LeBow College of Business
PhD Program
Student Handbook
2015-16
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Disclaimer: This publication is for informational purposes and is offered to you as an introduction to LeBow College of Business’s policies and regulations which will guide you toward your degree. The policies outlined in this handbook are specific to the LeBow College PhD student and are designed to complement, but not replace, the policies listed on the Provost’s website (drexel.edu/provost/policies/default.asp), or the Graduate College website (drexel.edu/provost/graduatestudies/forms/index.html).

Also, every graduate student is responsible for being aware of the policies, regulations, and procedures of his or her department or program. This handbook is not intended as a substitute for frequent meetings between the student and the department faculty and staff, and especially with the Department Graduate Advisor, Supervising Professor, and/or appropriate Graduate Advisory Committee.

Please note: Policies and courses listed in this Handbook are subject to change. Check the University Provost’s website for the most up-to-date information. Students are bound by those that are extant at the time that they matriculate into their degree programs. Readmitted students are bound by the requirements in place at the time of readmission, unless an exception has been granted by the respective department and the Associate Vice Provost for Graduate Studies.
MESSAGE FROM THE DIRECTOR

Dear PhD Students and Candidates,

Welcome to Drexel University’s LeBow College of Business.

The LeBow College of Business PhD Programs are designed to prepare doctoral students to advance knowledge and practice in business and economics through excellence in scholarship and research. Our faculty take a hands-on approach to research and teaching, 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 PhD is 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 polices 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 PhD 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!

Christopher A. Laincz, PhD
Director of LeBow College of Business PhD Programs
Associate Professor of Economics
All PhD 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**

<table>
<thead>
<tr>
<th>FIRST YEAR CORE*</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall quarter</strong></td>
</tr>
<tr>
<td>Stat 931 Stats for Economics</td>
</tr>
<tr>
<td>Econ 902 Mathematical Economics</td>
</tr>
</tbody>
</table>

* Decision Sciences students may substitute Stat 924 for Econometrics I.

**Behavioral Stream**

<table>
<thead>
<tr>
<th>FIRST YEAR CORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall quarter</strong></td>
</tr>
<tr>
<td>STAT 932 Stat for Behavioral Science</td>
</tr>
<tr>
<td>MGMT 906 Foundations of Research in Behavioral Science</td>
</tr>
</tbody>
</table>

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

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

1. Accounting
2. Decision Sciences
3. Finance
4. Organizational Behavior
5. Strategy
6. 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 PhD coordinator. Up to 3 of the electives may be independent studies or dissertation research courses.

**Research Streams**

All PhD 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 PhD coordinator from the student’s specialization area.

**Plan of Study**

The Specialization Coordinator assists the PhD 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 PhD Program Director. The plan will be sent to the Graduate College for final approval.

The D-1 Form should be completed by the end of the third quarter of enrollment. 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 D-1 Form should be refiled immediately with the Graduate College.

**Dissertation Credits and Research**

After students complete the first two years of coursework (a minimum of 45 credits) and
successfully complete the candidacy exam, they must register for dissertation research credits. Students who enter the PhD 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 PhD 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 required to maintain full-time status.

**SUMMER NEW POLICY 2015_16:**
Unless taking a Leave of Absence or Summer Vacation, all students are required to register for 9 credits in the summer months to retain their fulltime status. Students should communicate with their Specialization Coordinator, The Director of the PhD Program and the Program’s administrative contact if they are planning a Leave of Vacation in the summer months.

**TAKING COURSES OUTSIDE LEBOW COLLEGE**
Students and Candidates may occasionally take courses from other colleges within the university. In both cases the student should discuss this option with their specialization coordinator and the Director of the program.

**For PhD Students** who are not yet Candidates (See page 9 for the definition of Candidate), courses can be taken in other colleges with the approval of their Specialization Coordinators, the Director of the Program, and approval from the College and professor of the course. However, the total credits a student can take must not exceed 9 in any quarter. Payment for anything over 9 credits, or for taking an unapproved course, is the responsibility of the student.

**For PhD Candidates** courses can be either audited for a grade of AUD or enrolled in with standard letter grading. Courses taken using the Audit option are not counted in clearance for Graduation or used for calculating GPA, but the credits for Auditing courses are counted against the total number of credits a Candidate can take per quarter, the same as a standard enrollment. The maximum credits per quarter for Candidates are 15 with no more than 9 credits allowed towards research/dissertation.

To take a course outside of the LeBow College of Business a Candidate will need the same approvals as a Student, (Specialization Coordinator, PhD Director, College, and Professor of the course). In addition, a Candidate must have their advisor, Specialization Coordinator, or Department Head submit a letter to Dr. James Herbert’s attention, the Dean of the Graduate College. The letter will need to explain the academic merit of taking this class for the Candidate’s dissertation and/or research. Failure to submit this letter will result in the tuition charge for this course becoming the responsibility of the Candidate.
The PhD in Economics offers three fields of specialization:

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

**Research Streams**

All students in PhD in Economics program follow the Economics Stream of study requirements:

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

<table>
<thead>
<tr>
<th>Fall quarter</th>
<th>Winter quarter</th>
<th>Spring quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Econ 980 Game Theory</td>
<td>• Econ 950 (IO I)</td>
<td>• Econ 959 (IO Seminar)</td>
</tr>
<tr>
<td>• Stat 931 Stats for Econ</td>
<td>• Econ 951 (IO II)</td>
<td></td>
</tr>
<tr>
<td>• Econ 902 Mathematical Economics</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter quarter</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Econ 910 Advanced Micro I</td>
<td>• Econ 960 (IT)</td>
<td>• Econ 969 (IT Seminar)</td>
</tr>
<tr>
<td>• Econ 920 Advanced Macro I</td>
<td>• Econ 961 (Empirical IT)</td>
<td></td>
</tr>
<tr>
<td>• Econ 940 Econometrics</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring quarter</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Econ 911 Advanced Micro II</td>
<td>• Econ 925 (Macro Dynamics)</td>
<td>• Econ 979 (OEM Seminar)</td>
</tr>
<tr>
<td>• Econ 921 Advanced Macro II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Econ 942 Applied Microeconomics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the second year of study, the PhD 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 941 - Econometrics II (Time Series). Please see the “Second Year” chart for the courses for each sequence.

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

**Plan of Study**

The Specialization Coordinator assists the PhD 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 PhD Program Director. The plan will be sent to the Graduate College for final approval via the D-1 form.

The D-1 form should be completed by the end of the third quarter of enrollment. 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 D-1 Form should be refiled immediately with the Graduate College.
Dissertation Credits and Research

After students complete the first two years of coursework (a minimum of 45 credits) and successfully complete the candidacy exam, they must register for dissertation research credits. Students who enter the PhD 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 PhD 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.

Dissertation Credits and Summer Quarter

No PhD classes are run during the Summer Quarter. Students needing to meet a minimum number of credits to retain their fulltime student status for visas or other purposes will be added to institutional dissertation credits. This happens automatically for international students, but anyone else needing fulltime registration status should discuss their situation with the Program Coordinator or Program Director well in advance of the summer quarter. International students planning on taking a leave of absence in the summer quarter, (generally not recommended in the first two years **see policy on page 17) should also be discussing this option with their Specialization Coordinator, Program Coordinator, and Program Director well in advance of requesting the leave. Also, International students should be aware of the current Leave of Absence Policies and how they pertain to their particular situation. Information on the Leave of Absence Policies can be found on page 17 of this Handbook and on the University’s ISSS and Graduate College websites.

Taking Courses Outside LeBow College

Students and Candidates may occasionally take courses from other colleges within the university. In both cases the student should discuss this option with their specialization coordinator and the Director of the program. To take a course outside of the LeBow College of Business Students and Candidates, (See page 9 for the definition of Candidate), will need the same approvals; Specialization Coordinator, PhD Director, College, and Professor of the course. Candidates must also have their advisor, Specialization Coordinator, or Department Head submit a letter to Dr. James Herbert’s attention, the Dean of the Graduate College. The letter will need to explain the academic merit of taking this class for the Candidate’s dissertation and/or research. Failure to submit this letter will result in the tuition charge for this course becoming the responsibility of the Candidate. The total credits a student or candidate can take must not exceed 9 in any quarter. Payment for anything over 9 credits, or for taking an unapproved course, is the responsibility of the student.

Additionally, for PhD Candidates courses can be either audited for a grade of AUD or enrolled in with standard letter grading. Courses taken using the Audit option are not counted in clearance for Graduation or used for calculating GPA, but the credits for Auditing courses are counted against the total number of credits a Candidate can take per quarter, the same as a standard enrollment. The maximum credits per quarter for Candidates are 15 with no more than 9 credits allowed towards research/dissertation.
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: drexel.edu/graduatecollege/forms-policies/forms/

PhD Plan of Study and Supervising Professor - D1
The specialization coordinator assists the PhD 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 PhD program.

Also, during the first year, doctoral students are responsible for arranging an association with a supervising professor with similar research and scholarly interests, who is tenured or tenure track, and with whom the student will work on their dissertation research. First year students should discuss their research interests as early as possible with their Specialization Coordinators, who can in turn make recommendations and TA/RA assignments, based on similarity of research interests and goals, with a variety of faculty members. Then, based on the Specialization Coordinators’ recommendations and the student’s own interactions, request the appointment of one faculty member as their Supervising Professor. 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.

The D1 form is due by the end of the third quarter of enrollment as a PhD student.

Doctoral Candidacy Examination Report - D2
A graduate student does not become a doctoral candidate until he or she has passed the candidacy examination. 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. The D2 form reports the results of the candidacy examination.

The D2 and D2A forms must be submitted to the Graduate College by the Supervising Professor or Committee Chair – not the student – within 48 hours of the examination. The D2 and D2A forms should be submitted at least three weeks prior to the start of the Fall Quarter of the PhD student’s 3rd year in the Program.

Doctoral Candidacy Examination Member Report - D2A
The D2A form is an individual report completed by each member of the Candidacy Committee regarding the outcome of a student’s exam. The D2 and D2A forms must be submitted to the Graduate College by the Supervising Professor or Committee Chair – not the student – within 48 hours of the examination.

Dissertation Advisory Committee Appointment - D3
This form specifies the required composition of the Thesis Advisory Committee and is the vehicle for the formation of the committee. The Committee must consist of at least 5 members, at least 3 of whom are currently tenured, tenure-track, or full-time, non-tenure-track research active Drexel faculty members, (Clinical Professors doing active research). At least 2 of the Committee members must be from outside the student’s primary specialization area; at least 1 committee member must be from outside the
student’s department, preferably the University. The D3 must be filed within 6 months of successful completion of the Candidacy Exam.

**Dissertation Proposal - D3A**

The defense of the dissertation proposal is a major landmark in a doctoral student's career. The proposal defense is a formal presentation of the PhD candidates plan for completing their dissertation to their Thesis Advisory Committee. Meant to be completed by the end of the third year in the program, the Proposal Defense should be completed no later than the end of the fourth year, and definitely prior to entering the job market.

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. The D3A should be filed at the same time or shortly after the D3.

A Proposal Defense would typically include:

1) Presentation of the research question(s)
2) Motivation for the importance of the research question(s)
3) A thorough review of the relevant literature
4) A discussion of the expected contribution(s) to the academic literature of the proposed research
5) Written evidence of the student’s ability to implement the proposed research methodologies in the form of a paper or chapter that the Thesis Advisory Committee can review prior to the Proposal Defense.

Each specialization field may have its own specific requirements. The essential goal of the Proposal Defense for all fields is for the PhD candidates to describe research they will undertake to complete their dissertation and demonstrate the ability and depth of knowledge to do so.

**To encourage timely completion of the Proposal Defense and for PhD Candidates to receive early, critical feedback on their research agenda, Annual stipends will increase by $2,000 the quarter following a successful proposal defense.**

For the policy to apply, we require that the Proposal Defense Form (D-3A) be completed and filed with the LeBow PhD Office no later than the last day of classes of the current quarter in order for the stipend increase to apply the following quarter. Any delays in turning in the completed form will mean the stipend increase will not take effect for another quarter.

**Annual Review of Doctoral Candidates - D3B**

The purpose of the annual review is to provide the candidate a clear assessment of strengths and weaknesses, to identify opportunities for professional development, and to support timely and effective completion of the program.

**PhD Final Oral Defense Committee Appointment and Schedule - D4**

This form is used to schedule the final defense of the dissertation. It is to be filed with the Office of the PhD 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 PhD Program Coordinator, and must file a complete copy of the dissertation with his or her department.

The Committee must consist of at least 5 members, at least 3 of whom are currently tenured, tenure-track, or full-time, non-tenure-track, but research active Clinical Professors. At least 2 of the Committee
members must be from outside the student’s primary specialization area; at least 1 committee member must be from outside the student’s department, preferably the University.

**Report of PhD Final Oral Defense Committee- D5**
This form must be filed with the Office of the PhD Program in Business no more than 48 hours after the completion of the final oral examination. The Dissertation Chair – not the student – should file the form.
FIRST YEAR AND CANDIDACY EXAMS

FIRST YEAR EXAMINATION
After the completion of the first year of the LeBow PhD Program, students are evaluated on their competence in the first-year material and their readiness to continue in their specialization area. The evaluations are an important step in the Program in ensuring that PhD students have mastered core competencies in order to pursue the work required during the 2nd year and beyond.

The process for each specialization in Business and Economics differs by Department. Detailed information on the 1st year examination process for each cohort will be distributed by each Department in the Fall Quarter at the start of the Academic Year. Such information is subject to change, but PhD students will be notified of any significant changes no less than 8 weeks in advance of any exams or material due.

CANDIDACY EXAMINATION, SECOND YEAR PAPER AND RESEARCH MENTORS
Departments schedule their candidacy exams. Exam results must be submitted to the Director of the PhD 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. The results of the second year presentations need to be submitted, along with the results from the second year exam, for a student to officially become a PhD Candidate. Responsibility for administering the examination lies with the Specialization Coordinator and a departmental Candidacy Examining Committee.

All PhD 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 PhD 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, starting from the end of 1st year exams, 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. Effective September 1, 2008, full-time non-tenure track Research Faculty will also be eligible to serve on the Candidacy Examining Committee, including as the Committee Chair.

Form D-2 reports the results of the candidacy examination. These forms, D-2 and D-2a, must be signed by all members of the Candidacy Examining Committee, the coordinator of the specialization area, and the Director of the PhD program. These forms must be submitted to the Office of the LeBow PhD 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 by the end of August of the 2nd year in the program. Once the candidacy examinations are passed, the student is recognized as a PhD Candidate.
**DISCERNING THE DISSERTATION CHAIR**

It is a doctoral student's responsibility to arrange an association with a Tenure or Tenure Track faculty member with similar research and scholarly interests as their Supervising Professor, to work with them on their 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 PhD Candidates are expected to select a supervising professor within six months following the successful completion of the candidacy examination. 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 Committee must consist of at least 5 members, at least 3 of whom are currently tenured, tenure-track, or full-time, non-tenure-track, but research active Drexel faculty members, (Clinical Professors doing active research). 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 D-3 Form, (Dissertation Advisory Committee Appointment) with the LeBow College PhD 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 may 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 PhD 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 proposal defense is a formal presentation of the PhD candidates plan for completing their dissertation to their Thesis Advisory Committee. The proposal is meant to be completed by the end of the third year in the program and should be completed no later than the end of the fourth year and prior to entering the job market. 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 D3a should be filed at the same time or shortly after the D3.

A Proposal Defense would typically include:

1) Presentation of the research question(s)
2) Motivation for the importance of the research question(s)
3) A thorough review of the relevant literature
4) A discussion of the expected contribution(s) to the academic literature of the proposed research

5) Written evidence of the student’s ability to implement the proposed research methodologies in the form of a paper or chapter that the Thesis Advisory Committee can review prior to the Proposal Defense.

Each specialization field may have its own specific requirements. The essential goal of the Proposal Defense for all fields is for the PhD candidates to describe the research they will undertake to complete their dissertation and demonstrate the ability and depth of knowledge to do so.

The results of the proposal defense are reported by turning in the D-3A Form: Dissertation Proposal. 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 PhD Program by the supervising professor as soon as possible after the defense of the proposal.

Upon successful completion of the Proposal Defense, PhD candidates funded by the LeBow College of Business will receive a $2,000 annual increase in their TA/RA stipend paid in $500 quarterly additions. The increase will start in the quarter following the quarter in which the Proposal Defense is successfully passed. In order for the increase to take place the following quarter, all D3 and D3a forms must be submitted to the LeBow PhD office no later than the last day of classes of the current quarter — no exceptions. This increase in the annual stipend will end when the student’s regular TA/RA funding ends, typically in the Spring Quarter of the PhD candidates 4th or 5th year in the program.

**FINAL DISSERTATION DEFENSE (ORAL EXAM)**

The final defense of the dissertation should be scheduled with the LeBow PhD Program office at least four weeks prior to the final defense. Students should schedule the exam by submitting the Form D-4 (PhD Final Oral Defense Committee Appointment and Schedule). When scheduling the exam, students must send an electronic copy of the abstract to the LeBow PhD 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 D-5 (Report of PhD Final Oral Defense Committee). This form must be filed with the Office of the LeBow PhD 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-5 form until the committee approves the dissertation and, at that point, submit the D-5 to the Office of the LeBow PhD Program.
TEACHING AND PROGRAM COMPLETION REQUIREMENTS

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 PhD program is that students independently teach courses in the LeBow College of Business. Funded students are required to teach at least 3 courses as a part of the program. 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, PhD Specialization Coordinator, and the Director of the PhD Program.

TEACHING TRAINING AND MENTORING

In addition to being successful in their research, it is important that PhD 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 College provides a mandatory teacher training seminar in the spring term, for all second year students. The seminar, which is presented by the PhD Program and the Center for Teaching Excellence (CTE), focuses on elements of effective teaching including course syllabi contents, course rules and expectations, best practices in the class room, and effective presentation skills.

The University provides international students with the opportunity to join the International Teacher Training (ITA) program during the summer months prior to the start of the program. Students attending the ITA program are allowed to enter the country early in order to attend and provide them with an opportunity to get acclimated with the University culture, the local area, and instructs them on the duties and expectations of becoming a teaching assistant and eventual teacher within their program. It also provides them with the opportunity to take the SPEAK test at the end of the month long program.

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 ‘unrestricted’, or they will have to take the test again prior to teaching a course independently. This score should be achieved by the end of their first year of study. Additional information on the ITA program and the SPEAK test is available at: drexel.edu/clc/resources/ITA_program.

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 PhD program must complete their studies for their PhD within seven years after initial graduate registration. Those who enter the PhD program with a master's degree from Drexel are permitted five years after initial registration to complete the PhD 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 PhD 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 PhD director, to the Graduate College, 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 PhD 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 PhD 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 PhD Program.

LEAVE OF ABSENCE
Graduate students wishing to take a leave of absence from the University (for reasons of: 1) military service, 2) serious illness 3) parental leave or 4) another reason deemed adequate for interrupting graduate studies) should seek advice from their departmental graduate advisors and supervising professors (if any). Graduate students must submit a request in writing with the approval of their departmental Graduate Advisor and Supervising Professor (if there is one) to the Graduate College. The Associate Vice Provost for Graduate Studies will give the final approval. The leave cannot exceed one year. Leave of absence request forms may be obtained online.

Any financial obligations incurred are not waived by a leave of absence. Students who are receiving stipends will have these suspended during their leaves. Continuous registration requirements will not apply while the student is on approved leave.

Furthermore, a leave of absence does not extend the time limits allowed for completion of degree. Students on F-1 or J-1 visas must consult with the Office of International Student and Scholar Services before requesting a leave.

AT THE END OF A LEAVE OF ABSENCE
At least 30 days prior to the conclusion of a leave of absence, the student must submit a written request to the Supervising Professor (if there is one), the Department Specialization Coordinator, and the Director of the LeBow PhD Program stating his/her desire to renew the leave for another period or the intent to be reinstated. If renewal is requested, it must then be endorsed and submitted to the Associate Vice Provost for Graduate Studies for final approval.

If reinstatement is requested, the program will inform the Graduate College in writing whether it supports or does not support the student's return based on whether or not the student has met the program's conditions for reinstatement, if any. If reinstatement is requested, any financial liabilities and other conditions of reinstatement must be completed. The conditions of reinstatement are decided at the beginning of the leave of absence by the Graduate College or by the program in which the student is conducting his/her major work.

After approval, reinstatement will be effective on the first day of the following term, during which time the student must be registered. A student who neither applies for reinstatement nor requests renewal of the leave of absence after the expiration of the leave of absence will be dropped from the rolls and dismissed from the program.

Any PhD student contemplating a leave of absence
request prior to Candidacy must contact both the specialization coordinator and the LeBow PhD Program Director before submitting the request. The reason for this contact is to establish how the student will be able to return to the program and complete the necessary requirements for Candidacy in a timely manner. Approval of the leave of absence request requires a written agreement between the student, specialization coordinator, and Program Director on the conditions for a return to the program. Failure to obtain approval for the request can be viewed as a withdrawal from the PhD program.
**STUDENT FUNDING AND RESIDENCY REQUIREMENTS**

**FUNDING**

Students who are admitted to the LeBow College PhD 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 may also receive tuition remission in accordance with their plan of study and/or the terms of acceptance. 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 PhD 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 PhD Program Office by the end of 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 PhD 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 are funded through to the summer of their fifth year. Fifth-year funding is for the nine-month academic year only and ends in the June of the fifth year. If a student does not graduate by June of the fifth year they may be responsible for any additional tuition charges, student fees, and health insurance.

A tuition scholarship of between 1-9 credits might be granted to students under the following situations:

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

**NEW POLICY ABD STATUS**

Please note that students must be registered every term they working towards their dissertation regardless of whether or not they are still on campus. For candidates who have received a position, but not yet graduated, they can appeal for ABD status. This allows them to only have to register for 1 credit the term they graduate.
**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 PhD 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 presentations of research at two or more conferences for each PhD 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 PhD 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 online PhD Student Travel Expense Approval Form and received approval from their specialization coordinator and the Director of the PhD 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 PhD student is being reimbursed through their PhD funds, they do not need to submit any paperwork to the Department Administrator because all approval and payment must come from the PhD Program.
- Students must keep all original receipts and provide credit card statements, where appropriate, for all their expenses to get reimbursed for travel expenses. Expenses that appear to be excessive will not be reimbursed. Alcoholic beverages will not be reimbursed. Students must follow the business travel guidelines set forth by the University. Please visit the Comptroller website for more information: [drexel.edu/procurement/travel/overview/](http://drexel.edu/procurement/travel/overview/).

**Work Load and Overload Policy**

LeBow PhD 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 PhD students who have demonstrated academic excellence and have also demonstrated excellence or the potential for excellence as an instructor.

PhD 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 PhD
Program Director. Students will be paid $4,000 per course for overload teaching.

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

**Student Performance**

**Academic Status**
Continuation in graduate studies and continuation of funding (tuition remission and stipend) require “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 PhD 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 PhD Program.

**Student Performance Evaluations**
The LeBow College of Business conducts an annual evaluation of each PhD 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 PhD 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 PhD 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 PhD Program.

Meeting the standards for coursework as outlined above is just one aspect of “satisfactory progress” in the LeBow College PhD 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 PhD Program, for any of the following reasons:

- Failure to perform teaching assistant duties satisfactorily.
• Failure to perform research assistant duties satisfactorily.
• Failure to make satisfactory progress on dissertation research
• 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
Policies and Procedures: Academic

PhD 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: drexel.edu/provost/policies/academic_dishonesty.asp or drexel.edu/studentaffairs/community_standards/facultyStaff/integrity/

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 21) 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 upon 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 drexel.edu/~media/Files/drexelCentral/pdfs/LEAVE%20of%20absence.ashx or drexel.edu/~media/Files/drexelCentral/pdfs/withdrawal.ashx.

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 PhD Program. Please see “Student Performance” (page 21) for more details.

Readmission
Students who withdraw from the LeBow PhD 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 PhD students are allowed to transfer 15 credits (maximum) at the discretion of the Director of the PhD Program. However, it should be noted that
transfer credits are only accepted in exceptional circumstances.

**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 [drexel.edu/provost](http://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 DrexelConnect.

**Adding/Dropping Courses**
Course registration is done by the student on BannerWeb via the DrexelConnect web portal ([one.drexel.edu](http://one.drexel.edu)). Students have until the second week of the term to add/drop a course. However, extenuating circumstances sometimes make manual registration necessary.

Email or submit the Drop/Add form to the Program Coordinator 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: [drexel.com/uploadedFiles/prospective-students/general-forms/Add-Drop-Withdraw.pdf](http://drexel.com/uploadedFiles/prospective-students/general-forms/Add-Drop-Withdraw.pdf)

**Steps in the Registration Process**
All students must establish a Drexel email account at [drexel.edu/computeraccounts](http://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 Drexel Central’s website, [drexel.edu/drexelcentral](http://drexel.edu/drexelcentral), under the “Current Students” tab.

1. Go to the DrexelConnect web portal: [one.drexel.edu](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 DrexelConnect 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 DrexelConnect 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.

Policies and Procedures: Administrative

PhD students should also be aware of a variety of expected administrative policies and procedures. When in doubt, be guided by your Department Manager or by asking the PhD Program Coordinator and/or Director of the program.

Office Usage
Each student is assigned to an office space and a computer. These assignments should be considered a privilege of the student. The office space and computer are provided for conducting research and doing coursework. All PhD students should be considerate at all times of others sharing the same space. As such there are several rules of conduct to which each student is expected to adhere. These are a baseline and should not be the only considerations students give to one another within their shared office space.

1. NO OFFICE HOURS
2. CLEAN UP AFTER YOURSELF
3. NO CELL PHONE CONVERSATIONS
4. LIMIT OUTSIDE VISITORS

Copying and Printing Usage
Copying and printing are expected activities within the PhD Program, however be forewarned it is a privilege not to be taken lightly or for granted. With the current setup printing and copying is tracked for misuse by the LeBow Tech Department and a student’s individual printing rights can be revoked if considered excessive.

1. NO PERSONAL PRINTING – although printing for personal research and for RA/TA assigned duties is fine.
2. DO NOT PRINT BOOKS OR MANUALS. As with other students, on campus you are expected to purchase, not print, your books from official sources. It is both against copyright law and against the policy of the College and University.
3. BE MINDFUL OF OTHERS USING THE PRINTERS AND COPIERS. Many faculty, adjuncts, other PhD Students and Departmental staff use the printer. If you know you have a large job to print or copy, try doing it during the quieter hours of the morning or later in the evening. If you must print a large job at any time you must be there through the entire process. If there is
an error or printer jam it is your responsibility to fix it in a timely manner.

4. **COLOR PRINTING MUST BE APPROVED.** Check with your Departmental Manager to determine their policies on color printing and how you should go about requesting a color print job done.

**Tips on saving paper**

Paper and toner are some of our largest costs with regards to printing. Since most printing is either a rough draft or for research based reading, the following tips will go a long way in being mindful of these resources.

1. **Duplex Printing:** Simply choose double-sided or duplex printing from the printer’s options menu.

2. **Condense slides:** If you are printing slides either for yourself or for a TA assignment, see if you can print several slides per page. That option is usually found in the application itself under “Print” then “settings”. The default is Full Page Slides, but there are various configurations you can choose to include more than one slide on a page; you even have the option to print multiple slides with room for comments using this method.
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 DrexelConnect.
2. Review the university’s requirements (available through Graduate Studies Office) and ensure you are in full compliance.
3. Submit your Form D-4 to the Graduate Studies Office one month prior to your thesis defense date.
5. Take the D-5 form with you to your final defense. Your committee members will need to sign these forms.
6. After your final defense, have your department send the Form D-5 to the Graduate Studies Office at 3141 Chestnut Street, Randell Hall 240 and email a copy to the LeBow Program Coordinator.
7. Your supervising professor should submit your final dissertation or research grade(s) to finalize your transcript.
8. Fill out the Completion Form and have it signed by the appropriate people.
9. 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.*
10. Submit your signed Completion Form to the Graduate Studies Office (3141 Chestnut Street, Randell 240) for final degree clearance.
11. Complete the Survey of Earned Doctorates and Drexel’s PhD 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:

- Printout of the email confirming that you have submitted your dissertation to ProQuest.
- One print copy on 100% cotton paper for the Library
- One print copy on your choice of paper for your department, if required
- Optional personal copy or copies on your choice of paper
• Payment of $20 per bound copy
• Graduate College Completion Form with required signatures
• Completed Thesis Approval Form (T1) with required signatures

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 need to delay the release of your dissertation in the database and iDEA because you plan to patent, publish or go to business with your research you will need your advisor’s permission. Have your advisor send an email approving a one-year delay to archives@drexel.edu.

Questions? Contact Hagerty Library’s Thesis Contact: Diane Kinney at diane.kinney@drexel.edu (215-762-8974)

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 DrexelCentral website drexel.edu/drexelcentral/ or drexel.edu/commencement/main/general-info/.

Graduating PhD 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.***

LEBOW TECH
Gerri. C. LeBow Hall 895-2113
SUPPORT@LEBOW.DREXEL.EDU

GRADUATE COLLEGE
Randell Hall 240
Dr. James Herbert, Dean of the Graduate College
graduatecollege@drexel.edu

Natalie Marciano, Director
895-2498, GraduateStudiesOffice@drexel.edu

Taz 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)
drexel.edu/studentaffairs/support_health_services/ccucmc/

Drexel Student Health Center 220-4700
University City Science Center
3401 Market Street, Suite 105B
Entrance on 34th Street across from DAC
drexel.edu/studentaffairs/support_health_services/student_health_center/

HEALTH INSURANCE AND IMMUNIZATIONS
Office of Counseling and Health 895-2507
201 Creese Center
drexel.edu/studentaffairs/support_health_services/health_insurance_immunizations/

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
drexel.edu/oed/disabilityResources/Overview/

DREXEL UNIVERSITY BOOKSTORE
Dragon Shops at MacAlister Hall 895-2860

DREXEL COPY AND PRINT SHOP
MacAlister Hall, 895-2898

HAGERTY LIBRARY
33rd & Market Sts. 895-2750
library.drexel.edu/

HOUSING
Off Campus
Creese Student Center, Lower Level,
Room 32D 895-2168
eck35@drexel.edu
On Campus Residential Living
drexel.edu/dbs/universityHousing/graduateHousing/

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 Streets
drexel.edu/dbs/parkingServices/Overview/
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: philapark.org

SECURITY ESCORT SERVICE
Public Safety Department
3201 Arch Street, Suite 350 895-2822
drexel.edu/publicsafety/security/walkingescorts/

CAMPUS BUS SERVICES
drexel.edu/facilities/transportation/busServiceSchedules/

SNOW / EMERGENCY INFORMATION
If 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

DREXEL CENTRAL
The current Academic Calendar, registration information, and course descriptions are located on Drexel Central’s website. Information can also be found on Transcripts, enrollment verifications, and updating student contact information in Banner.
Main Building, Room 222 895-2300
mail@drexel.edu
drexel.edu/drexelcentral/

ISSS, OPT AND I-20S
Office of International Students and Scholars (ISSS)
210 Creese Student Center 895-2502
intlprog@drexel.edu | drexel.edu/issss/
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, drexel.edu/studentaffairs/get_involved/international_students_scholars/, 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 VISAS

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. Any PhD Student requesting a Vacation Quarter in the first two years of their program must contact their Program Coordinator and Program Director well in advance of the Quarter. Stipends for the summer can be suspended depending on the length of time the student plans on taking for vacation or if the student is requesting the quarter off.

HEALTH INSURANCE

International students should work with the Student Affairs Office 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, rita.magaziner@drexel.edu

Health Insurance

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 drexel.edu/IRT for support and information.

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

   Accounting
   Dr. Hubert Glover, Department Head
   895-4981
   Dr. Anthony Curatola, PhD Coordinator
   895-1453

   Economics
   Dr. Vibhas Madan, Director
   895-6156
   Dr. Marco Airuado, PhD Coordinator
   895-6982

   Finance
   Dr. Michael Gombola, Department Head
   895-1741
   Dr. Naveen Daniel, PhD Coordinator
   895-5858

   Management & Decision Sciences
   Dr. Murugan Anandarajan, Department Head
   895-2143

   Strategy
   Dr. Daniel Tzabbar, PhD Coordinator
   895-3825

   Organizational Business
   Dr. Jeffrey Greenhaus, PhD Coordinator
   895-2139

   Decision Sciences
   Dr. David Gefen, PhD Coordinator
   895-2148

   Marketing
   Dr. Trina Gefen, Department Head
   895-2145
   Dr. Hyokjin Kwak, PhD Coordinator
   895-6006

REGISTRATION

3. How do I register for class?
   For registration directions, please see page 23.

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 PhD Program staff drexel.edu/drexelcentral/forms/Add_Drop_Withdraw_UCMAIN.pdf. Upon verification that the student is eligible for the requested course, the PhD Program Coordinator 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 PhD Program staff, no later than the finals week in the term prior, to request an exemption. Upon verification that the student is eligible for an exemption, PhD Program staff 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 Drexel Central website (drexel.edu/drexelcentral/). 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 PhD courses are held at 3600 Market St. and the Academic and Pearlstein Buildings and some will be held in the Gerri C. LeBow Hall beginning Fall 2013.

   To find the contact information for a professor, go to the LeBow’s faculty and staff website (lebow.drexel.edu/people). 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 Drexel Central ([drexel.edu/drexelcentral/](drexel.edu/drexelcentral/)) 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 PhD student is funded, tuition remission is handled internally by their respective department. Please see page 19 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 PhD Program staff and your department. The hold could be a billing mistake or due to Health Insurance.

**SATISFYING DEGREE REQUIREMENTS**

10. **What is the timeframe in which I need to complete my degree and how does this affect my funding?**
    University policy provides that students who enter the PhD program must complete their studies for their PhD within seven years after initial graduate registration. Those who enter the PhD program with a master's degree from Drexel are permitted five years after initial registration to complete the PhD degree.
    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 PhD Coordinator.

12. **What actions do I need to take in order to graduate?**
    Please see page 25 for a detailed listing of graduation requirements.

**STUDENT STATUS**

13. **What does it mean to be in compliance?**
    PhD 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 [drexel.edu/isson](drexel.edu/isson) 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 Drexel Central are official and contain the school's seal on each page of the document. For details on requesting transcripts visit [drexel.edu/drexelcentral/transcripts/grades/](drexel.edu/drexelcentral/transcripts/grades/) and use the sidebar menu to make the appropriate choice.