



**PH.D. PROGRAMS
IN BUSINESS AND ECONOMICS
STUDENT HANBOOK
2011-2012**



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 DIRECTOR

Dear Ph.D. Students and Candidates,

Welcome to Drexel University's LeBow College of Business

For more than 30 years, the LeBow College of Business Ph.D. Programs have prepared doctoral students to advance knowledge and practice in business through excellence in scholarship and research. Our faculty take a hands-on approach to teaching and research, mentoring our students on a daily basis. The support of LeBow's collaborative, collegial research environment provides our doctoral students with tremendous research opportunities. We believe this is one of the reasons our alumni have gone on to distinguish themselves as accomplished scholars, academic administrators, and professionals.

Pursuing a Ph.D. is typically a very challenging yet rewarding experience. Successful completion of the program requires one to have a clear understanding of policies and expectations. This document outlines the structure and policies of the program and resources available to students. The handbook also describes the process for evaluating student performance, defines what constitutes satisfactory performance within the program, and explains student funding and course registration.

Please take the time to read the Ph.D. Handbook - it will clarify the College's policies and procedures, and help guide you through the program. I look forward to working with you and wish you the best of luck!



Paul Jensen, Ph.D.
Director of LeBow College of Business Ph.D. Programs
Associate Dean of Experiential Learning

PROGRAM STRUCTURE – PH.D. IN BUSINESS

All Ph.D. students pursue a common set of core courses (based on their research stream) during their first year of study. These classes cover topics in quantitative methods and economics or behavioral science.

The required stream courses are as follows:

Economics Stream

FIRST YEAR CORE*		
Fall quarter	Winter quarter	Spring quarter
Stat 931 Stats for Economics	Econ 910 Advanced Micro I	Econ 941 Econometrics II*
Econ 902 Mathematical Economics	Econ 940 Econometrics I*	

* *Decision Sciences students may substitute Stat 924 for the econometrics I and OPR 922 for Econometrics II.*

Behavioral Stream

FIRST YEAR CORE		
Fall quarter	Winter quarter	Spring quarter
STAT 932 Stat for Behavioral Science	STAT 924 Multivariate I	MKTG 940 Multivariate II
MGMT 906 Foundations of Research in Behavioral Science	MGMT 907 Research and Analysis in Behavioral Science	

In addition to these core courses, students also take courses in their specializations during their first and second years in the program.

Ph.D. students select their specialization during the program application process prior to acceptance. There are five areas of specialization within the business program:

1. Accounting
2. Decision Sciences
3. Finance
4. Management (Organization Behavior and Strategy)
5. Marketing

Each specialization area consists of 10 courses (30 credits) in addition to the 5 stream courses. The courses outside of the stream courses are either department requirements or electives selected by the student with the approval of their Ph.D. coordinator. Up to 3 of the electives may be independent studies or dissertation research courses.

RESEARCH STREAMS

All Ph.D. students in the LeBow College of Business choose one of two research streams. The two streams are the economics stream and the behavioral stream. Entry into either stream must be approved by the Ph.D. coordinator from the student's specialization area.

PLAN OF STUDY

The Specialization Coordinator assists the Ph.D. student in choosing coursework that is consistent with program requirements, research interests, and career goals. A plan of study, incorporating all courses and research credits, will be formulated after approval from the specialization coordinator and the Ph.D. Program Director. The plan will be sent to the Office of Graduate Studies for final approval.

The Form LCOB D-1 should be filed as soon as possible but no later than the fourth week of the Ph.D. student's second quarter. The student must meet the minimum credits for degree required by the University along with the core requirements and credits required by the student's department. If any changes are necessary, the Form LCOB D-1 should

be re-filed immediately with the Office of Graduate Studies.

DISSERTATION CREDITS AND RESEARCH

After students complete the first two year of coursework (and a minimum of 45 credits) and successfully complete the candidacy exam, they must register for dissertation research credits. Students who enter the Ph.D. program with a master's degree need to complete at least 15 dissertation research credits after candidacy in order to reach the minimum number of total credits of 60. Students who enter the Ph.D. program with a bachelor's degree will need 45 dissertation research credits after candidacy in order to reach the minimum requirement of 90 credits.

After completing the candidacy exam, students register for 9 credits of dissertation research per quarter (fall, winter, spring) as this is what is required to maintain full-time status.

PROGRAM STRUCTURE – PH.D. IN ECONOMICS

The Ph.D. in Economics offers three fields of specialization:

1. Industrial Organization
2. International Economics
3. Open Economy Macroeconomics

RESEARCH STREAMS

All students in Ph.D. in Economics program follow the Economics Stream of study requirements:

In their first year, students must take the following core courses:

<p>Fall quarter</p> <ul style="list-style-type: none"> • Econ 980 Game Theory • Stat 931 Stats for Econ • Econ 902 Mathematical Economics
<p>Winter quarter</p> <ul style="list-style-type: none"> • Econ 910 Advanced Micro I • Econ 920 Advanced Macro I • Econ 940 Econometrics I
<p>Spring quarter</p> <ul style="list-style-type: none"> • Econ 911 Advanced Micro II • Econ 921 Advanced Macro II • Econ 941 Econometrics II

In the second year of study, the Ph.D. in Economics offers three fields of specialization: Industrial Organization, International Trade and Open Economy Macro. Students are required to take at least two of these fields (sequences). In addition, students are required to take Econ 942 - Econometrics III. Please see the “Second Year” chart for the courses for each sequence.

SECOND YEAR*			
Field of specialization	Fall quarter	Winter quarter	Spring quarter
Industrial Organization (IO)	Econ 950 (IO I)	Econ 951 (IO II)	Econ 959 (IO Seminar)
International Trade (IT)	Econ 960 (IT)	Econ 961 (Empirical IT)	Econ 969 (IT Seminar)
Open Economy Macro (OEM)	Econ 925 (Macro Dynamics)	Econ 962 (OEM)	Econ 979 (OEM Seminar)

All courses are 3 credits each. In addition, students can take elective courses from the Econ department, from other departments in the College of Business and from departments in other Colleges of Drexel University.

PLAN OF STUDY

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The Form LCOB D-1 should be filed as soon as possible but no later than the fourth week of the Ph.D. student’s second quarter. The student must meet the minimum credits for degree required by the University along with the core requirements and credits required by the student's department. If any changes are necessary, the Form LCOB D-1 should be re-filed immediately with the Office of Graduate Studies.

DISSERTATION CREDITS AND RESEARCH

After students complete the first two years of coursework (and a minimum of 45 credits) and successfully complete the candidacy exam, they must register for dissertation research credits. Students who enter the Ph.D. program with a master's degree need to complete at least 15 dissertation research credits after candidacy in order to reach the minimum number of total credits of 60. Students who enter the Ph.D. program with a bachelor's degree will need 45 dissertation research credits after candidacy in order to reach the minimum requirement of 90 credits. After completing the candidacy exam, students up for 9 credits of dissertation research per quarter (fall, winter, spring) as this is what is required to maintain full-time status.

D-FORMS

D Forms are administrative documents required by the University to ensure doctoral students maintain their plan of study and dissertation requirements. Please see the D Form descriptions and timelines below. D Forms can be found online: www.lebow.drexel.edu/current/doctorate/forms.php

[Ph.D. Plan of Study -- Form LCOB D-1](#)

The specialization coordinator assists the Ph.D. student in choosing coursework that is consistent with program requirements and the student's research interests and career goals. A Plan of Study incorporating all courses and research credits is formulated and approvals received from the student's specialization coordinator and the director of the Ph.D. program. The Plan of Study is then sent to the Graduate Studies Office for final approval. The Plan of Study should be filed as soon as possible following entrance into the doctoral program, but generally not later than one year following initial enrollment at Drexel. Doctoral students who received a master's degree from Drexel should identify in their doctoral Plan of Study all coursework and research credits completed towards their masters degree as well as those required for the doctoral degree.

[Ph.D. Supervising Professor Appointment -- Form LCOB D-2](#)

It is a doctoral student's responsibility to arrange an association with a supervising professor with similar research and scholarly interests, who is tenured or tenure track, with whom the student will work on the dissertation research. Because the appointment of a supervising professor is so vital to a student's success, the appointment of this individual should be made after much consideration and forethought. LeBow Ph.D. students are expected to select a supervising professor immediately following the successful completion of the candidacy examination.

Once the supervising professor is selected, the student and supervisor meet regularly to ensure that work on the dissertation research proceeds successfully and at a reasonable pace so that completion is possible within the time requirements set by the University.

[Ph.D. Candidacy Committee Appointment and Exam Schedule -- Form LCOB D-3](#)

A graduate student does not become a doctoral candidate until he or she has passed the candidacy examination. If deemed appropriate by the program faculty and the associate provost/dean of graduate studies, the candidacy examination may be attempted twice. The student should take this examination as soon as possible after successful completion of all required coursework. The candidacy examination is designed to assess the student's mastery of the theory and research in his or her specialization area and to detect any deficiencies of background that may need further attention. Responsibility for administering the examination lies with the Candidacy Examining Committee, which must be approved by the associate provost/dean of graduate studies. Once a student passes the candidacy examination, he or she must be continuously enrolled until all degree requirements are fulfilled, including the filing of an approved dissertation in the library. The University mandates specific membership of the Candidacy Examining Committee. The committee must consist of at least five members, at least three of whom must be currently tenured or tenure-track Drexel faculty.

[Report of Ph.D. Candidacy Examining Committee -- Form LCOB D-4](#)

[Report of Member of Ph.D. Candidacy Examining Committee -- Form LCOB D-4a](#)

Form D-4 reports the results of the candidacy examination. These forms D-4 and D-4a must be

signed by all members of the Candidacy Examining Committee, the coordinator of the specialization area, and the director of the Ph.D. program. These forms must be submitted to the Office of the Ph.D. Program in Business by the specialization coordinator as soon as possible after the completion of the candidacy examination.

[Ph.D. Thesis Advisory Committee Appointment Request -- Form LCOB D-5](#)

This form specifies the required composition of the Thesis Advisory Committee and is the vehicle for the formation of the committee. It should be filed at or about the same time as the Dissertation Proposal Defense Schedule Form

[Dissertation Proposal Defense Schedule](#)

The defense of the dissertation proposal is a major landmark in a doctoral student's career. The dissertation proposal presents the research questions, hypotheses, or models that are to be examined in the dissertation research, includes a thorough and critical review of the relevant literature, and specifies the methodology that will be used to examine the research questions, hypotheses or models. The approval of the dissertation proposal by the Thesis Advisory Committee signifies the committee's general acceptance of the research questions, hypotheses, or models as well as the methodology.

The Dissertation Proposal Defense Schedule Form is to be filed with the Office of the Ph.D. Program in Business by the supervising professor at least four weeks prior to the scheduled date of the Dissertation Proposal Defense. The Thesis Advisory Committee should consist of at least five members, at least three of whom must be tenured or tenure-track Drexel faculty members. At least two of the committee members must be from outside the student's primary specialization area. At least one of the committee members must be from outside the student's department, preferably from outside the university.

[Report of Thesis Advisory Committee on Proposal Defense](#)

This form reports the results of the dissertation proposal defense. It must be signed by all members of the Thesis Advisory Committee, including the supervising professor. The form must be submitted to the Office of the Ph.D. Program in Business by the supervising professor as soon as possible after the defense of the proposal.

[Ph.D. Final Oral Defense Committee Appointment and Schedule -- Form LCOB D-6](#)

This form is used to schedule the final defense of the dissertation. It is to be filed with the Office of the Ph.D. Program in Business at least four weeks prior to the final defense. When filing this form, the student must send an electronic copy of the abstract to the Office of the Ph.D. Program in Business, and must file a complete copy of the dissertation with his or her department.

[Report of Ph.D. Final Oral Defense Committee -- Form LCOB D-7](#)

This form must be filed with the Office of the Ph.D. Program in Business no more than 48 hours after the completion of the final oral examination. If revisions in the dissertation are required before final approval of the dissertation is granted, the supervising professor should hold the D-7 form until the committee approves the dissertation and, at that point, submit the D-7 to the Office of the Ph.D. Program in Business.

[Completion Form for Doctoral Students](#)

This form reports the results of the dissertation defense. It must be signed by the supervising professor and submitted to the Office of the Ph.D. Program in Business by the chair of the committee or the Ph.D. coordinator as soon as possible after the defense of the dissertation.

Thesis Approval Form

This form finalizes the approval of the final dissertation document. It requires signatures from the committee, supervising professor, director of LeBow Ph.D. Program and department head. This form should be printed on 100 percent cotton paper to be bound with your dissertation.

Form	Year	Month
D1	1	end of January
D2	3	Spring
D3	2	end of July
D4/D4a	3	prior to September 10th
D5	4	September
Proposal Defense Schedule	4	Spring
Proposal Defense Results	4	Spring
D6	4/5	Spring
D7	5	2 weeks prior to graduation

FIRST YEAR AND CANDIDACY EXAMS

FIRST YEAR EXAMINATION

After the completion of the first year of the program, students are examined on their competence in the first-year material and their readiness to continue in their specialization area. The first-year exam has two components: a college exam and a department exam.

COLLEGE EXAM

The college section of the first year exam will be as follows:

Economics Stream College Exam

Research Methodology (5 hours total)

- STAT 931 - Stats for Econ track
- ECON 940 (STAT 924)* - Econometrics I (Multivariate Analysis I)
- ECON 941 (OPR 922)*- Econometrics II (Operations Research I)

Microeconomics (3 hours)

- Econ 910 - Advanced Micro I

The exam will be graded in 2 sections; research methodology and microeconomics. Students must pass both sections.

*Decision science student will substitute STAT 924 and OPR 922

Behavioral Stream College Exam

Research Methodology (5 hours total)

- STAT 932 - Stat for Behavioral Science
- STAT 924 - Multivariate I
- MKTG 940 - Multivariate II

Behavioral Science (4 hours)

- MGMT 906 - Foundations of Research in Behavioral Science
- MGMT 907 - Research and Analysis in Behavioral Science

The exam will be graded in 2 sections; research methodology and behavioral science. Students must pass both sections.

DEPARTMENT EXAM

Each department will design a department exam for their students. The material covered and the method of administering the department section of the exam is left to the discretion of individual departments. However, the exam should be based on at least two courses beyond those covered by the college exam.

If a department wants to test their students on courses taken in another department then the coordinators from those two departments should make arrangements to make the exam questions available.

Note that some departments may have papers / presentations as part of their first-year exams. Due dates for these can be somewhat flexible but coordinators should keep in mind that the exams need to be completed (including any possible retake) by the end of August.

Grading of First-Year Exams

College Section of First Year Exam

For grading purposes, the college section of the first-year exam will be broken into 2 sub-sections; Research Methodology and Behavioral Science or Research Methodology and Microeconomics. Students must pass both sub-sections to pass the college section of the exam.

If a student fails one or more of the sub-sections and is granted a retake then they only need to retake the sections they failed.

Each subsection will be graded using the following scale:

- **Pass with distinction**
- **Pass**

- **Fail: Student may be asked to exit the program or may be granted a retake**

If a student fails the college section of the exam then they may be given a second written exam in late August. In such cases, faculty members from the student's home department will meet with the faculty members who taught the first-year courses to determine if the student is granted a retake.

Department Section of First-Year Exam

If any retakes are necessary the final results from the department section of the first-year exam should be turned in to me no later than the end of August.

CANDIDACY EXAMINATION, SECOND YEAR PAPER AND RESEARCH MENTORS

Departments schedule their candidacy exams. Exam results must be submitted to the Director of the Ph.D. Program by the end of August. Any written exam questions based on courses should be coordinated with the first year exam

Also note that all specializations will require a research paper (the second year paper) as a significant component of the candidacy exam. These papers should be presented before the end of August.

Responsibility for administering the examination lies with the Candidacy Examining Committee, which must be approved by the associate provost/dean of graduate studies. Once the exam committee is formed the student should submit the Form LCOB D-3 (Ph.D. Candidacy Committee Appointment and Exam Schedule) to the LeBow College Ph.D. Program Office. All D-forms can be found online at www.lebow.drexel.edu.

All Ph.D. students are required to write and present a second year paper which will be a significant portion

of their candidacy exam. At the end of the summer, before the second year, all students should be assigned to a research mentor within their department. Students should work with their department's Ph.D. Coordinator to identify their research mentor. One of the roles of the research mentor is to help the student select a topic for the second year paper. The paper is not associated with any particular course. Students should have approximately 10-12 months to work on the second year paper.

The University mandates specific membership of the candidacy examining committee. The committee must consist of at least five members, at least three of whom must be currently tenured or tenure-track Drexel faculty.

Form D-4 reports the results of the candidacy examination. These forms, D-4 and D-4a, must be signed by all members of the Candidacy Examining Committee, the coordinator of the specialization area, and the Director of the Ph.D. program. These forms must be submitted to the Office of the LeBow Ph.D. Program by the specialization coordinator as soon as possible after the completion of the candidacy examination. If deemed appropriate by the program faculty and the associate provost/dean of graduate studies, the candidacy examination may be attempted twice.

The candidacy exam must be successfully completed prior to the start of the third year or study. Once the candidacy examinations are passed, the student is recognized as a Ph.D. Candidate.

DISSERTATION

SELECTING THE DISSERTATION CHAIR

It is a doctoral student's responsibility to arrange an association with a supervising professor with similar research and scholarly interests, who is tenured or tenure track, with whom the student will work on the dissertation. As the appointment of a supervising professor is so vital to a student's success, the appointment of this individual should be made after much consideration and forethought.

LeBow Ph.D. Candidates are expected to select a supervising professor following the successful completion of the candidacy examination. Once a faculty member has agreed to serve as the dissertation chair, the students must complete the Ph.D. Supervising Professor Appointment Form LCOB D-2 and submit it to the LeBow Ph.D. Program Office. After the supervising professor is selected, the student and supervisor meet regularly to ensure that work on the dissertation research proceeds successfully and at a reasonable pace so that completion is possible within the time requirements set by the University.

FORMING THE DISSERTATION COMMITTEE

It is the student's responsibility to form a dissertation committee. The dissertation committee should consist of at least five members, at least three of whom must be tenured or tenure-track Drexel faculty members. At least two of the committee members must be from outside the student's primary research area. At least one of the committee members must be from outside the student's department. The "outside" member can also be from another university. The student must file the Form LCOB D-5 (Ph.D. Thesis Advisory Committee Appointment Request) with the LeBow College Ph.D. Program Office for approval of the committee.

* If the student's department has more than one specialization then they do not have to go outside

their department for their "outside" member as they could just select a faculty member from the other specialization within their department.

DISSERTATION PROPOSAL DEFENSE (ORAL EXAM)

The dissertation proposal defense should be scheduled with the LeBow Ph.D. Program Office at least four weeks prior to the proposal defense. To schedule the defense, students must submit the *Dissertation Proposal Defense Schedule form along with a soft copy of their dissertation abstract to the PhD program office.* The defense of the dissertation proposal is a major landmark in a doctoral student's career. The dissertation proposal presents the research questions, hypotheses, or models that are to be examined in the dissertation research, includes a thorough and critical review of the relevant literature, and specifies the methodology that will be used to examine the research questions, hypotheses or models. The approval of the dissertation proposal by the dissertation committee signifies the committee's general acceptance of the research questions and methods. The results of the proposal defense are reported by turning in the LeBow form: Report of Thesis Advisory Committee on Proposal Defense. This form must be signed by all members of the Thesis Advisory Committee, including the supervising professor. The form must be submitted to the Office of the LeBow Ph.D. Program by the supervising professor as soon as possible after the defense of the proposal.

FINAL DISSERTATION DEFENSE (ORAL EXAM)

The final defense of the dissertation should be scheduled with the LeBow Ph.D. Program office at least four weeks prior to the final defense. Students should schedule the exam by submitting the Form LCOB D-6 (Ph.D. Final Oral Defense Committee Appointment and Schedule). When scheduling the exam, students must send an electronic copy of the

abstract to the LeBow Ph.D. Program Office and must file a complete copy of the dissertation with his or her department.

The result of the final defense should be reported via the Form LCOB D-7 (Report of Ph.D. Final Oral Defense Committee). This form must be filed with the Office of the LeBow Ph.D. Program no more than 48 hours after the completion of the final oral examination. If revisions in the dissertation are required before final approval of the dissertation is granted, the supervising professor should hold the D-7 form until the committee approves the dissertation and, at that point, submit the D-7 to the Office of the LeBow Ph.D. Program.

TEACHING AND PROGRAM COMPLETION REQUIREMENTS

TEACHING TRAINING AND MENTORING

In addition to being successful in their research, it is important that Ph.D. students are also successful in the classroom as instructors. Given this, both the University and the College have programs to help students develop their teaching skills. The University requires all teaching assistant to take two courses which are each 1 credit; EDUC 775 and EDUC 531. Students in the LeBow Ph.D. program register for EDUC 775 in the fall of their first year and EDUC 531 in the winter term. These courses are designed to explore student learning styles, classroom diversity, integrating technology, providing student feedback and evaluating student learning.

In the spring term, the LeBow College runs a required teaching seminar for all second year students. The seminar, which is presented by the Ph.D. Program and the Center for Teaching Excellence (CTE), focuses on elements of effective teaching. Specifically, CTE fellows run four sessions that focus on course syllabi, developing course rules and expectations, best practices in the class room, and effective presentation skills.

In conjunction with the seminar, each student will be assigned to a CTE fellow who will act as a teaching mentor. Teaching mentors will work with students during the spring teaching seminar and will be available to help students further develop their teaching skills in subsequent years.

TEACHING REQUIREMENTS

The demonstration of effective teaching often plays a critical role in one's success on the academic job market. Given this, one of the requirements of the Ph.D. program is that students independently teach courses in the LeBow College of Business. Students are required to teach at least 3 courses during their first four years of the program regardless of their funding status. Students will not teach any courses

independently during their first year. LeBow courses taught in the summer count toward a student's teaching responsibilities but courses taught outside LeBow do not count toward the program teaching requirement. Exceptions to the teaching requirements must be approved by the student's Department Head, Ph.D. Coordinator, and the Director of the Ph.D. Program.

In addition, international graduate assistants are required to meet the University minimum requirements for English language proficiency prior to teaching a course. Specifically, students are required to obtain a score of at least 55 on the SPEAK test. This must be achieved by the end of their first year of study. Additional information on the SPEAK test is available at:

<http://www.drexel.edu/elc/studydrx/itaspeak.html>.

TIME REQUIREMENTS FOR PROGRAM COMPLETION

Time requirements are placed on graduate programs of study to ensure that students receive instruction in, and graduate with, the most up-to-date, current knowledge available in their discipline. It is expected that all graduate students will be able to complete their degrees within the stated time requirements.

University policy provides that students who enter the Ph.D. program must complete their studies for their Ph.D. within seven years after initial graduate registration. Those who enter the Ph.D. program with a master's degree from Drexel are permitted five years after initial registration to complete the Ph.D. degree.

Students who find that these time requirements are inadequate due to special circumstances must discuss this with their specialization coordinator and the Director of the Ph.D. program. Together they may request an extension prior to the end of the student's stated time limit (either seven or five years). All formal extension requests must give a reasonable

time for completion with an accompanying revised plan of study. Should an extension be required, please be aware that all courses will be reviewed for timeliness; some earlier coursework may have to be repeated.

Extension requests must be forwarded, after approval by the specialization coordinator and the LeBow Ph.D. director, to the Graduate Studies Office, which will make the final decision. The extension request for doctoral students must consist of a new plan of study and a letter of request, signed by the student,

the specialization coordinator and the LeBow Ph.D. director.

FULL-TIME/PART-TIME STATUS

Graduate students are considered to be full time if they are register for nine or more credits for any three quarters in an academic year. All other graduate students are considered part-time. All LeBow College Ph.D. students are expected to maintain full-time status throughout their program of study. Exceptions to this must be approved by the student's specialization coordinator and the Director of the LeBow College Ph.D. Program.

STUDENT FUNDING AND RESIDENCY REQUIREMENTS

FUNDING

Students who are admitted to the LeBow College Ph.D. Program are also typically provided with a graduate assistantship for four years. Graduate assistants perform a combination of teaching and research duties over the course of their program of study. It should be anticipated that the responsibilities of the graduate assistantship will require 20 hours per week. First-year graduate assistants are assigned to work with a faculty member as a research and/or teaching assistant but will not teach recitation sections or teach a course independently.

During the second and subsequent years, graduate assistants are generally assigned a combination of teaching and research responsibilities and may teach recitation sections or a course independently. Assistants receive a stipend and full tuition remission in accordance with their plan of study. Doctoral students who are making satisfactory progress toward the degree can expect to be provided with an assistantship for four years. Students who are funded are not permitted to be employed outside of their graduate assistantship unless they are granted permission by their department and the Director of the LeBow College Ph.D. Program.

SUMMER FUNDING

Students who receive funding are also offered funding for the summers after the first, second, third and fourth years. During the summers, students may perform teaching and or research assistant duties or they may teach recitations of courses independently. If students do not wish to accept the summer funding then they must notify their departments and the Ph.D. Program Office by the end on January prior to the summer in question.

RESIDENCY REQUIREMENTS

Funded students are required to be in residence for all terms that they are funded. Exceptions to this must be

approved by the student's department and by the Director of the LeBow College Ph.D. Program. If a student declines funding for a summer, then residency is not required but it is still strongly encouraged. (Leaving campus typically decreases a student's chance of finishing the program on time.) Students who are funded for the summer can usually make arrangements with their department so that they are able to take a short vacation during the summer.

FIFTH YEAR FUNDING

Doctoral students who are making satisfactory progress toward the degree but are unable to complete the program in four years may be able to obtain funding for a fifth year. Not all students will receive fifth-year funding. Those that are funded for a fifth year should expect to teach several courses during the year. Fifth-year funding is usually for the nine-month academic year. Fifth-year funding ends in June of the fifth year. If a student does not graduate by June of the fifth year they will be responsible for any additional tuition charges. Please note that students must be registered for at least 1 credit the term they graduate. Priority for funding will be given to students:

- whose research looks promising
- who are likely to finish within the fifth year
- who have remained in residence
- who have demonstrated teaching effectiveness

TRAVEL FUNDING

It is very important that students present their work at top conferences and attend the major job market conferences in their discipline. To help support student participation in these conferences the Ph.D. Program Office will set aside \$2000 for each student. These funds cannot be used in the first year of study. First year students who want to attend conferences should talk to their department for support. The purpose of the travel funds is to support at least two

trips for each Ph.D. student over the course of their 4 or 5 years in the program. Thus, the typical student might need support for one or two conference presentations in their third or fourth year and a job market conference in their fourth or fifth year. Students who are no longer funded will not receive financial support for travel even if they have not spent the \$2,000 allotted to them.

To obtain funding students must follow the procedures outlined below:

- Students must get their Ph.D. Coordinator or Department Head to approve the conference they are presenting at. It must be a national or major conference in their specialization.
- Prior to travel, students must complete the [Ph.D. Student Travel Expense Approval Form](#) and get it signed by their specialization coordinator and the Director of the Ph.D. Program..
- Students are responsible for keeping track of their travel funds so they are aware of how much support they will be eligible for; students should assume a maximum reimbursement of \$1000 per trip.
- If the Ph.D. student is being reimbursed through their Ph.D. funds, they do not need to submit any paperwork to the Department Administrator because all approval and payment must come from the Ph.D. Program.
- Students must **use a Check Request form** to get reimbursed for travel expenses. Expenses that appear to be excessive will not be reimbursed. Students must follow the business travel guidelines set forth by the University. Please visit the Comptroller website for more information :
<http://www.drexel.edu/depts/compt/ap/checkreqinstruc.html>.

WORK LOAD AND OVERLOAD POLICY

LeBow Ph.D. students may have the opportunity to teach classes on an overload basis for extra compensation. The opportunity to teach overload courses will be based on department needs and student merit. Priority will be given to Ph.D. students who have demonstrated academic excellence and have also demonstrated excellence or the potential for excellence as an instructor.

Ph.D. graduate assistants are required to work up to 20 hours per week as research assistant, teaching assistants, or as instructors. When students are assigned as an RA or TA they are typically assigned for ten or twenty hours per week for a given task. Thus a full load might be 10 hours of RA work and 10 hours of TA work. If a student teaches a course or a recitation section the students will be credited with the following number of hours:

- New prep courses count as 20 hours.
- Courses that are not a new prep then count as 10 hours.
- Courses with 60 or more student count as 20 hours.
- Recitations count as 5 hours.

All requests for overload teaching must be approved by the Specialization Coordinator and the Ph.D. Program Director. Students will be paid \$6000 per course for overload teaching.

Please note that students who are not funded by the Ph.D. program but are hired as adjuncts to teach a course for their department will be paid the normal adjunct rate, which is \$4000 per course.

STUDENT PERFORMANCE

ACADEMIC STATUS

Continuation in graduate studies requires “satisfactory progress” toward a graduate degree. Evidence of such progress includes maintenance of a minimum 3.0 cumulative grade point average each term. The progress of each student is reviewed each term. Failure to maintain the 3.0 minimum cumulative GPA will result in placement on probation. Any student on probation must not only achieve a 3.0 minimum cumulative average within two successive terms following the term in which the deficiency occurred, but must also maintain at least a 3.0 minimum term average in any term in which he or she is on probation.

Failure to meet either of these requirements will subject the student to dismissal at the discretion of the Director of the Ph.D. Program or the Associate Vice Provost of Graduate Studies. Graduate students must have a minimum 3.0 cumulative GPA in order to graduate.

In addition, any student who receives two or more course grades of C+ or below will be subject to dismissal from the program at the discretion of the Director of the LeBow College Ph.D. Program.

STUDENT PERFORMANCE EVALUATIONS

The LeBow College of Business conducts an annual evaluation of each Ph.D. student. The aims of the annual evaluation are to provide constructive feedback to the students and to enable the College to monitor the progress of students and take appropriate action when necessary.

Evaluations are conducted by the Ph.D. coordinators for the respective specialization within the LeBow College. The evaluations consider the progress of the student in terms of: coursework, major exams, performance as a graduate assistant, dissertation

research, English language proficiency, and student involvement with their department. The evaluation of the “Overall Progress in the Program” can fall into one of four categories: *Outstanding*, *Satisfactory*, *Marginal* or *Unsatisfactory*.

Students that receive an unsatisfactory overall progress evaluation in their annual review may be dismissed from the program at the discretion of the Director of the LeBow College Ph.D. Program.

Students whose overall progress is marginal will be placed on probation for the following academic year. Students on probation will be evaluated every term and must achieve an overall progress evaluation of satisfactory or better in each term during their probation. Failure to do so may lead to dismissal from the program at the discretion of the Director of the LeBow College Ph.D. Program.

Meeting the standards for coursework as outlined above is just one aspect of “satisfactory progress” in the LeBow College Ph.D. program. A student’s progress may also be deemed unsatisfactory, and thus the student may be dismissed from the program at the discretion of the Director of the LeBow College Ph.D. Program, for any of the following reasons:

- Failure to perform teaching assistant duties satisfactorily.
- Failure to perform research assistant duties satisfactorily.
- Failure to pass the first year exam
- Failure to pass the candidacy exam
- Failure to complete the program within the stated time limits
- Failure to adhere to the Drexel University Academic Honesty Policy:
http://www.drexel.edu/provost/policies/academic_dishonesty.asp

POLICIES AND PROCEDURES

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

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.

More information can be found online at: 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. Please see “Student Performance” (page 19) for more details.

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.

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.

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. Readmission is handled on a case-by-case basis and is not guaranteed.

Failure to complete course or assistantship requirements may result in dismissal at the discretion of the Director of the Ph.D. Program. Please see “Student Performance” (page 18) for more details.

Readmission

Students who withdrawal from the LeBow Ph.D. Program within the 5-7 years allotted from degree completion are welcome to reapply to the program. Readmission is handled on a case-by-case basis and is not guaranteed.

Transfer of Courses

LeBow Ph.D. students are allowed to transfers 15 credits (maximum) at the discretion of the Director of the Ph.D. Program.

REGISTRATION AND SCHEDULING

Academic Year

The academic year at Drexel University is based on four, three-month terms. Academic Calendars can be found online at www.drexel.edu/provost. 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. Registration is completed online via DrexelOne.

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 23 for dates). However, extenuating circumstances sometimes make manual registration necessary.

Email or submit the Drop/Add form to the Program Manager under the following circumstances:

- If BannerWeb is inaccessible.
- If a student receives a “pre-req” error message from BannerWeb.
- 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 23 for details).

The Add/Drop form can be found online: <http://www.lebow.drexel.edu/Current/Graduate/Form s.php>

Steps in the Registration Process

All students must establish a Drexel email account at www.drexel.edu/computeraccounts. 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.

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. 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.
18. Re-check your BannerWeb on the first day of class to confirm registration and class location.

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.

GRADUATION PROCEDURES AND COMMENCEMENT

All students must apply to graduate. Students who would like to participate in commencement must apply to graduate. If a student is interested in extending their studies past their graduating spring term, they have two weeks into the fall term to defend their dissertation and be considered a summer term graduation. They are not able to walk in the June ceremony and will most likely have to pay tuition in the term they graduate.

The University requires students who are graduating to turn in a number of forms and to submit their dissertation to the library. Some of these deadlines are as early as 4 months prior to graduation. For instance, if you are graduating in June then usually you need to complete the application for degree form in February. As a rough guideline, in order to fully participate in graduation students should have everything submitted two weeks prior to graduation.

1. File an [application for degree](#) by the [appropriate deadline](#) for the term in which you intend to graduate. The Application for Degree can be completed and submitted via DrexelOne.
2. Review the university's (available through [Graduate Studies](#) Office) and ensure you are in full compliance.
3. Submit your [Form D-5](#) to the Graduate Studies Office three months prior to your thesis defense date.
4. Submit your [Form D-6](#) to the Graduate Studies Office with your defense date and committee composition one month prior to your final defense.
5. Review the [Thesis Formatting Manual](#) and start formatting your thesis.
6. Take two forms with you to your final defense: – the [Report of Ph.D. Final Oral Defense Committee \(D-7\) Form](#) and the

[Thesis Approval Form](#). Your committee members will need to sign these forms.

7. After your final defense, have your department send the Form D-7 to the Graduate Studies Office at 3141 Chestnut Street, Randell Hall 240.
8. Your supervising professor should submit your final dissertation or research grade(s) to finalize your transcript.
9. Fill out the [Completion Form](#) and have it signed by the appropriate people.
10. Submit the original, copies, and a PDF of your dissertation to Hagerty Library along with fees, along with: your *original* Thesis Approval Form (signed and approved by all your thesis committee members, advisor, and your department head) to be bound with your thesis; and your Completion Form, to obtain the thesis/dissertation assistant's signature.*
11. Submit your signed Completion Form to the Graduate Studies Office (3141 Chestnut Street, Randell 240) for final degree clearance.
12. Complete the [Survey of Earned Doctorates](#) and [Drexel's Ph.D. Exit Survey](#) and return with your Completion Form to Graduate Studies.

** After your advisor has reviewed the format of your dissertation and you have passed your dissertation defense, bring the following items to Hagerty Library, Technical Services Department.*

Required:

- One compact disc (CD) with a PDF version of your dissertation
- One print copy on 100% cotton paper for the Library
- One print copy on your choice of paper for your advisor

- Your [Completion Form](#) with required signatures. Hagerty Library's [Thesis Contact](#) will provide two signatures for you if you meet all your dissertation submission requirements
- Completed [Thesis Approval Form](#) with required signatures
- Signed and completed ProQuest Information and Learning (PQIL) [Doctoral Dissertation Agreement](#) form
- One photocopy of your dissertation's title page
- One photocopy of your dissertation's abstract
- Two separate payments to cover binding charges (see below).

Optional:

- You may submit any number of additional personal copies of your dissertation for binding at \$20.00 per copy.
- The Library intends to make your research widely available to the international scholarly community through Drexel's institutional repository, [iDEA](#). If you are uncomfortable having your research made freely available on the Internet, you may "opt out" of the Electronic Theses and Dissertations program on [iDEA](#) by contacting the [University Archivist](#).

Questions? Contact Hagerty Library's Thesis Contact: Donna Sutherland at dbs24@drexel.edu (215-895-6788)

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.

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.

Graduating Ph.D. students will receive their hood during the Hooding Ceremony which takes place prior to the University's commencement ceremony. Students can rent or purchase their regalia through the University bookstore (McAlister Hall, 33rd and Chestnut Streets).

DREXEL GRADUATE RESOURCES

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

OFFICE OF THE DEAN

402 Pearlstein Business Learning Center 895-2111
George Tsetsekos, Dean
Thomas Hindelang, Vice Dean
Paul Jensen, Associate Dean of Experiential Learning
Frank Linnehan, Associate Dean for Graduate and Undergraduate Studies
Donna DeCarolis, Associate Dean for Strategic Initiatives
V.K. Narayanan, Stubbs Professor and Associate Dean for Research
Anna Chrukiewicz, Assistant Dean
Ron Nordone, Assistant Dean

PH.D. PROGRAM ADMINISTRATORS

3600 Market Street, 7th floor 895-1750
Fax 895-1012
Paul Jensen, Associate Dean of Experiential Learning, 3600 Market Street, 703
895-2146, jensenpe@drexel.edu

Liz Pelberg-Schariter, Program Manager
3600 Market Street, 7th floor
895-1750, epelberg@drexel.edu

ACADEMIC DEPARTMENTS

Accounting / Taxation

3600 Market Street, 7th floor
Dr. Hsihui Chang, Department Head
895-0222, hc336@drexel.edu

Dr. Anthony Curatola, Ph.D. Coordinator
895-1453, curatola@drexel.edu

Michelle Sykes, Secretary
895-2116, mms25@drexel.edu

Dec. Sciences/Production & Oper. Mgmt.

204 Academic Building
Dr. Benjamin Lev, Department Head
895-0322, bl355@drexel.edu

Dr. Seung-Lae Kim, Ph.D. Coordinator
895-2181, kimsl@drexel.edu

Jenna Pepe, Dept. Manager
895-2130, jp3442@drexel.edu

Economics / International Business

3600 Market Street, 7th floor
Dr. Vibhas Madan, Department Head
895-2124, Vibhas.Madan@drexel.edu

Dr. Konstantinos Serfes, Ph.D. Coordinator
895-6816, ks346@drexel.edu

Sarah Haley, Senior Secretary
895-2130, sw75@drexel.edu

Finance

207 Academic Building
Dr. Michael Gombola, Department Head
895-01743, gombola@drexel.edu

Dr. Jacqueline Garner, Ph.D. Coordinator
895-1747, Jacqueline@drexel.edu

Maria Myers, Secretary
895-1741, myersm@drexel.edu

Management

308 Academic Building
Dr. Donna DeCarolis, Department Head
895-1795, decarold@drexel.edu

Dr. Jeffrey Greenhaus, Ph.D. Coordinator
895-2139, Jeffrey.h.greenhaus@drexel.edu

Dr. Vadake Narayanan, Ph.D. Coordinator
895-6763, vkn22@drexel.edu

Rebekka Shepherd, Dept. Manager
895-2143, rebekka.s.wise@drexel.edu

Marketing

3600 Market Street, 7th floor
Dr. Trina Larsen-Andras, Department Head
895-4995, larsent@drexel.edu

Dr. Hyokjin Kwak, Ph.D. Coordinator
895-6006, hyokjin.kwak@drexel.edu

Kim Williams, Secretary
895-2145, kmw25@drexel.edu

LeBow Tech

204 Pearlstein 895-2113
support@lebow.drexel.edu

GRADUATE STUDIES OFFICE

Randell Hall 240

Dr. Teck-Kah Lim, Associate Vice Provost for
Graduate StudiesNatalie Marciano, Associate Director
895-2498, GraduateStudiesOffice@drexel.eduTaz Kwok, Assistant Director
895-0366, GraduateStudiesOffice@drexel.edu**COUNSELING, HEALTH AND WELLNESS**

Drexel Counseling Center 895-1415

201 Creese Student Center

Counselor appointments and/or emergency (after
hours) Counseling@drexel.eduDrexel Student Health Center 895-5800
3201 Arch Street, Suite 240http://www.drexel.edu/studentlife/ch/HC_Main.html**HEALTH INSURANCE AND IMMUNIZATIONS**Office of Counseling and Health 895-2507
201 Creese Centerwww.drexel.edu/StudentLife/ch/II_Main.html**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

www.drexel.bkstore.com**DREXEL COPY AND PRINT SHOP**MacAlister Hall, 895-2898, ducopy@drexel.edu**HAGERTY LIBRARY**

33rd & Market Sts. 895-1500

<http://www.library.drexel.edu/>**HOUSING**

Off Campus

Creese Student Center, room 001 895-1328

OffCampusHousing@drexel.edu

On Campus Residential Living

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, 34th and Market Streetsparking@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**SECURITY ESCORT SERVICE**

Public Safety Department

3201 Arch Street, Suite 350 895-2822

SNOW / EMERGENCY INFORMATIONIf Drexel must close due to poor weather conditions,
you can see the announcement at www.drexel.edu

School Closing Number: 895-MELT

103 – Day Classes

2103 – Night Classes

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, and updating
student contact information in Banner.

Main Building, Room 222

895-2300

srcmail@drexel.edu<http://www.drexel.edu/src/>**ISA, OPT AND I-20S**

Office of International Students and Scholars (ISSS)

210 Creese Student Center 895-2502

intlprog@drexel.eduwww.drexel.edu/iss/

INTERNATIONAL STUDENT RESOURCES

INTERNATIONAL STUDENTS AND SCHOLARS SERVICES (ISSS)

The International Students and Scholars Services (ISSS), 210 Creese Student Center, 895-2502, intlprog@drexel.edu, or 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
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. 33rd Street (between Race and Arch Streets)
elc@drexel.edu

Students can also utilize free resources at the Modern Language Lab. 895-2856
2023 McAlister Hall
lanlab@drexel.edu

FREQUENTLY ASKED QUESTIONS

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, and faculty 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.

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, or visit <http://www.drexel.edu/IRT/> for support and information.

2. Who serves as department chair and/or Ph.D. Coordinator for specific content areas?

Accounting	Dr. Hsihui Chang, Department Head	895-6979
	Dr. Anthony Curatola, Ph.D. Coordinator	895-1453
Decision Sciences	Dr. Benjamin Lev, Department Head	895-2130
	Dr. Seung-Lae Kim, Ph.D. Coordinator	895-2181
Economics	Dr. Vibhas Madan, Department Head	895-6156
	Dr. Konstantinos Serfes, Ph.D. Coordinator	895-6816
Finance	Dr. Michael Gombola, Department Head	895-1741
	Dr. Jacqueline Garner, Ph.D. Coordinator	895-1747
Management	Dr. Donna DeCarolus, Department Head	895-2143
	Dr. Jeffrey Greenhaus, Ph.D. Coordinator	895-2139
	Dr. Vadake Narayanan, Ph.D. Coordinator	895-6763
Marketing	Dr. Trina Andras, Department Head	895-2145
	Dr. Hyokjin Kwak, Ph.D. Coordinator	895-6006

Please see page 22 for contact information.

REGISTRATION

3. How do I register for class?

For registration directions, please see page 21.

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

If you receive an error when trying to register, email or submit the Drop/Add form to the Ph.D. Program Manager http://www.drexel.edu/src/forms/Add_Drop_Withdraw_UCMAIN.pdf. Upon verification that the student is eligible for the requested course, the Ph.D. Program Manager will manually register the student.

5. How can I obtain an exemption?

If a first or second year student is unable to carry a full course load for 9 credits, they should contact the Ph.D. Program Manager, no later than the finals week in the term prior, to request an exemption. Upon verification that the student is eligible for an exemption, the Ph.D. Program Manager will submit an exemption on their behalf. A student cannot request more than 3 exemptions during their course of study, nor may they request more than 1 exemption a term.

6. 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). 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 Ph.D. courses are held in Matheson Hall and the Academic and Pearlstein Buildings.

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.

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

The Student Resource Center (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

8. How is billing handled?

As long as the Ph.D. student is funded, tuition remission is handled internally by their respective department. Please see page 14 for more detailed information on student funding.

9. What do I do if I have a hold on my account?

If you are a funded student and you incur a hold on your account, please contact the Ph.D. Program Manager and your department. The hold could be a billing mistake or due to Health Insurance.

SATIFYING DEGREE REQUIREMENTS

10. What is the timeframe in which I need to complete my degree and how does this affect my funding?

LeBow doctoral students are generally funded for 4 years. Students who are making satisfactory progress toward the degree but are unable to complete the program in four years may be able to obtain funding for a fifth year. Not all students will receive fifth-year funding. Those that are funded for a fifth year should expect to teach several courses during the year. Fifth-year funding is usually for a 12 month period starting with the summer prior to the fifth year.

11. May I take an independent study?

Independent studies are acceptable but must be approved by a student’s Ph.D. Coordinator.

12. What actions do I need to take in order to graduate?

Please see page 19 for a detailed listing of graduation requirements.

STUDENT STATUS

13. What does it mean to be in compliance?

Ph.D. students must be registered for three courses a term or nine credit hours to be 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 for more information).

14. 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 (click on “Current Students” tab, then “Transcripts and Certifications”).