi, and final transcripts must be provided for a decision to be made. These courses must have been completed no more than five years prior to matriculation at LeBow. Grades of "B" or better are required for transfer purposes. Courses that resulted in a Graduate Degree being conferred can not be transferred into the MBA or MS programs.

Once a student has enrolled in the graduate programs at the college, prior approval must be obtained to transfer a course. If you have any questions, contact a graduate adviser.

## REGISTRATION AND SCHEDULING

### Academic Year

The academic year at Drexel University is based on four, three-month terms. Each term often runs as follows:

- **Fall:** late September to mid-December
- **Winter:** early January to mid-March
- **Spring:** early April to mid-June
- **Summer:** late June to early-September

### Scheduling

All University registration announcements are sent to your university email account. If you prefer to use a different email address, it is your responsibility to forward your Drexel email to your preferred account.

Use your Plan of Study in consultation with the online graduate catalog to manage course sequencing.

In organizing your term schedule, please consider:

- Registration is completed online via DrexelOne. You are *strongly* urged to take advantage of early course registration.
- Complete Enterprise Management sequence courses, and other pre-requisites, before proceeding to advanced (600-level) courses.
- Please refer to the Registration Process on page 18 for directions.
- The Add/Drop form can be found online: <http://www.lebow.drexel.edu/Current/Graduate/Forms.php>

### Adding/Dropping Courses

Course registration is done by the student on BannerWeb via the DrexelOne web portal (<http://one.drexel.edu>). Students have until the second week of the term to add/drop a course (see page 25 for dates). However, extenuating circumstances sometimes make manual registration necessary.

Submit the Drop/Add form to the LeBow Graduate Programs in Business Office, 105 Matheson, under the following circumstances:

- If BannerWeb is inaccessible.
- If a student receives a "pre-req" error message from BannerWeb. Students should make sure that all pre-requisites are met, however, before submission of the form.
- If a course is at capacity, BannerWeb will not allow registration. Department Head approval is required for capacity overrides.
- If you are adding or dropping courses outside standard allowable timeframes (see page 21 for details).

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## POLICIES AND PROCEDURES CONT.

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When submitting a Drop/Add form, always include a phone number and an email address so that, if needed, an adviser may reach you about registration. Students may make schedule adjustments via BannerWeb through the first two weeks of the term. Courses dropped after the second week will receive a partial refund as follows:

Week of Term	Tuition Refund
During or before week two	100%
Within third week	50%
Within fourth week	25%
Within fifth week	25%
Within fifth week	None
Within sixth week*	None

\*Last week to withdrawal from a course

### **Late Drop Requests (Course Withdrawal)**

Dropping courses starting from the third week of the term results in students receiving a “W” (withdraw) on their transcripts.

### **Online Course Request**

Students may take online courses to satisfy graduation requirements. Fill out the Online Course Request form and submit it to the Assistant Director of Online Programs (see page 4 for contact information). Online course availability is limited. Students are not guaranteed placement in online courses. Students are not enrolled in the requested online course until they have received confirmation from the Assistant Director of Online Programs.

**\*Please note that if you are an International student, you may only take one online course for every nine credits. International students may not take an online course in their last quarter before graduation.**

### **Course Substitution Request**

In general, Functional Core and Area of Concentration Courses may not be substituted. However, if you have exceptional circumstances you may petition the Department Head or Chair for the content area in writing (see page 4 or FAQ# 2 for details). The request must include the reason for the program change, your full name, student ID, and contact information. If approved, the decision must be documented via a Course Substitution form (signature by Department Head or Chair indicates approval), available online. The form must be completed and submitted to the Graduate Programs Office before taking the course.

Graduate Student Academic forms, such as MBA and MS Plans of Study, Application for Degree instructions, and Online Course Request can be found online:

<http://www.lebow.drexel.edu/Current/Graduate/Forms.php>

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## STEPS IN THE REGISTRATION PROCESS

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As a new student, you must first establish a Drexel email account at [www.drexel.edu/computeraccounts](http://www.drexel.edu/computeraccounts) (see FAQ# 1). After activating your email account, you may register for courses online by following the steps listed below. Prior to registering, consult the Term Master Schedule (the schedule is available on the Student Resource Center's website, <http://drexel.edu/src/>, under the "Current Students" tab.

### Registering for Courses via DrexelOne

1. Go to the DrexelOne web portal: <http://one.drexel.edu>
2. Enter your **User ID** (User IDs are usually in the format of your initials followed by a number, i.e. Abc12). If you do not know your user name click on the "Accounts Page" or "General DrexelOne Help" link.)
3. Enter your password. (This should be the same password used to access your email. If you do not know your password click on the "Accounts Page" or "General DrexelOne Help" link.)
4. Click on the "**Students**" tab.
5. In the "Registration" box, click on the "**Add/Drop Classes.**"
6. Select the appropriate term.
7. Click on the "**BannerWeb**" link.
8. Click on "**Student Services, Billing & Financial Aid**"
9. Click on "**Registration**"
10. Click on "**Add/Drop Classes**"
11. Click on "**Submit Term**"
12. Scroll down to the bottom of the page and click on "**Class Search**"
13. Select the subject you would like to search that is consistent with your Plan of Study and then click on "**Find Classes.**" (Remember that required BUSN courses are listed under "General Business.")
14. A list of courses will appear that matches your criteria
15. To choose a course, click the box on the left by the CRN (Course reference number)
16. Scroll down and click on "**Register**"
17. If you receive an error, print the error and contact your Academic Adviser for resolution, or search for another course.
18. You will see your registration results immediately. Confirm your results. (In the "Registration" box, click on the "**More BannerWeb Registration**" link, then click "**Check Registration Information.**" After entering your requested term, you will be able to verify your registration.
19. Re-check your BannerWeb on the first day of class to confirm registration and class location.

If you are unable to register via Banner following the above steps, please see page 18 (Add/Drop form) for manual enrollment procedures and contact the Graduate Programs Office (see page 4 for contact information).

Please note that you cannot register for Online courses via Banner. To request registration in an online course, fill out the Online Course Request form (<http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>) and submit it to the Assistant Director of Online Programs (see page 4 for contact information). Online course availability is limited. Students are not guaranteed placement in online courses and are not enrolled in the requested online course until they have received confirmation from the Assistant Director of Online Programs.

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## GRADUATION PROCEDURES/COMMENCEMENT

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There are three steps in the LeBow Graduate Programs Graduation Process:

1. Plan of Study
2. Application for Degree
3. Exit Survey

Plans of Study and the directions for the Application for Degree are available online: <http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>

### SUBMIT PLAN OF STUDY

Students must submit a completed plan of study **two terms prior to graduation**. This advance period allows for you and your advisor to resolve any graduation problems and allow you sufficient time to take corrective action.

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.

### APPLICATION FOR DEGREE

When you submit your final Plan of Study, you should complete an Application for Degree. The Application for Degree can be completed and submitted via DrexelOne. Confirmation of graduation status will be sent to you by your advisor.

### EXIT SURVEY

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.

To gain access to the survey, students must first submit their application for degree via DrexelOne. Access is granted by LeBow after week three of the final term of study. Students must complete the survey by the time final grades are posted.

### APPLICATION OF PRACTICAL LEARNING

Full-time Two-Year MBA students must complete an Application of Practical Learning as a graduation requirement. This is done by demonstrating the relevance of theoretical and applied learning through real-life work experiences. It is available as an elective for all full-time students in the MS programs. Contact your Academic Advisor or see page 8 for help.

### 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). Delays in complying with all graduation requirements may place your VISA status at risk.

### DIPLOMA MAILING

Degrees are awarded at the conclusion of each term. Diplomas are mailed by the Registrar's office to each graduate. The Registrar's office will use the address specified by the graduate in their Application for Degree

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## GRADUATION PROCEDURES/COMMENCEMENT CONT.

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### CONCENTRATION AND SPECIALIZATION

#### CERTIFICATES

Graduating MBA and MS students receive an official certificate from LeBow College of Business that lists the MBA concentration/specialization area(s). Certificates are mailed with the diplomas.

#### 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 Summer, Fall and Winter terms.

Students can indicate their Commencement participation on their Application for Degree. Commencement information can be found on the Student Resource Center (SRC) website at [www.drexel.edu/SRC](http://www.drexel.edu/SRC).

## 2009-2010 ACADEMIC CALENDAR

### FALL TERM

September 21	Classes Begin
September 21 - 26	Welcome Back Week
September 25	Last day to file an Application for Degree (Fall Degree Candidates)
October 2	Last day to Add/Drop a course with Academic Advisor assistance
October 2	Last day to resolve Financial Holds
October 4	Last day to Add/Drop a course via DrexelOne by 11:00 pm
October 12	Columbus Day (University Holiday)
October 30	Last day to Withdraw from a course
November 24	Thanksgiving Holiday begins at close of classes - 10:00 pm
November 24, 25	Administrative Offices OPEN
November 26, 27	Administrative Offices CLOSED
November 30	Classes Resume - 8:00 am
December 5	Classes End
December 7	Term Examinations Begin
December 12	Term Examinations End

### WINTER TERM

January 4	Classes Begin
January 8	Last day to file an Application for Degree (Fall Degree Candidates)
January 15	Last day to Add/Drop a course with Academic Advisor assistance
January 15	Last day to resolve Financial Holds
January 17	Last day to Add/Drop a course via DrexelOne by 11:00 pm
January 18	Martin Luther King, Jr. Day (University Holiday)
January 22	Last day to Withdraw with Academic Advisor Assistance by 5:00 pm
February 12	Last day to Withdraw from a course
February 15	Last day to file an Application for Degree

	(Spring Degree Candidates)
March 13	Classes End
March 15	Term Examinations Begin
March 20	Term Examinations End

### SPRING TERM

March 29	Classes Begin
April 9	Last day to Add/Drop a course with Academic Advisor assistance
April 9	Last day to resolve Financial Holds
April 11	Last day to Add/Drop a course via DrexelOne by 11:00 pm
May 7	Last day to Withdraw from a course
May 31	Memorial Day (University Holiday)
June 5	Classes End
June 7	Term Examinations Begin
June 11	Term Examinations End
June 12	Commencement

### SUMMER TERM

June 21	Classes Begin
July 2	Last day to Add/Drop a course with Academic Advisor assistance
July 2	Last day to resolve Financial Holds
July 4	Last day to Add/Drop a course via DrexelOne by 11:00 pm
July 5	Last day to file an Application for Degree (Summer Degree Candidates)
July 30	Last day to Withdraw from a course
August 28	Classes End
August 30	Term Examinations Begin
September 4	Term Examinations End

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## FREQUENTLY ASKED QUESTIONS

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### STUDENT RESOURCES AND SERVICES

#### 1. Is it necessary that I have an active, Drexel email Account?

Yes. It is mandatory that all students maintain an active, Drexel-provided, email address so that LeBow administrators, faculty, and advisers can efficiently communicate with you (it is possible for you to forward this account to other, preferred accounts). Upon acceptance to LeBow College of Business, graduate students should immediately establish this account at [www.drexel.edu/computeraccounts](http://www.drexel.edu/computeraccounts).

If you experience difficulties, the Department of Resources and Technology is available to provide technological support. Contact the office at 895-2698, 895-1958, or [consult@drexel.edu](mailto:consult@drexel.edu), or visit <http://www.drexel.edu/IRT/> for support and information.

#### 2. Who serves as department chair and/or advising contact for specific content areas?

Accounting	Hsihui Chang	895-6979
Decision Sciences	Samantha Danisevich, Dept. Manager	895-2130
Economics	Dr. Vibhas Madan	895-6156
Entrepreneurship	Dr. Donna DeCarolis	895-2143
Finance	Dr. Michael Gombola	895-1741
International Business	Dr. Vibhas Madan/Dr. Trina Andras	895-6156/895-2145
Legal Studies	Mr. Rich Freedman	895-2127
Mgmt. Information Systems	Dr. Bay Arinze	895-1798
Marketing	Dr. Trina Andras	895-2145
Organizational Management	Dr. Donna DeCarolis	895-2143
Production and Oper. Mgmt.	Samantha Danisevich, Dept. Manager	895-2130

#### 3. What networking and learning opportunities are available beyond the classroom?

LeBow College of Business students have access to a variety of workshops, lecture series, and other special events, as well as the MBA student association. Visit [www.lebow.drexel.edu](http://www.lebow.drexel.edu) and click on the “Events” link to view upcoming events and archived presentations. Students are particularly encouraged to participate in the MBA Association (see page 6 for contact information).

In addition to workshops and lecture series, the Business of Ambition (BOA) also provides learning and networking opportunities. BOA is a co-curricular offering that assesses learning outcomes and features experiential learning components. Through case competitions and business simulations, the BOA will help you acquire, develop, and enhance the leadership and management skills you need to compete in an increasingly complex and interdependent world (see page 10 for contact information).

#### 4. Will I have an opportunity to gain professional work experience?

Drexel University’s reputation for quality students is based on its practice of integrating classroom based learning with practical learning. At LeBow College of Business we recognize the importance for each MBA student to have the opportunity to obtain practical application of the college’s curricular learning. All full-time MBA candidates are required to demonstrate at least one application of curricular practical training. See page 8 for more details.

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## FREQUENTLY ASKED QUESTIONS (CONT.)

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### 5. What career services are available, and how do I take advantage of them?

Students can find support through the MBA Career Services Office, the Steinbright Center, the GCP program, and the Hagerty Library Career Resources. The MBA Career Services Office offers advising sessions, workshops, Employer of the Week series and the Career Gateway system to help students in their job search.

The Career Gateway provides resume guidance, career research and more. (See pages 4 through 8 for contact information and details).

### 6. How may I apply for a teaching assistantship (TA) position?

Students must have completed one full term in order to apply for a TA/GA position. Students must be enrolled in courses to apply for TA positions. **Please keep in mind that you may not hold a TA/GA position concurrently with an Internship.** To apply, complete the Application for Graduate Assistantship, available at <http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>. Submit the completed form, including a current resume and other support documents, directly to the LeBow Graduate Programs in Business office, 105 Matheson for the Advisor's signature. The program manager of the MBA program will review TA applications, and the **student** will deliver the approved forms to the correct departments. **The LeBow Office of Graduate Studies does not participate in decisions about TA placement.**

## REGISTRATION

### 7. What are ideal first term courses for MBA students? For MS students?

Ideal first term MBA courses include BUSN 501, BUSN 502, and STAT 601 – these courses are all pre-requisites for future coursework. Students can also choose ORGB 625, ORGB 631, MIS 611, and MIS 641 since they carry no pre-requisites.

MS students should first consult their program's Plan of Study, then contact the Department Head and/or Academic Advisor of their program. You can download Plans of Study from the LeBow website at:

<http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>.

### 8. What happens if I receive an error when trying to register for a class?

If you receive a "pre-req test score" error make sure that you have taken all the prerequisites for the class for which you are trying to register (see Course Descriptions at <http://www.drexel.edu/catalog/GRAD/> or <http://coreapp1.drexel.edu/webcourses/SubjectSelection.asp?Levl=GR&Univ=DREX>). If you receive an "Adviser" error, make sure you are registering for an appropriate course section (see FAQ #14). If you have taken all the prerequisites and there are not restrictions on the section for which you are registering, see page 21 for manual enrollment procedures (Add/Drop form).

### 9. What are the policies regarding adding courses?

All university registration announcements (e.g. timeframes for when online registration begins, ends, when courses will be listed for viewing, new additions after the initial posting date) are sent to your university email account. In addition, this course and registering information can be found on the Student Resource Center's (SRC) website at [www.drexel.edu/src](http://www.drexel.edu/src). You are *strongly* urged to take advantage of early course registration.

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## FREQUENTLY ASKED QUESTIONS (CONT.)

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### 10. What are the policies regarding dropping courses?

Students may make schedule adjustments via BannerWeb through the first two weeks of the term. After the second week of classes, course withdrawals may be requested via an add/drop form available online (<http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>). Be sure to confirm via your DrexelOne account that the drop request has been processed.

Courses dropped after the second week will receive a partial refund as follows:

Week of Term	Tuition Refund
During or before week two	100%
Within third week	50%
Within fourth week	25%
Within fifth week	25%
Within fifth week	None
Within sixth week*	None

\*Last week to withdrawal from a course

### 11. How are courses listed? What is a CRN?

The academic discipline is first noted (e.g., ORGB, MIS, ACCT), followed by the course code (e.g., 601, 649, 790), followed by the section number (e.g., 501, 951). For example, ECON 601 501 is a section of a core course from the MBA plan of study offered at the main University City campus and ECON 601 951 would be the same course offered online.

CRN, an acronym for “course registration number,” is used when registering for a particular course either in DrexelOne or via Add/Drop form. It is a five-digit number that usually precedes all information about a class. The number will always begin with a 15-, 25-, 35-, or 45-, which corresponds with the fall, winter, spring, and summer terms, respectively.

### 12. Where can I find a description of each course (including pre-requisite courses)?

The Student Resource Center (SRC) website ([www.drexel.edu/src](http://www.drexel.edu/src)) lists pre-reqs and describes each course that is offered by the LeBow College of Business. Note that BUSN courses are listed under General Business.

### 13. What section numbers can I register for?

The following section numbers are available to all full- and part-time MBA students:

**501, 502, 503:** Evening, graduate-level class at University City campus

**001, 002:** Daytime, graduate-level class at University City campus

**951:** Online class (Registration via Request for Entry to Online Courses form)

**Section numbers other than what are listed above are not available for registration.**

### 14. Where can I find the professor, their contact information and the location of a particular course?

The term master schedule is listed on the SRC website ([www.drexel.edu/src](http://www.drexel.edu/src)). Here students can find the professor’s name and the location of their course. To find the location, students can click on the CRN of a course to see if the location has been posted. Note that rooms are often not posted until the first week of classes; however, most LeBow courses are held in Matheson Hall and the Pearlstein Building.

To find the contact information for a professor, go to the LeBow’s faculty and staff website (<http://www.lebow.drexel.edu/Faculty/index.php>). There you will be able to search for professors by last name from a drop-down box in the middle of the screen. The search results provide university telephone number, email address, and office location.

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## FREQUENTLY ASKED QUESTIONS (CONT.)

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### 15. How can I find out what classes will be offered in the next or future terms?

The Student Resource Center ([www.drexel.edu/src](http://www.drexel.edu/src)) posts the course schedule for the entire academic year. Click on “Current Student,” then “Registration Information,” then “Schedule of Classes,” then select the appropriate term.

### TUITION AND BILLING

### 16. When do I get billed for courses?

The Office of Student Accounts/Bursar will no longer print or mail paper statements. Instead, you will receive an email notification when your eBill is available online. The eBill will be accessible 24 hours a day, 7 days a week. Payments will continue to be accepted by mail, online, in person or through wire transfer. You can grant access to authorized users, such as parents or employers, to make payments to your account. . For questions relating to Financial Aid, Tuition Credits, Student Receivables, Tuition Deferment, Drop for Non-Payment, visit the Financial Aid website at <http://www.drexel.edu/financialaid/>.

**If you are pursuing a cohorted program please consult with Ben Frost, Finance Coordinator 215-895-0285 for billing support.**

### 17. Can I defer my tuition if my employer is paying the cost?

Drexel University has established a deferred payment plan for students attending the University as part of an employer education assistance program. Students accepted into this plan may defer payment of the portion of their tuition reimbursable under their employers' program until the end of the first week of classes of the NEXT term. For more details and enrollment procedures, visit [www.drexel.edu/src](http://www.drexel.edu/src).

### 18. Are scholarships and/or financial aid available?

If eligible, students are awarded a Dean’s Fellowship scholarship upon admittance to the university. If this information was not part of a student’s acceptance letter, the student is not eligible. **The Graduate Programs Office does not participate in awarding this scholarship.** Some students may be eligible for loans, grants, or other scholarships. For more information, contact the Financial Aid Office online at <https://ask.drexel.edu/>. MS students are not eligible for scholarships.

### SATIFYING DEGREE REQUIREMENTS

### 19. Which and how many courses can I have waived? When? How?

Students in the Professional MBA program may have a maximum of two (2) courses may be waived from the MBA curriculum: two in the Enterprise Management Sequence. Students are notified of waivers upon entry to the program in the Statement of Curriculum Standing, which is part of the acceptance packet. A student may submit official, final transcripts for an additional review directly to the Graduate Programs Office. Waivers and requests for review of transcripts will **not** be approved once the student has completed the first term of study. Class waivers are based on a rigorous process using established guidelines. Please see page 20 for more detail.

### 20. What is the timeframe in which I need to complete my degree?

Drexel University policy states that a student is allowed seven (7) years to complete the MBA and MS degrees. Please see page 16 for details.

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## FREQUENTLY ASKED QUESTIONS (CONT.)

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### **21. May I substitute a course listed as required in the curriculum with another course?**

Courses may be substituted only with the approval of the respective department head or chair. To obtain authorization, complete a Course Substitution Request form, online at <http://www.lebow.drexel.edu/Current/Graduate/Forms/GradPrograms.php>, and have it signed by the respective department head or chair (see page 4 and FAQ # 2 for listings). Submit the original copy of the completed and signed form to the Graduate Programs Office, 105 Matheson, with an updated Plan of Study, for your permanent file.

### **22. Where can I find the required courses for each MBA Concentration?**

The required courses for each concentration can be found on pages 12-13 in this guide. For course descriptions, view the graduate catalog on the SRC's website ([www.lebow.drexel.edu/SRC](http://www.lebow.drexel.edu/SRC)); click the "Current Students" tab, then "University Catalog."

### **23. How should I plan course sequencing to complete my area(s) of concentration?**

You should plan to work on completing an area of concentration over three or four terms. It is unlikely that all requirements for any given concentration would be offered in a single term or even two consecutive terms. You should first review course offerings by term via the SRC site (see FAQ# 15 for details). If you need additional support, you should contact the appropriate academic Department Head of Chair (see FAQ# 2 for details).

### **24. What is the maximum number of online courses I can take?**

Students are welcome to take unlimited online courses to satisfy graduation requirements. Online course offerings are rotated each term to allow for a variety of options. While we seek to offer online courses each term, all courses needed for graduation will not be offered online, and space availability is limited for on campus students. International students can take one online course per 9 credits to satisfy F-1 visa requirements.

Please note that you cannot register for Online courses via Banner. Online course availability is limited. Students are not guaranteed placement in online courses and are not enrolled in the requested online course until they have received confirmation from the Assistant Director of Online Programs (please see page 19 for details).

### **25. How does Graduate Co-Op Program (GCP) fit into my Plan of Study?**

Participation in GCP is optional. A minimum of 24 advanced (600-level) graduate credits and a GPA of 3.0 or higher are required for admission to the program. When a student receives and accepts an employment offer, s/he enrolls in a three credit "GCP course" for each three-month period of employment, resulting in a total of six (6) credits, assessed tuition at the regular rate. The GCP courses for which a student enrolls are: BUSN 750-098 (first term) and BUSN 751-099 (second term), respectively. These courses *do count* in the calculation of the overall GPA. If space is available, the GCP course will count as a one-time elective credit (three credits total) in a student's MBA or MS Plan of Study.

### **26. What actions do I need to take in order to graduate?**

There are three steps in the LeBow Graduate Programs Graduation Process: Plan of Study, Application for Degree, Exit Survey. Submit your final Plan of Study two terms before you graduate (plans of study can be found online at <http://www.lebow.drexel.edu/Current/Graduate/Forms.php>). If you are required to demonstrate Application of Practical Learning, please be sure this requirement is met. See page 21 for details.

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## FREQUENTLY ASKED QUESTIONS (CONT.)

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### STUDENT STATUS

**27. What is the difference between full- and part-time study?**

Students taking three courses a term (9 credits) are considered full time. Students taking fewer than three courses per quarter are considered part time. International students must maintain full-time status for visa requirements (visit [www.drexel.edu/iss](http://www.drexel.edu/iss) for more information). There are also ramifications for part vs. full time status for students seeking tuition support via loans, grants, etc. For more information, contact the Financial Aid Office at 895-2537 or [finaid@drexel.edu](mailto:finaid@drexel.edu), or visit [www.drexel.edu/provost/finaid/](http://www.drexel.edu/provost/finaid/).

**28. How can I change from MBA to MS (or MS to MBA)?**

If you wish to change your degree seeking status, complete the Change of Major form available at the LeBow Graduate Programs in Business Office, 105 Matheson, or the LeBow website at <http://www.lebow.drexel.edu/Current/Graduate/Forms>. You must complete the top section, then the appropriate department head, chair, or director must complete part of the bottom section (signature of the MS department head or chair indicates approval). Submit the completed form to the LeBow Graduate Programs in Business Office, 105 Matheson. The form will be processed and forwarded to the Office of Research and Graduate Studies. The update to your records should take no more than two weeks.

**29. What options do I have for dual degrees? How can I begin to pursue both degrees?**

LeBow offers the dual MBA and MS degree option to serve students seeking to integrate specialized skills in finance or accounting with broad business and leadership perspectives. Students master the content required for both degrees in an accelerated format. Separate diplomas reflect each degree. See page 15 for details.

**30. How can I obtain an official transcript?**

All requests must go directly through the registrar's office. A Drexel University transcript contains a student's entire academic history as well as degree conferral information. All transcripts issued from the Student Resource Center (SRC) are official and contain the school's seal on each page of the document. For details on requesting transcripts visit [www.drexel.edu/SRC](http://www.drexel.edu/SRC) (click on "Current Students" tab, then "Transcripts and Certifications.")

### STUDENT FEEDBACK

**31. How can I best provide feedback to LeBow on my graduate studies experiences?**

During the final weeks of each term students are encouraged to complete Course/Faculty evaluations. These evaluations allow us to collect feedback on what students valued most during their learning experience, as well as recommendations for improvements or enhancements. Course/Faculty evaluations notices are sent to Drexel email accounts.