



# LeBow College of Business PhD Program Student Handbook

2019-20



DREXEL UNIVERSITY

**LeBow**

College of Business

*Ph.D. Program*

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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](http://drexel.edu/provost/policies/default.asp)), or the [Graduate College website](#).

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.

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## MESSAGE FROM THE DIRECTOR

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Dear PhD Students and Candidates,

Welcome to Drexel University's LeBow College of Business.

The LeBow College of Business PhD Programs 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 feature is one of the main 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 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 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

## PROGRAM STRUCTURE – PHD IN BUSINESS

All PhD Students are required to complete 45 credits of coursework during their first two years and prior to taking their candidacy exam. 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

<b>FIRST YEAR CORE*</b>		
<b>Fall quarter</b>	<b>Winter quarter</b>	<b>Spring quarter</b>
Stat 931 Stats for Economics	Econ 910 Advanced Micro I	Econ 911 Advanced Micro II
Econ 902 Mathematical Economics	Econ 940 Econometrics I*	One of Econ 942, FIN 928, or OPR 922.

\* *Operations and Analytics students may substitute Stat 924 for Econometrics I.*

### Behavioral Stream

<b>FIRST YEAR CORE</b>		
<b>Fall quarter</b>	<b>Winter quarter</b>	<b>Spring quarter</b>
STAT 932 Stat for Behavioral Science	STAT 924 Multivariate I	STAT 925 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.

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. Operations and Analytics
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 a maximum of 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 is documented in the D-1 Form, recorded in the LeBow PhD Program Office, and is sent to the Graduate College for final approval.

An initial draft of the Plan of Study will be completed at the incoming LeBow PhD Student Orientation held prior to the start of classes. All students should discuss this draft with their faculty specialization coordinator, make any necessary changes, and submit the signed form to the LeBow PhD Program Office preferably early in the Fall Quarter. At the latest, the D-1 Form must 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 significant changes are

necessary, the D-1 Form should be re-filed immediately with the PhD program, who will forward the form onto the Graduate College.

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## PROGRAM STRUCTURE – PHD IN ECONOMICS

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All PhD Students are required to complete 45 credits of course work during their first two years and prior to taking their candidacy exam.

The PhD in Economics offers three fields of specialization:

1. Industrial Organization
2. International Economics
3. 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:

<p><b>Fall quarter</b></p> <ul style="list-style-type: none"> <li>• Econ 980 Game Theory</li> <li>• Stat 931 Stats for Econ</li> <li>• Econ 902 Mathematical Economics</li> </ul>
<p><b>Winter quarter</b></p> <ul style="list-style-type: none"> <li>• Econ 910 Advanced Micro I</li> <li>• Econ 920 Advanced Macro I</li> <li>• Econ 940 Econometrics I</li> </ul>
<p><b>Spring quarter</b></p> <ul style="list-style-type: none"> <li>• Econ 911 Advanced Micro II</li> <li>• Econ 921 Advanced Macro II</li> <li>• Econ 942 Applied Microeconometrics</li> </ul>

In the second year of study, the PhD in Economics offers three fields of specialization: Industrial Organization, International Trade and Macroeconomics. 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.

<b>SECOND YEAR</b>			
<b>Field of specialization</b>	<b>Fall quarter</b>	<b>Winter quarter</b>	<b>Spring quarter</b>
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)
Macroeconomics (Macro)	Econ 925 (Macro Dynamics)	Econ 962 (Open Economy Macro)	Econ 979 (Macro Seminar)

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. Up to a maximum of 3 of the electives may be independent studies or dissertation research courses.

### 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 with 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.

An initial draft of the Plan of Study will be completed at the LeBow PhD student orientation held prior to the start of the Fall quarter. Students should discuss this draft with their faculty specialization coordinator, make any necessary changes, and submit the signed form to the LeBow PhD Program Office, preferably by the end of September. *At the latest*, the D-1 Form must 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 significant changes are necessary, the D-1 Form should be re-filed immediately with the PhD program who will forward that onto the Graduate College.

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## DISSERTATION CREDITS AND RESEARCH

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Students must complete the first two years of coursework (a minimum of 45 credits) and successfully complete the candidacy exam to move onto using formal dissertation credits. After completing the candidacy exam, students will be known as Candidates and must register for 9 credits of dissertation research per quarter (Fall, Winter, Spring) as this is what is required to maintain full-time status. The university sets minimum requirements for students to graduate with a PhD based on degree level achieved prior to the start of the program: Bachelors or Masters.

- Students who enter the PhD program with a bachelor's degree will need 45 dissertation research credits after candidacy to reach the minimum requirement of 90 credits.
- Students who enter the PhD program with a master's degree need to complete at least 15 dissertation research credits after candidacy to reach the minimum number of total credits of 60.

### SUMMER DISSERTATION CREDITS POLICY

Unless taking a Leave of Absence or a Summer Vacation Quarter, or are in the summer of their 5<sup>th</sup> year, all students are required to register for 9 credits in the summer months to retain their fulltime status. Students must communicate and receive approval well

in advance, at least 8 weeks, with their Specialization Coordinator, the Director of the PhD Program and the Program's administrative contact if they are planning a Leave or Vacation in the summer months. Also, International students should be aware of the current Leave of Absence Policies and how they pertain to their situation. Information on the Leave of Absence Policies can be found in this Handbook and on the University's ISSS and Graduate College websites. For summer registration information, please consult the handbook's Registration and Scheduling section.

### 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 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 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. Any courses taking during PhD Candidacy must be approved by either the student's dissertation committee chair or faculty PhD coordinator and the LeBow PhD Program must be notified prior to enrolling in the course. 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.

#### **TAKING COURSES OUTSIDE DREXEL UNIVERSITY**

Occasionally, a LeBow PhD student may wish to take a graduate level course outside of Drexel at another institution (e.g. University of Pennsylvania or Temple University). Any such requests must be approved by the department specialization coordinator and the Lebow PhD program director. Such requests should be made no less than 15 weeks prior to the start of such classes and must follow the instructions and rules set by both the department, the Lebow PhD program and Drexel University. Note that LeBow will provide no funding for fees or tuition for courses at any other institution. Typically, courses at other institutions will be handled through special independent studies with the student's LeBow faculty, but such arrangements will be handled on a case-by-case basis. No LeBow PhD student on any form of probation or academic warning will be permitted to take courses outside of Drexel University.

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## **D-FORMS**

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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/](http://drexel.edu/graduatecollege/forms-policies/forms/)

#### **PhD Plan of Study and Supervising Professor – D1**

A Plan of Study incorporates all courses and research credits. An initial draft of each student's plan of study will be completed the LeBow PhD student orientation before the start of the Fall Quarter. Students should discuss this draft with their faculty specialization coordinator, make any necessary changes, and submit the signed form to the LeBow PhD Program Office, preferably by the end of September. *At the latest*, the

D1 form is due by the end of the third quarter. 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.

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. Note that the faculty specialization coordinator serves as the default supervising professor until one is formally appointed. 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.

### **Doctoral Candidacy Examination Report – D2, D2A**

The D2 and D2A forms should be submitted at least one week prior to the start of the Fall Quarter of the PhD student's 3<sup>rd</sup> year in the Program. The D2 and D2A forms must be submitted to the LeBow PhD Program office by the Supervising Professor or Committee Chair – not the student – within 48 hours of the examination. The office will, in turn, forward it to the Graduate College.

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 and the D2A forms provide individual feedback by the faculty committee.

### **Dissertation Advisory Committee Appointment- D3**

The D3 must be filed within **6 months** of successful completion of the Candidacy Exam, typically by the end of the Winter Quarter of the 3<sup>rd</sup> year. 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.** This form specifies the required composition of the Thesis Advisory Committee and is the vehicle for the formation of the 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 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. Note that individual departments may set additional restrictions on committee formation. All advisory committees must be approved by the student's PhD specialization coordinator.

### **Dissertation Proposal- D3A**

The Dissertation Proposal Defense and filing of the D3A should occur by the end of the 3<sup>rd</sup> year in the PhD Program. Students are responsible for coordinating and scheduling their proposal defenses. Students should file the needed information with the PhD Program office at least 4 weeks in advance of any proposal defense.

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 candidate's plan for completing their dissertation to their Thesis Advisory Committee. The Proposal Defense must be completed 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.

A Proposal Defense would typically include:

- Presentation of the research question(s)
- Motivation for the importance of the research question(s)
- A thorough review of the relevant literature
- A discussion of the expected contribution(s) to the academic literature of the proposed research
- 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**

The D4 form must be filed with the LeBow PhD Program Office at least 4 weeks prior to the Final Dissertation Defense. This form is used to schedule the final defense of the dissertation. 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. Note that individual departments may set additional restrictions on committee formation.

#### **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.

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## **FIRST YEAR AND CANDIDACY EXAMS**

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### **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 1<sup>st</sup> year examination process for each cohort will be distributed by each Department during the 1<sup>st</sup> year of the program. Such information is subject to change, but PhD students will be notified of any significant changes no less than 4 weeks in advance of any exams or material due.

#### **CANDIDACY EXAMINATION, SECOND YEAR PAPER AND RESEARCH MENTORS**

At the end of the summer quarter of the 1<sup>st</sup> 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, as a part of the requirement for achieving candidacy by the end of the second year. All PhD students are required to write and present a second-year paper which will be a significant portion of their candidacy exam. These papers should be presented by the end of the Summer Quarter.

The paper is not associated with any course. Students should have approximately 10-12

months, starting from the end of 1<sup>st</sup> year exams, to work on the second-year paper. Beyond the second-year paper requirement, departments will schedule their candidacy exams. Any written exam questions based on courses should be coordinated with the first-year exam.

The results of the second-year presentations, along with the results from the second-year exam, need to be submitted to the PhD Director and PhD program administration by the end of the summer of the second year 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.

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. Note that individual departments may set additional restrictions on committee formation.

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 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.

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## **DISSERTATION**

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## SELECTING THE DISSERTATION CHAIR & COMMITTEE

By the end of the Winter Quarter of the 3<sup>rd</sup> year, PhD Candidates must identify their Dissertation Chair(s), Dissertation Committee and submit the D-3 Form (see above). It is a doctoral student's responsibility to arrange an association with a Tenured or Tenure Track faculty member with similar research and scholarly interests to work with them on their dissertation. The appointment of a Dissertation Chair is vital to a student's success. Therefore, the appointment of this individual should be made after much consideration and forethought.

The Dissertation 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. Note that individual departments may set additional restrictions on committee formation.

\* 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 candidate's 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:

- Presentation of the research question(s)
- Motivation for the importance of the research question(s)
- A thorough review of the relevant literature
- A discussion of the expected contribution(s) to the academic literature of the proposed research
- 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. 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.

## **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.

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## TEACHING AND PROGRAM COMPLETION REQUIREMENTS

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### TEACHING REQUIREMENTS

In addition to being successful in their research, it is important that PhD students are also successful in the classroom as instructors. 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. Students are required to teach at least 4 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

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 focuses on elements of effective teaching including course syllabi contents, course rules and expectations, best practices in the classroom, 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 required 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/elc/resources/ITA\\_program](http://drexel.edu/elc/resources/ITA_program).

### TIME REQUIREMENTS FOR PROGRAM COMPLETION

University policy provides that students who enter the PhD program must complete their studies for their PhD within seven years after initial graduate registration. 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.

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 student's supervising professor, the specialization coordinator and the LeBow PhD director.

#### **FULL-TIME/PART-TIME STATUS**

All LeBow College PhD students must maintain full-time status throughout their program of study. Exceptions must be approved by the student's specialization coordinator and the Director of the LeBow College PhD Program. Graduate students have full time status if they register for nine credits in any quarter.

#### **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 specialization coordinators and supervising professors (if any). Graduate students must submit a request in writing with the approval of their faculty Specialization Coordinator 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, and readmission requirements may apply. 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, nor does it extend the originally agreed upon financial or tuition support as offered in letters of admission. See

funding policy. 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.

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## STUDENT FUNDING AND RESIDENCY REQUIREMENTS

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### FUNDING

Doctoral students who are making satisfactory progress toward the degree can typically expect receive their assistantship through the Spring Quarter of their 5<sup>th</sup> year. Funded PhD students receive a stipend and/or tuition remission in accordance with their terms of acceptance. Assistantships are paid out over 12 months during the 1<sup>st</sup> through 4<sup>th</sup> years and will be paid 9 months during their 5<sup>th</sup> year.

Should a PhD student take a leave (see leave policy) they will not receive stipend payments for that quarter. Furthermore, stipend payments will not be extended beyond the Spring Quarter of the 5<sup>th</sup> year due to a leave of any kind.

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. PhD students must get permission from their PhD coordinator before applying to any other position; paid or unpaid, which is external to the department.

Funded PhD students perform a combination of teaching and research duties as assigned by their department, over the course of their program of study. Responsibilities require up to 20 hours per week. 1<sup>st</sup> and 2<sup>nd</sup> year PhD students work with a faculty member as a research and/or teaching assistant but will not teach independently until passing their candidacy exam.

### WORK LOAD AND OVERLOAD POLICY

PhD students 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 student 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. Note that recitation sections do not count as an independently taught course.

Occasionally, LeBow PhD students may have the opportunity to teach classes on an overload basis for extra compensation. Overload pertaining to any work done over and above the 20-hour requirement for the assistantship. 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. Overload teaching will only become available after a PhD student has met their **minimum four course** independent teaching requirement.

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.

#### **FUNDING AND RESIDENCY REQUIREMENTS**

Funded students must be in residence for all terms that they are funded. PhD students may request a short vacation which must be approved. Approvals for vacations or any exceptions to the residency requirements must come from the student's faculty mentor, Specialization Coordinator, Department Head, and by the Director of the LeBow College PhD Program.

#### **VACATION POLICY**

PhD Students may request a short vacation. All requests should be made well in advance of any planned vacations, at a minimum at least 4 weeks. All PhD students should seek approval from their faculty specialization coordinator, department head, supervising professor, and PhD Program Director. Note that funded students are fully expected to continue with their RA/TA duties and students must plan, with their departments, to ensure all duties are covered and completed in a timely manner. As per the Graduate College Vacation policy, graduate students are entitled to up to 10 vacation days per year *with the approvals* noted above. Note that the 10 days includes time taken during the academic breaks between quarters.

#### **POST-FIFTH YEAR RESPONSIBILITIES**

PhD students will be responsible for any additional tuition charges, student fees, and health insurance after the Spring Quarter of their 5<sup>th</sup> year. A partial tuition scholarship may be granted to continuing PhD students.

#### **ABD STATUS**

Please note that students must be registered every quarter they are working towards their dissertation regardless of whether they are still on campus. For candidates who have received a position, but not yet

graduated/defended, they can apply for ABD status. Please see the Provost's website for more information.

#### **TRAVEL AND RESEARCH FUNDING**

To help support student research and participation in academic conferences, the PhD Program Office will invest up to \$2,500 in each student. The purpose of these funds is to support research needs and presentations of research at two or more conferences for each PhD student over the course of their program. Unfunded students are not eligible to receive travel or research funding from the LeBow PhD Program but are certainly encouraged to apply to other sources of funding from agencies within the university (Graduate College for example).

The following are requirements for requesting funding:

- Students must be in at least their 2nd year of the LeBow PhD Program with satisfactory academic standing.
- Conference funding is only available when a student is presenting a paper they have authored or co-authored or attending a job market conference.
- Conferences must be in North America. (PhD students who want to attend international conferences should talk to their department for support and review the assistance available from the [Office of International Programs](#).)
- Non-conference funding for other research-related expenses will be reviewed case-by-case basis.
- Unfunded students, including students in the summer quarter of their fifth year, are not eligible for travel or research funding.

The following expenses will not be covered by research and travel funds:

- Conferences at which the PhD student is not presenting their own work.
- Submission fees to journals.
- Submission fees to conferences unless the student's research is accepted and the student attends and presents.

To obtain funding students must follow the procedures outlined below:

- Students must get their PhD Coordinator or Department Head to approve the conference where they will present. It must be a national or major conference in their specialization.
- Prior to travel, students must complete the on-line [PhD Student Travel Expense Approval Form](#) and receive approval from their specialization coordinator and the Director of the PhD Program.
- Once approved students can arrange to use the program credit card to cover any pre-payable expenses with the help of the program manager. Otherwise:
  - Students are responsible for keeping track of their travel funds so they are aware of how much support they

will be eligible for; the maximum reimbursement is \$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 Manager because all approval and payment must come from the PhD Program.
- PhD Program funds will not be reimbursed if pre-paid by the Department without prior approval from the PhD Program Office.
- 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/).

For some types of expenses, the PhD Program Office can use its purchasing credit card to assist in paying on behalf of students. Please see the PhD Program Manager for more information.

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## STUDENT PERFORMANCE

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### 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. Additionally, students on Academic Probation may not be given INC (incomplete grades) for any courses.

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 to graduate.

In addition, any student who receives two or more course grades of C+ or below, or any single grade below a C, will be subject to dismissal from the program at the discretion of the Director of the LeBow College PhD Program. *Any PhD student on Academic Probation at the end of the Spring Quarter of their 1<sup>st</sup> year or at the end of the Spring Quarter of their 2<sup>nd</sup> year in the program is also subject to dismissal at the discretion of the PhD Director.*

#### **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, to enable the College to monitor the progress of students, and to take appropriate action when necessary.

PhD coordinators conduct evaluations for their respective specializations. 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.

Students that receive an unsatisfactory overall progress evaluation in their annual review may be

dismissed from the program at the discretion of the PhD Program Director including 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 code of conduct.

Alternatively, PhD students may be placed on probation. Students on probation will be evaluated every quarter 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 LeBow PhD Program Director.

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## POLICIES AND PROCEDURES: ACADEMIC

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PhD Students are expected to follow the College and University guidelines as per the Graduate Student policies as listed on the [Graduate College](#) and [Provost websites](#). It is the responsibility of the PhD students to be aware of and adhere to these policies. Below you will find a brief listing of key University policies and additional academic policies of the LeBow PhD Program that all PhD students are expected to understand. Any questions or concerns about these policies can be directed to the Graduate College or the LeBow PhD Program.

### 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.

The primary goal of the LeBow PhD Program is to train high quality independent researchers. As such, integrity is essential for the production and dissemination of new knowledge. Thus, academic dishonesty of any kind will not be tolerated. The faculty will not work with students who reveal themselves to lack the integrity necessary for this career path. Should a PhD student be found in violation of the Academic Integrity policy, while all aspects of the case will be considered, students should note that the most likely outcome will be dismissal from the program.

More information can be found online at: [drexel.edu/provost/policies/academic\\_dishonesty.asp](http://drexel.edu/provost/policies/academic_dishonesty.asp)

or

[drexel.edu/studentaffairs/community\\_standards/facultyStaff/integrity/](http://drexel.edu/studentaffairs/community_standards/facultyStaff/integrity/)

### ACADEMIC STATUS AND GRADING

Only courses awarded grades of “C” or better are eligible to satisfy graduation requirements which includes moving to candidacy status. Any student receiving any single grade below “C”, including “C-minus,” or any two grades of C+ or lower, will be subject to dismissal from the program at the discretion of the LeBow PhD Director. Departments may have their own standards and grading requirements beyond those used by the university. At a minimum, you must maintain a minimum 3.0 (“B” average) cumulative grade point average (GPA) to remain in good academic standing. Please see “Student Performance” 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. Please note that any PhD Student on Academic Probation may not be given an INC grade.

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 work with the program’s administrative advisor/program manager to have it entered via the Advisor portal.

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” for more details.

**Readmission**

Students who withdraw from the LeBow PhD Program within the 7 years allotted for 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. All transfer requests must be made at the time of application. However, it should be noted that transfer credits are only accepted in exceptional circumstances.

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## REGISTRATION AND SCHEDULING

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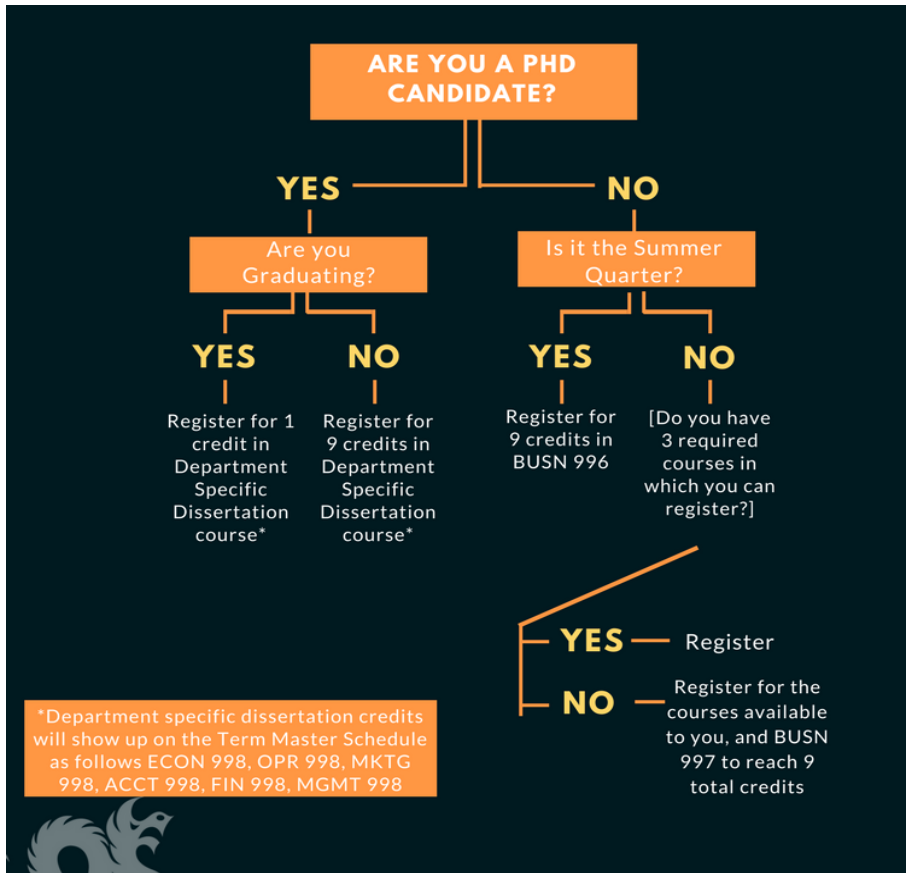
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Registration for classes and scheduling are the responsibility of the PhD Student. Each PhD Student should consult with their specialization coordinator at least 4-5 weeks prior to the start of the term regarding the courses they need to take.

During the summer quarters following the 1st and 2nd years in the program, PhD Students must register for 9

**Registration and Scheduling**

**PhD Students:** All PhD students must be registered for 9 credits (full-time) load of courses or dissertation credits with very few exceptions. To reach candidacy, during the first two years of the program, each PhD student must complete 45 credits of coursework which is 15 courses. If a PhD student does not have 9 credits of courses in a single quarter, they must also register for BUSN 997: Pre-Candidacy Doctoral Research. PhD Students must register for enough credits (and no more than necessary) in BUSN 997 to bring their total credits to exactly 9 for the quarter. During the first 2 years of the PhD Program, PhD students may have up to 3 of these exceptions or a total of 9 credits of BUSN 997.



credits in BUSN 996: Summer Pre-candidacy Doctoral Research.

### **PhD Candidates**

PhD Candidates must also be registered for 9 credits in every quarter (including the summer) they are in the program, unless they take a leave of absence. PhD Candidates will register for the appropriate Dissertation course associated with their field: ACCT 998, ECON 998, FIN 998, MGMT 998, MKTG 998, or OPR 998.

### **Graduating PhD Candidates**

For the quarter in which PhD Candidate intends to defend their dissertation and graduate, they must inform the PhD Program office in writing prior to the start of the quarter. Then, they should register for one credit only of their field specific dissertation course.

### **ABD Policy**

This applies to a PhD Candidate who has completed their Proposal defense but has taken a full-time position at another academic institution prior to completing their final defense. [Relevant documentation](#).

### **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. PhD students are solely responsible for regularly checking, reading, and responding to these announcements in a timely manner.

### **Adding/Dropping Courses**

Students have until the Friday of the first week of the term to add/drop a course.

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

Withdrawal from any PhD course in the plan of study by a PhD student is highly unusual and rarely approved. If a PhD student wishes to withdraw from a course, they must get permission from their specialization coordinator first. Students must also obtain permission from the PhD Program Director to ensure they are on path to reach candidacy and, in case of international standing, maintain their Visa status. Withdrawing from a course will jeopardize a student's progress towards candidacy and standing in the program. Dropping courses starting from the third week of the term results in students receiving a “W” (withdraw) on their transcripts. Any tuition costs incurred associated with a Withdrawal may be charged directly to the PhD student. No PhD Student may have more than three Ws on their transcript.

### **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 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.

### **Taking courses outside Drexel University**

Occasionally, a LeBow PhD student may wish to take a graduate level course outside of Drexel at another institution (e.g. University of Pennsylvania or Temple University). Any such requests must be

approved by the department Specialization Coordinator and the LeBow PhD Program Director. Such requests should be made no less than 15 weeks prior to the start of such classes and must follow the instructions and rules set by both the department, the LeBow PhD program and Drexel University. Please note that LeBow will provide no funding for fees or tuition for courses at any other institution. Typically, courses at other institutions will be handled through special, lawful agreements and run in a variety of ways, one of which is via the independent study with the student's LeBow faculty, but such arrangements

will be handled on a case-by-case basis. ***Students on probation or academic warning will not be permitted to take courses outside of Drexel University. Students who violate this process will be required to pay for the course and could be subject to additional disciplinary action.***

*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.*

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## **POLICIES AND PROCEDURES: ADMINISTRATIVE**

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***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 Manager 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.



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## GRADUATION PROCEDURES AND COMMENCEMENT

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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.. 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 the Graduate College) 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.
4. Review the [Dissertation Checklist](#) and start formatting your thesis.

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 attention of the Program Manager within 24-48 hours.
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. [Dissertation Submission](#). Submission instructions can be found on the Library website. Make sure you are clear on all the submission requirements *before* you get to the submission stage.
10. Submit your signed Completion Form to the Graduate Studies Office (3141 Chestnut Street, Main Building, Suite 301) 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.

### 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 and can take up to 8 weeks to arrive. So, ensure you have submitted an address where you expect to be at that time, or better yet, find a permanent address of a family member or friend whom you can rely on to get it to you. 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 Drexel Central website [drexel.edu/drexelcentral/](http://drexel.edu/drexelcentral/) or [drexel.edu/commencement/main/general-info/](http://drexel.edu/commencement/main/general-info/).

Graduating PhD students will receive their hood during the Hooding Ceremony which takes place during the college commencement ceremony. Students can rent or purchase their regalia through the University bookstore, or online once they have signed up for graduation.

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## DREXEL GRADUATE RESOURCES

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

### LEBOW TECH

Gerri. C. LeBow Hall 895-2113  
[SUPPORT@LEBOW.DREXEL.EDU](mailto:SUPPORT@LEBOW.DREXEL.EDU)

3401 Market Street, Suite 105B  
Entrance on 34th Street across from DAC  
[drexel.edu/studentaffairs/support\\_health\\_services/student\\_health\\_center/](http://drexel.edu/studentaffairs/support_health_services/student_health_center/)

### GRADUATE COLLEGE

Main Building, Suite 301  
Dr. Elizabeth Van Bockstaele, Dean,  
Graduate School of Biomedical Sciences and  
Professional Studies  
[graduatecollege@drexel.edu](mailto:graduatecollege@drexel.edu)

**HEALTH INSURANCE AND IMMUNIZATIONS**  
Office of Counseling and Health 895-2507  
201 Creese Center  
[drexel.edu/studentaffairs/support\\_health\\_services/health\\_insurance\\_immunizations/](http://drexel.edu/studentaffairs/support_health_services/health_insurance_immunizations/)

Natalie Marciano, Assistant Dean  
895-2498, [graduatecollege@drexel.edu](mailto:graduatecollege@drexel.edu)

Taz Kwok, Associate Director  
895-0366, [graduatecollege@drexel.edu](mailto:graduatecollege@drexel.edu)

**CREESE STUDENT UNION COMPLEX**  
Main Desk and Information 895-2515  
Dragon Card Office 895-6095  
1st Floor of Creese Student Center

### COUNSELING, HEALTH AND WELLNESS

Drexel Counseling Center 895-1415  
201 Creese Student Center  
3210 Chestnut St.  
Philadelphia PA 19104  
Tel: 215.895.1415  
Counselor appointments and/or emergency (after hours)  
[drexel.edu/studentaffairs/support\\_health\\_services/cc\\_ucmc/](http://drexel.edu/studentaffairs/support_health_services/cc_ucmc/)

**DISABILITY SERVICES**  
3201 Arch Street, Suite 210 895-1401  
[drexel.edu/oed/disabilityResources/Overview/](http://drexel.edu/oed/disabilityResources/Overview/)

### OED – Office of Equality and Diversity

**Physical Address**  
James E. Marks Intercultural Center  
3225 Arch Street, Suite 011  
Philadelphia, PA 19104,  
**Mailing Address**  
3141 Chestnut Street, 55G  
Philadelphia, PA 19104

Drexel Student Health Center 220-4700  
University City Science Center



**Phone:** 215.895.1405

**Fax:** 215.895.1268

**Email:** oed@drexel.edu,

**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/](http://library.drexel.edu/)

**HOUSING**

Off Campus

Creese Student Center, Lower Level,  
Room 32D 895-2168

[eck35@drexel.edu](mailto:eck35@drexel.edu)

On Campus Residential Living

[drexel.edu/dbs/universityHousing/graduateHousing/](http://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, 34<sup>th</sup> and Market Streets

[drexel.edu/dbs/parkingServices/Overview/](http://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](http://philapark.org)

**SECURITY ESCORT SERVICE**

Public Safety Department

3201 Arch Street, Suite 350 895-2822

[drexel.edu/publicsafety/security/walkingescorts/](http://drexel.edu/publicsafety/security/walkingescorts/)

**CAMPUS BUS SERVICES**

[drexel.edu/facilities/transportation/busServiceSchedules/](http://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](http://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](mailto:mail@drexel.edu)

[drexel.edu/drexelcentral/](http://drexel.edu/drexelcentral/)

**ISSS, OPT AND I-20s**

Office of International Students and Scholars (ISSS)

3141 Chestnut Street

Main Building, Suite 222

Philadelphia, PA 19104 895-2502

[drexel.edu/iss/](http://drexel.edu/iss/)

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## INTERNATIONAL STUDENT RESOURCES

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### INTERNATIONAL STUDENTS AND SCHOLARS SERVICES (ISSS)

The [International Students and Scholars Services \(ISSS\)](#), 3141 Chestnut Street, Main Building, Suite 222

Philadelphia, PA, 19104, 895-2502, [iss@drexel.edu](mailto:iss@drexel.edu), 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. Any PhD Student or Candidate requesting a Vacation Quarter must contact their Program Coordinator and the LeBow PhD Program Director well in advance of the Quarter. Stipends for the summer will 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](mailto:rita.magaziner@drexel.edu)

[drexel.edu/studentaffairs/support\\_health\\_services/health\\_insurance\\_immunizations/](http://drexel.edu/studentaffairs/support_health_services/health_insurance_immunizations/)

### LANGUAGE ENHANCEMENT COURSES

International students who speak English as a second language are strongly encouraged to augment business courses with English and communication courses.

Please see your advisor about registering you for the non-credit/charge English Speaking Course. **English Language Center** 895-2022

229 N. 33<sup>rd</sup> Street (between Race and Arch Streets)

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

Students can also utilize free resources at the

**Modern Language Lab**

895-2856

2023 McAlister Hall

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

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## FIRST YEAR EXAM ASSESSMENTS - APPENDIX

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### Operations and Analytics

#### Summer Qualifying Exams

Students must Pass all 4 exams to continue to Year 2. Student who fail a qualifying exam will be allowed to retake it in the Summer term of Year 1. In exceptional cases, it is the prerogative of the PhD Coordinator to allow the student to take the exam a third time.

Operations Track:

- ECON 911 Supervised by Prof. Laincz,
- OPR 922 Supervised by Prof. Benson
- OPR 924 Supervised by Prof. Wang
- POM 900 Supervised by Prof. Banerjee

Analytics Track:

- ECON 911 Supervised by Prof. Laincz,
- Programming Supervised by Prof. Benson
- OPR 924 Supervised by Prof. Wang

#### Ongoing Evaluation Process

Every new PhD student in OBA will be assigned to the overview of a committee comprised of 3 faculty members in the department. The committee will review the student's performance at least once a year to assess whether the student is showing adequate progress. The student must provide documentation at the end of each term showing progress.

If the committee is not convinced that the student is making adequate progress, the student will be notified and expected to rectify the specific points the committee will present by the next evaluation period. These points can apply to research accomplishments, teaching quality, GPA, specific course grades, or any other academic issue. Should the student not meet those rectification requirements, the student will be put on probation and required to rectify the requirements by the next term or be expelled.

Any unspecified issues in this process are left to the discretion of the PhD coordinator, and may be overridden by the Department Head.

Throughout the degree it is up to the student to convince the departmental committee overseeing the student that the student can do high quality research and be an effective teacher.

High quality research is defined at a minimum as:

- Preparing and attaining a pass grade on the Year 1 and Year 2 papers.
- Preparing a conference proceedings, preferably referred, paper by the end of Year 2

- Supportive appraisal by the professors to whom the student is assigned as RA
- On going research productivity in Year 3 and onwards

Effective teaching is defined as average teaching evaluations of at least 3.2

- By college requirements, PhD students are required to teach courses

CGPA must be above 3.25

Course grades are expected to be at least B+ in the list of required courses.

- Students may be asked to take a retake exam on the first week of the following term if their grade in any of those courses is not at least B+.
- ECON 910 and ECON 911 will be retaken in the Summer as coordinated with the School of Economics

*At the discretion of the supervising departmental committee of the student and the department PhD coordinator these thresholds may be changed*

#### 1st Year Paper

In the Fall term of Year 2 each PhD student will be required to submit and present a critique of a paper the student plans to expand on as the 2<sup>nd</sup> Year Paper. That paper will be a critique of a published article

- It should be at least 10 pages double spaced font size 12 critique paper. It should contain as a minimum a summary of the critiqued paper, a reasonable lit review reflecting what has been done in the critiqued paper and possibly additional topics the student may wish to expand on in their 2nd Year paper, methodology analysis, and suggested future research with a clear importance argument. Critique should be in Word or PDF.
- The future research segment will be the basis of the 2<sup>nd</sup> Year Paper.
- The supervising committee, composed of the professor on the student's D-1 (Plan of Study and Supervising Professor Appointment Form) form and the PhD Coordinator, will vote on whether the critique deserves a Pass grade.
- Students are required to make a Pass grade to continue their studies. Should the grade not be Pass, then the supervising committee may, at its discretion, provide feedback so the student can improve the critique and defend it again. If the student did not attain a Pass grade then the supervising committee may decide to

recommend to the Department Head to expel the student.

## Department of Management Components of the First-Year Assessment Process

1. Coursework
  - a. In the three-behavioral stream, required statistics courses (STAT 932, STAT 924, STAT 990), students must retake the final examination for any course in which they receive a grade less than B.
  - b. In the two behavior-stream required research methods courses (MGMT 906, MGMT 907), students must retake the final examination for any course in which they receive a grade less than B.
  - c. We expect effective performance (as assessed by course instructors) in the department designated courses during the first year (MGMT 906, MGMT 907, department OB/SM seminars).
2. Performance on the Department first-year written and oral examinations
3. Performance as a graduate assistant
4. Involvement in research beyond the assistantship
5. Organizational citizenship

### Assessment Process

1. Each first-year student will be assigned a “Student Development and Assessment Committee” that will be comprised of Organizational Behavior and Strategic Management faculty members.
2. The Committee will meet with the student during the fall term to discuss the student’s transition into the program and to coach the student on enhancing his or her experiences.
3. The Committee will meet with the student during the winter term to discuss the student’s progress in the program and to coach the student on enhancing his or her experiences.
4. The Committee will begin the formal assessment process in the spring term by:
  - a. Examining the student’s grades in fall and winter courses
  - b. Contacting the faculty member(s) to whom the student has been assigned as a graduate assistant

- c. Conducting a follow-up meeting with the student about first-year experiences
5. After the completion of the Department’s first-year written and oral examinations, the Committee will meet to discuss the student’s performance in each of the five components of the evaluation process and
  - a. Recommend the retention or dismissal of the student
  - b. Meet with the student to provide feedback and coaching

## Department of Finance Assessment of 1<sup>st</sup> Year Students Objectives

- (i) To identify truly weak students
- (ii) To identify areas of improvement for those moving forward

Students will be evaluated by all tenure-track faculty that attend the presentation of their 1<sup>st</sup> year paper. We will consider five components to make an overall assessment:

- (i) CGPA
- (ii) RA performance
- (iii) Seminar class performance
- (iv) Comps performance
- (v) Summer paper quality

### CGPA

We expect a minimum CGPA of 3.0 by the end of the 1<sup>st</sup> year.

### RA Performance

Faculty complete the detailed quarterly RA performance evaluation form for each student (see Appendix A). Faculty highlight both the positive and negative aspects of the student performance. The department PhD coordinator sits down with each student at the beginning of each quarter to go over the evaluation to ensure that the students whose performance is unsatisfactory understand how to improve their performance.

### Seminar Class Performance

Before each external seminar, a 45 minute conference-type session is held where one student presents the paper that will be presented by the seminar speaker, one student serves as a discussant,

and a few write referee reports. The first year students are only participants, but their attendance is mandatory (unless excused) and enthusiastic participation will be considered a bonus.

**Comps Performance**

The students take the following comprehensive exams early summer.

ECON910: Micro

ECON940: Econometrics

The comprehensive exams that our student take could change if we change the courses we offer as we have done for 2015-2016.

Students need to get a passing grade in each exam. Those who do not get a passing grade may be given a second opportunity to demonstrate their competence in the subject in which they failed.

**Summer Paper**

The written report should contain an abstract, introduction, references, and tables with appropriate legends. Students have to present their idea at least once in PhD Idol to get faculty feedback before working on their idea during summer. This idea may be entirely from the student or may be a joint paper with a faculty.

Students will present their paper to the faculty at the end of summer. The maximum time allocated for the presentation is 45 minutes, which includes Q&A. All faculty who attend the presentation will provide formal feedback (see Appendix B).

If a student does not pass the first attempt, faculty may allow a second opportunity.

**Appendix A**

**RA: Quarterly Performance Evaluation**

**Faculty Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Term:** \_\_\_\_\_

**Hours/week:** \_\_\_\_\_

Research related assignments

Please check the tasks performed by the student and the appropriate grade.

- Literature review Fail  High Pass  Pass
- Manual data collection Fail  Pass  High Pass

- Programming Fail  High Pass  Pass
- Statistical estimation Fail  Pass  High Pass
- Prepare research presentation Fail  Pass  High Pass
- Other (please specify): \_\_\_\_\_ Fail  Pass  High Pass

Overall Research related grade Fail  Pass  High Pass

Teaching related assignments

Please check the tasks performed by the student and the appropriate grade.

- Prepare teaching materials Fail  Pass  High Pass
- Grade exams Fail  High Pass  Pass
- Proctor exams Fail  High Pass  Pass
- Hold office hours Fail  High Pass  Pass
- Lead recitation Fail  High Pass  Pass
- Teach a class Fail  High Pass  Pass
- Other (please specify below): \_\_\_\_\_ Fail  Pass  High Pass

Overall Teaching related grade Fail  Pass  High Pass

**Overall (Research + Teaching) grade** Fail  Pass  High Pass

**Detailed Comments (both positive and negative) that will help the student improve**

## Appendix B

### Summer Paper: Faculty Feedback

Faculty Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

1. Does the paper make an incremental contribution?	Yes / No
2. Did the student isolate what is innovative about his/her study?	Yes / No
3. Did the student display a good understanding of prior literature?	Yes / No
4. Did the student articulate the research question(s) well?	Yes / No
5. Did the student motivate his/her study well?	Yes / No
6. Were the hypotheses well developed and motivated?	Yes / No
7. Were the datasets required to answer the research question put together in a correct fashion? Did the student compare summary statistics with other papers?	Yes / No
8. Did the student interpret the results correctly?	Yes / No
9. Did the student perform reasonable robustness?	Yes / No
10. Did the student consider alternative explanations and how do he/she plan to address these issues?	Yes / No
11. Did the student answer questions after giving them thoughtful consideration?	Yes / No
12. Is there a potential to expand it to make it into a 2 <sup>nd</sup> year paper?	Yes / No
Sum of Yes	/ 12

## School of Economics

### 1<sup>st</sup> Year PhD Student Assessment Process

At the start of the Spring Quarter, a small team of faculty will be requested by the Economics Graduate Coordinator to conduct a review of each student's performance during the first year. The assessment should be completed by the end of the Spring Quarter and prior to the student taking core or department exams. Ideally, the team will consist of faculty from the various fields (Micro, Macro, and Stats/ Econometrics) and the Economics Graduate Coordinator. The assessment will be shared with the student after the exams have been completed.

The exams are one component of the 1<sup>st</sup> year review and assessment process. Factors that will also be taken into consideration by the review team will include:

- Performance as a graduate assistant in both RA and TA capacities.
- Departmental citizenship (including seminar attendance).
- Performance in all courses.

### Criteria:

All first year students must pass all of the courses listed above. Students should have no less than a CGPA of 3.0 at the end of their first year but higher is expected. Students must also pass the 1<sup>st</sup> year summer exams to continue on into the 2<sup>nd</sup> year of the program as a Ph.D. student.

1<sup>st</sup> year summer exam grading will be as before: High Pass/Pass/Fail. Passing grades shall be set by the instructor(s) and included with all reports on exams such that any outside body understands where the line was drawn.

Re-takes of core or department exams may be given based on a recommendation from the instructor(s) and the performance review team.

At the conclusion of the 1<sup>st</sup> year exams, the review committee will provide feedback to the student on areas for improvement and recommendations for moving forward into the 2<sup>nd</sup> year.



## Department of Marketing

### 1<sup>st</sup> Year PhD Student Assessment Process

You will receive an annual evaluation by the early September from the Marketing PhD coordinator on the following areas. You will have to obtain a “PASS” on the overall performance to move to the next academic year.

#### Coursework

- Must maintain GPA of 3.3 each quarter. Students are required to submit a copy of academic transcripts to the Marketing PhD coordinator one week after each quarter is over.
- Students are required to complete all the mandatory course from both the Marketing department and the College.
- Independent studies are approved by the Marketing PhD coordinator depending upon the student’s research needs.

#### Research

- Students are required to present either a conceptual paper or an empirical paper to the Marketing faculty at least once during the entire academic year. Your research performance will be evaluated by the faculty as a part of your annual evaluation.
- Students are required to submit either a conceptual paper or an empirical paper to

the Summer AMA conference when they take Seminar in Research Practice. Please note that the submission has to go through a competitive session only. A copy of the submission acknowledgement should be handed in to the Marketing PhD coordinator as soon as you receive the acknowledgement. Fail to do so will result in an F grade in Seminar in Research Practice.

#### Teaching

- No teaching is required.

## Department of Accounting

### 1<sup>st</sup> Year PhD Student Assessment Process

Will be shared with the students during their onboarding with the Accounting Department.