



**Bennett S. LeBow College of Business
Ph.D. Program in Business**

**STUDENT HANDBOOK
February 2008**

STUDENT GUIDELINES AND EVALUATION PROCESS

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Specialization

Each specialization area consists of 11 courses (33 credits). Two of these 11 courses are the 2 stream requirements. The other 9 course are either department requirements or are electives selected by the student with the approval of his or her PhD coordinator.

Plan of Study

The specialization coordinator assists the Ph.D. student in choosing coursework that is consistent with program requirements and the student's research interests and career goals. A plan of study, incorporating all courses and research credits, will be formulated; after approval is received from the student's specialization coordinator and the Director of the LeBow PhD Program, the plan will be sent to the Office of Graduate Studies for final approval. The Form LCOB D-1 should be filed as soon as possible but no later than the fourth week of the second quarter of enrollment as a Ph.D. student. The student must meet the minimum credits for degree required by the University along with the core requirements and credits required by the student's department. If any changes are necessary, the Form LCOB D-1 should be re-filed immediately with the Office of Graduate Studies.

Dissertation Research Credits

After students complete the first two year of coursework (and a minimum of 45 credits) they must register for dissertation research credits. Students who enter the PhD program with a master's degree need to complete at least 15 dissertation research credits in order to reach the minimum number of total credits of 60. If a student enters the PhD program with a bachelor's degree then they will need 45 dissertation research credits in order to reach the minimum requirement of 90 credits. After completing the candidacy exam, most students will typically sign up for 9 credits of dissertation research per quarter as this is what is required to maintain full-time status.²

FIRST YEAR EXAM AND CANDIDACY EXAM

I. First-Year Examination

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

The College Exam

² Please see the section on full-time status on page 9.

The college section of the exam will be based on 4 courses: Stat 901 and Stat 902 and the two required stream courses.

The college portion of the exam is a written exam and is typically given in the second week in July.

The Department Exam

Each department will design a department exam for their students. The material covered and the method of administering the department section of the exam is left to the discretion of individual departments.

The department portion of the exam is typically given in the 4th week of July.

Grading of First-Year Exams

For grading purposes, the college section of the first-year exam will be broken into 3 sub-sections. Stat 901 and Stat 902 will comprise one sub-section and the two required stream courses will be the second and third sub-sections. Students must pass all sub-sections to pass the college section of the exam.

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

Each subsection will be graded using the following scale:

Pass with distinction

Pass

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

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

II. Candidacy Examination

Students should take written and oral candidacy examinations as soon as possible after successful completion of all required coursework. The candidacy exam needs to be completed before the start of the fall term of the third year. The examination tests each student's preparation for dissertation research. The structure of the exam is largely determined by each department but all departments must include a research paper as a significant component of the candidacy exam. This research paper is referred to as the second year paper and is discussed below. As part of the candidacy exam, students must submit a written version of the second year paper and must present it orally to the exam committee.

Candidacy Examining Committee

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

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

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

Once the candidacy examinations are passed, the student is recognized as a Ph.D. candidate.

Second-Year Paper and Research Mentors

All PhD students are required to write and present a second year paper which will be a significant portion of their candidacy exam. At the end of the summer before the second year all students should be assigned to a research mentor within their department. Students should work with their department's PhD coordinator to identify their research mentor. One of the roles of the research mentor is to help the student select a topic for the second year paper. The paper is not associated with any particular course. Students should have approximately 10-12 months to work on the second year paper.

DISSERTATION

Selecting the Dissertation Chair

It is a doctoral student's responsibility to arrange an association with a supervising professor with similar research and scholarly interests, who is tenured or tenure track, with whom the student will work on the dissertation research. Because the appointment of a supervising professor is so vital to a student's success, the appointment of this individual should be made after much consideration and forethought. LeBow Ph.D. students are expected to select a supervising professor following the successful completion of the candidacy examination. Once a faculty member has agreed to serve as the dissertation chair, the students must complete the Ph.D. Supervising Professor Appointment Form LCOB D-2 and submit it to the LeBow PhD Program Office. After the supervising professor is selected, the student and supervisor meet regularly to ensure that work on the dissertation research proceeds successfully and at a reasonable pace so that completion is possible within the time requirements set by the University.

Forming the Dissertation Committee

It is the student's responsibility to form a dissertation committee. The dissertation committee should consist of at least five members, at least three of whom must be tenured or tenure-track Drexel faculty members. At least two of the committee members must be from outside the student's primary research area. At least one of the committee members must be from outside the student's department.³ The "outside" member can also be from another university. The student must file the Form LCOB D-5 (Ph.D. Thesis Advisory Committee Appointment Request) with the LeBow College PhD Program Office for approval of the committee.

Dissertation Proposal Defense (oral exam)

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

Final Dissertation Defense (oral exam)

³ If the student's department has more than one specialization then they do not have to go outside their department for their "outside" member as they could just select a faculty member from the other specialization within their department.

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

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

Other Requirements

Teaching Training and Mentoring

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

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

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

Teaching Requirements

The demonstration of effective teaching often plays a critical role in one's success on the academic job market. Given this, one of the requirements of the Ph.D. program is that students independently teach courses in the LeBow College of Business. Students are required to teach at least 3 courses

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

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

Time Requirements for Program Completion

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

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

Students who find that these time requirements are inadequate due to special circumstances must discuss this with their specialization coordinator and the Director of the Ph.D. program. Together they may request an extension prior to the end of the student's stated time limit (either seven or five years). All formal extension requests must give a reasonable time for completion with an accompanying revised plan of study. Should an extension be required, please be aware that all courses will be reviewed for timeliness; some earlier coursework may have to be repeated.

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

Full-Time/Part-Time Status

Graduate students are considered to be full time if they are register for nine or more credits for any three quarters in an academic year. All other graduate students are considered part-time. All LeBow College PhD students are expected to maintain full-time status throughout their program of

study. Exceptions to this must be approved by the student's specialization coordinator and the Director of the LeBow College PhD Program.

III. STUDENT PERFORMANCE EVALUATION

Academic Evaluation/Standards/Probation

Continuation in graduate studies requires "satisfactory progress" toward a graduate degree. Evidence of such progress includes maintenance of a minimum 3.0 cumulative grade point average each term. The progress of each student is reviewed each term. Failure to maintain the 3.0 minimum cumulative GPA will result in placement on probation. Any student on probation must not only achieve a 3.0 minimum cumulative average within two successive terms following the term in which the deficiency occurred, but must also maintain at least a 3.0 minimum term average in any term in which he or she is on probation. Failure to meet either of these requirements will subject the student to dismissal at the discretion of the Associate Vice Provost of Graduate Studies. Graduate students must have a minimum 3.0 cumulative GPA in order to graduate.

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

Annual Student Performance Evaluations

The LeBow College of Business conducts an annual evaluation of each PhD student. The aims of the annual evaluation are to provide constructive feedback to the students and to enable the College to monitor the progress of students and take appropriate action when necessary. The evaluations are conducted by the PhD coordinators for the respective specialization within the LeBow College. The evaluations consider the progress of the student in terms of: coursework, major exams, performance as a graduate assistant, dissertation research, English language proficiency, and student involvement with their department. The evaluation of the "Overall Progress in the Program" can fall into one of four categories: Outstanding, satisfactory, marginal or unsatisfactory.

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

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

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

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

IV. STUDENT FUNDING AND RESIDENCY REQUIREMENTS

Funding

Students who are admitted to the LeBow College PhD Program are also typically provided with a graduate assistantship. Graduate assistants perform a combination of teaching and research duties over the course of their program of study. It should be anticipated that the responsibilities of the graduate assistantship will require 20 hours per week. First-year graduate assistants are assigned to work with a faculty member as a research and/or teaching assistant but will not teach recitation sections or teach a course independently. During the second and subsequent years, graduate assistants are generally assigned a combination of teaching and research responsibilities and may teach recitation sections or a course independently. Assistants receive a stipend and full tuition remission in accordance with their plan of study. Doctoral students who are making satisfactory progress toward the degree can expect to be provided with an assistantship for four years. Students who are funded are not permitted to be employed outside of their graduate assistantship unless they are granted permission by their department and the Director of the LeBow College PhD Program.

Summer Funding

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

Residency Requirements

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

Fifth-Year Funding

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

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

Travel Funding

It is very important that students present their work at top conferences and attend the major job market conferences in their discipline. To help support student participation in these conferences the PhD Program Office will set aside \$2000 for each student. In setting up the conference budget, the goal was to fund at least two trips for each PhD student over the course of their 4 or 5 years in the program. Thus, the typical student might need support for one or two conference presentations

in their third or fourth year and a job market conference in their fourth or fifth year. To obtain funding students must follow the procedures outlined below:

-Students must get their PhD Coordinator or Department Head to approve the conference they are presenting at. It must be a national or major conference in their specialization. The department must send an email to the Director of the LeBow PhD Program recommending funding for the conference.

-Students should assume a maximum reimbursement of \$1000 per trip.

-Students must **use a Check Request form** to get reimbursed for travel expenses. Expenses that appear to be excessive will not be reimbursed. Students must follow the business travel guidelines set forth by the University. Please the University web site below:

<http://www.drexel.edu/depts/compt/ap/checkreqinstruc.html>

-Students should submit their receipts and check request form to their department secretary. If the form is completed properly then please make copies and send the originals to the Director of the LeBow College PhD Program or Sarah Haley in the Economics Department.

V. PROCEDURES FOR GRADUATION

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.

Below are several links to information on the relevant policies and procedures.

Information from Graduate Studies:

<http://www.drexel.edu/provost/graduatestudies/audience/graduating/doctoral.html>

Doctoral Students Graduation Checklist

1. File an [application for degree](#) by the [appropriate deadline](#) for the term in which you intend to graduate.
2. Review the university's [Graduation Requirements](#) and ensure you are in full compliance.
3. Submit your [Form D-5](#) to the Graduate Studies Office two months prior to your thesis defense date.
4. Submit your [Form D-6](#) to the Graduate Studies Office with your defense date and committee composition one month prior to your final defense.
5. Review the [Thesis Formatting Manual](#) and start formatting your thesis.
6. Take two forms with you to your final defense - the [Report of the Final Oral Defense Form \(D7\)](#) and the [Thesis Approval Form](#). Your committee members will need to sign these forms.
7. After your final defense, have your department send the Form D-7 to the Graduate Studies Office at 3141 Chestnut Street, Randell Hall 240.
8. Your supervising professor should submit your final dissertation or research grade(s) to finalize your transcript.
9. Fill out the [Completion Form](#) and have it signed by the appropriate people.
10. Submit the original, copies, and a PDF of your dissertation to Hagerty Library along with fees, along with: your **original** Thesis Approval Form (signed and approved by all your thesis committee members, advisor, and your department head) to be bound with your thesis; and your Completion Form, to obtain the thesis/dissertation assistant's signature.
11. Submit your signed Completion Form to the Graduate Studies Office (3141 Chestnut Street, Randell 240) for final degree clearance.
12. Complete the [Survey of Earned Doctorates](#) and return with your Completion Form to Graduate Studies.

Information from the Library:

<http://www.library.drexel.edu/services/submitdocdissertation.html>

Binding Copies of a Completed Doctoral Dissertation for University City Campus Departments/Programs

After your advisor has reviewed the format of your dissertation and you have passed your dissertation defense, bring the following items to Hagerty Library, Technical Services Department (room 112), Monday-Friday, 8:00am-4:45pm.

Required:

- One compact disc (CD) with a PDF version of your dissertation
- One print copy on 100% cotton paper for the Library
- One print copy on your choice of paper for your advisor
- **Office of Graduate Studies Completion Form** with required signatures. Hagerty Library's **Thesis Contact** will provide two signatures for you if you meet all your dissertation submission requirements
- **Completed Thesis Approval Form** with required signatures
- Signed and completed ProQuest Information and Learning (PQIL) **Doctoral Dissertation Agreement** form
- One photocopy of your dissertation's title page
- One photocopy of your dissertation's abstract
- Two separate payments to cover binding charges (see below).

Optional:

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

Drexel University Thesis Manual:

<http://www.library.drexel.edu/services/thesis/thesismanual.pdf>