

TULANE UNIVERSITY
A. B. FREEMAN SCHOOL OF BUSINESS

DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION

PH.D. PROGRAM HANDBOOK

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Tulane University
A. B. Freeman School of Business
Ph.D. PROGRAM HANDBOOK

INTRODUCTION

The Ph.D. program in the A. B. Freeman School offers research-oriented programs leading to the degrees of Doctor of Philosophy in the fields of Management and Finance. The degree of Doctor of Philosophy may also be earned in an interdisciplinary field.

ADMINISTRATION

Angelo S. DeNisi, Dean

John Howard, Associate Dean for Graduate Programs

Janice L. Hughes, Ph.D. Program Administrator

Adrienne Colella, Faculty Director in Management

James McFarland, Faculty Director in Finance

ADMISSION TO THE Ph.D. PROGRAM

Admission is on the basis of academic accomplishments and potential, regardless of race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, disability, or veteran status.

Applicants who have earned an undergraduate degree from a recognized institution may be admitted to the A. B. Freeman School if their academic records and personal attributes indicate the ability to pursue advanced study successfully. Applicants must present evidence, to the satisfaction of the program committee concerned, of adequate preparation for the subjects in which they seek to specialize. All students must hold the undergraduate degree before enrolling. Only students with undergraduate grade averages of B or better, or with undergraduate study of otherwise certifiable equivalent quality, ordinarily are admitted. Students may be required to make up undergraduate course deficiencies before being admitted to a graduate degree program. Graduate credit will not be awarded for any courses taken to make up undergraduate course deficiencies.

A master's degree is not a prerequisite to the beginning of study for the Doctor of Philosophy degree.

The application deadline is February 1 for the following fall semester. Students who wish to be admitted to the A.B. Freeman School Ph.D. Program may apply on-line. Your application will be considered; however, no student can be recommended for admission until all the following documents have been received:

A completed application form;

1. Three completed recommendation forms;
2. Official transcripts of all undergraduate records and of any previous graduate work;
3. A statement of career objective not to exceed 500 words; and,
4. An official score report for the Graduate Management Admissions Test (GMAT) or Graduate Record Examination General Test (GRE) for management applicants.

Probationary admission may be granted upon conditions which the applicant must fulfill in the first semester or first year of enrollment in order to have the probationary status changed to regular degree status. All transcripts and other documents and materials required for application for admission become the property of the A. B. Freeman School of Business and are not returnable.

International Students

An applicant for admission who is a non-United States citizen or permanent resident must present satisfactory evidence of sufficient competence in English to read it, write it, speak it, and understand it when spoken. Ordinarily, the applicant will demonstrate competence by presenting an acceptable score on TOEFL (Test of English as a Foreign Language) with a minimum score of 600 acceptable for admission or TSE (Test of Spoken English), normally a minimum score of 220. For information about these exams, write:

TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151.

A student who scores below the acceptable level of competence may be required to take English as a Second Language instruction without credit until the ESL program director certifies the student's competence. A foreign applicant is also required to take the GMAT or the GRE.

Graduate Management Admissions Test or Graduate Record Examination

Applicants for admission must take at their own expense the GMAT or the GRE. The test scores will be used with other data to determine eligibility for admission and to aid in counseling the applicant after admission. For the GMAT Students should contact:

Graduate Management Admission Council
1600 Tysons Blvd., Ste. 1400 McLean, VA 22102 USA <http://www.gmac.com/gmac>.
+1-866-505-6559 (toll-free in the U.S and Canada only)
+1-703-245-4222
E-mail webmaster1@gmac.com
GMAC office: +1-703-749-0131
Fax: +1-703-749-0169

Looking for information about the GMAT exam or GMAT scores? Check out <http://www.mba.com/>.

For the GRE, students should write directly to:

Graduate Record Examination, Educational Testing Service

P.O. Box 6000, Princeton, New Jersey 08541-6000.

For more information regarding the GRE, visit the GRE web-site at: <http://www.gre.org>.

RULES AND REGULATIONS

Upon admission to the A.B. Freeman School, students are held responsible for compliance with the regulations of the Freeman School of Business and of Tulane University as set forth in this catalog and in other current or subsequent official statements. They should familiarize themselves with these regulations.

The University reserves the right to change any of its courses and charges without advance notice and to make such changes applicable to students already registered as well as to new students.

GENERAL REQUIREMENTS

All PhD students admitted to the A. B. Freeman School of Business in a degree program must be continuously registered in a degree-granting division of the University during the academic year from the date of first registration until the awarding of the degree, unless the registration is terminated by resignation or by dismissal for academic or disciplinary reasons.

Under exceptional circumstances a student may be granted leave by the dean, and during such period of leave, a student will be considered in continuous registration without payment of fee.

FULL-TIME STATUS

To hold a fellowship or scholarship or any of the various kinds of assistantships, a student must be registered in full-time residence status. To determine student privileges and assess tuition and fees, a student in full-time residence status must be registered for at least nine hours of graduate credit per semester, or a combination of course work and equivalent academic activities such as teaching or research.

After the student has completed the minimum hours of course work required for the degree, he/she must register for dissertation research and the program committee must certify that the student is engaged in academic activities equivalent to full-time residence commitment.

TENURE FOR DEGREE STUDENTS

Tenure is the maximum period of time normally permitted for the completion of all requirements for a degree, and it is determined on the basis of consecutive academic years from the date of registration for graduate study at Tulane or at another institution. Tenure is not affected by residence status. Under certain circumstances, upon the recommendation of the chairperson of a student's department or program committee, the dean may extend tenure, but a student whose period of graduate study is unduly prolonged or interrupted may be required to perform additional work. Tenure regulations are applicable to all degree students, regardless of date of first registration.

Tenure is seven years for the Ph.D., but completion of all requirements for the Ph.D. degree within four years of study is strongly encouraged.

Students may be expelled from the Ph.D. program for failure to make sufficient progress within this seven-year period, if they do not satisfactorily meet the following milestones:

- Three years after entry to the successful completion of comprehensive exams.
- Two years from the date of successful completion of comprehensive exams to the successful defense of the dissertation proposal.
- Two years from the date of successful defense of the dissertation proposal to the successful defense of the dissertation.

CONTINUOUS REGISTRATION REQUIREMENTS

A student admitted to the A. B. Freeman School of Business in the Ph.D. program must maintain continuous registration in a degree-granting division of the University until the awarding of the degree. Any student who is not registered for course work in a degree-granting division of the University must be registered in Dissertation Research in order to remain in continuous registration.

Resident students who have not completed minimum coursework requirements for their degrees must either enroll for a minimum of three credit hours per semester or register for Dissertation Research (999) (3 credit hours). Students who have completed their coursework requirements are required to register for Dissertation Research (999) (3 credit hours) in order to maintain continuous registration.

This entitles students to full student privileges. Failure to be so registered is de facto withdrawal, and the A. B. Freeman School of Business reserves the right not to readmit.

A student who is readmitted is obligated to pay the applicable costs required to maintain continuous registration.

REGISTRATION POLICIES AND PROCEDURES

Students registering in full-time or part-time residence status should review the University Registrar's Office website for all registration information, which includes information on TOUR, Tulane University's Online Registration, dates, times, and procedures for registration. The Schedule of Classes is also available on the WEB. Visit the Registrar's Website at: <http://www.tulane.edu/~registrar/> for registration procedures.

All admitted students are eligible to register with TOUR. All students must confirm their registration. Students assume financial obligations for their courses upon registration.

Courses

Courses numbered from 600 to 699 are for graduates and advanced undergraduates. Courses numbered 700 and above are exclusively for graduates. Odd numbers are usually given to courses offered in the first semester, and even numbers to those offered in the second semester. Graduate credit is not given for courses numbered lower than 600. The credit for each course is indicated in semester hours by a numeral in parentheses. Schedules of classes are given in the official timetable available at registration.

Change of Courses

Students wishing to add or drop courses should consult the Schedule of Classes for deadlines and instructions. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties.

GRADES

Grades for Business School graduate students are reported as follows:

A 4.000 A- 3.667 B 3.000 B+ 3.333 B- 2.667

C+ 2.333 C 2.000 C- 1.667 D+ 1.333 D 1.000

D- 0.667 F Failure W Withdraw WF Withdrawn Fail

I Incomplete IP In Progress P Pass

Incomplete – This grade will automatically become F unless the work is made up within 30 days after the beginning of the following semester, excluding Summer School. This grade is not to be used as an automatic extension but only for unavoidable delays caused by illness or other emergencies.

R: Research – In those cases where research or experimentation, or both, cannot be completed within the 30-day limit following the end of the semester, this grade will be given to indicate this circumstance. This grade carries a different meaning from that of IP which is given at the end of the first semester of a two-semester course.

IP: In Progress – Satisfactory progress at the end of the first semester of a year-long course; grades are assigned upon completion of the course.

W: Courses may be dropped without record within six weeks of the first day of classes. Refer to Academic Calendar for exact dates each semester. Withdrawals with the grade of W after these dates may be accomplished only if the instructor notifies the dean that the student is passing and recommends permission to withdraw.

WF (withdrawn failing) will be assigned if the student's work in a course is unsatisfactory at the time of withdrawal.

In some departments grades for certain courses are reported as follows:

S Satisfactory

U Unsatisfactory

In some departments, grades for certain other designated courses may also be reported simply as S or U at the student's option, provided that the option is declared by the student no later than the end of the second week of class.

MEDICAL EXCUSES

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for attendance of their classes, which are announced at the beginning of the semester. Students who find it necessary to miss class must assume responsibility for making up the work covered during that session, including quizzes, examinations, and other exercises; they also are responsible for obtaining notes on material covered in lectures or other class sessions.

Students are responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems. However, medical excuses are not issued by the University Health Service, except in instances of illnesses or injuries that involve hospitalization.

WITHDRAWAL

Voluntary

A student who has registered for a semester and plans to withdraw from the division must inform the faculty director and the program administrator. After appropriate action has been completed with the dean, confirmation of withdrawal will be sent to the student. The official date of the withdrawal from the division must be approved by the dean and usually is the date of formal notification. The withdrawal date is important for determining possible refunds. Students who officially have withdrawn from the division must surrender their student identification cards at the time of withdrawal.

After the last day to drop courses, a student withdrawing from the division without adequate reason, as determined by the dean, will receive WF grades. A W grade will be recorded if withdrawal has been approved for medical reasons.

Medical

A withdrawal from courses for medical reasons requires an official letter of recommendation from a physician in the Student Health Center and the approval of the dean. Students needing a medical withdrawal should, if possible, report to the program administrator before going to the health service for an evaluation. Medical withdrawal letters issued by the Student Health Center should be delivered to the dean's office within 48 hours after they are issued. W grades are assigned when a student withdraws from one or more courses for medical reasons after the last day to drop without record.

A partial medical withdrawal (from some but not all courses) or incomplete grades in one or more courses may be permitted upon the recommendation of the Student Health Center. Students requesting a partial medical withdrawal must confer with the faculty director (or designate) of their college, who makes the final decision on this matter. Withdrawals from individual courses for medical reasons are not given during the last two weeks of classes. The deadline for medical withdrawals from all courses is the last day of classes each term. Requests for retroactive medical withdrawals normally are not approved.

Required

A student may be required to withdraw from any course or from the university, temporarily or permanently, for any of the following reasons: possibility of danger to the health of the student or to that of other students if enrollment is continued; refusal to obey regulations; violation of the Honor Code or other serious misconduct; unsatisfactory class attendance; or, work below the required scholastic standards.

Refunds

The deadlines for the refund of full, three-quarter, one-half, or one-quarter tuition in any semester are given in the academic calendar. Refunds are recommended by the deans in strict accord with the calendar deadlines and only when withdrawals are official. No refunds will be granted after the one-quarter refund deadline.

The established deadlines are applicable under all conditions for withdrawal. University fees, including the student activity fee, are refundable only through the last day to register or add classes.

QUALITY OF WORK REQUIREMENTS

A minimum average quality-point ratio of 3.0 (B) must be maintained by a student in the A. B. Freeman School of Business. In reviewing records, a unit of B- is compensated by a unit of B+, the two being considered the equivalent of two units of B. If a student receives one B- grade, the student is immediately considered for probation by the dean in consultation with the appropriate area. If a student receives two grades of B-, or one grade less than B-, during his/her tenure in the Freeman School of Business, the student is placed on probation and considered for dismissal by the Faculty Director in consultation with the appropriate area. Students receiving more than two grades lower than a B- will be dismissed from the Ph.D. program. The terms of the probation are to be worked out by the faculty director area in consultation with the dean. It is the area's responsibility to report to the dean's office any student not making reasonable progress towards the degree.

The above guidelines are to be applied to doctoral degree candidates. It is also understood that these are minimum standards; some areas may impose more strenuous standards. The student must first discuss the complaint with the professor, then, if dissatisfied, submit a written complaint to the area head.

POLICY ON INTELLECTUAL PROPERTY

The University policy on intellectual property applies to all graduate students. Any invention or discovery resulting from projects supported in whole or in part by funds, personnel, or facilities provided by or administered by the Board of Administrators of Tulane University is the property of Tulane University. The University has a policy of sharing with the inventor any income derived from such discoveries. For more information on Tulane's policy, see "Intellectual Property Policy and Procedures" in the Tulane Faculty Handbook.

TRANSFER CREDIT

Acceptance of graduate credit for work done at other graduate institutions or in another division of Tulane University must be approved by the department concerned. In general, up to 12 semester hours of transfer credit may be accepted toward the Ph.D. degree.

To be considered for transfer credit, graduate work done at another institution or in another division of Tulane University must carry a grade of B or better and must have been completed no more than four years from the date of first registration. Only in unusual cases, upon the recommendation of the head of the student's area, may the dean approve for transfer credit courses taken earlier.

The decision concerning the acceptance of all transfer of credit to the record of a graduate student will not be reached until after the student has completed at least one semester of successful study at Tulane. After a semester (nine hours) of study at Tulane, the student should petition the department to recommend transfer credit to the A. B. Freeman School of Business.

REQUIRED WITHDRAWAL AND DENIAL OF ENROLLMENT

A student may be required to withdraw from any course or from the University, temporarily or permanently, for any of the following reasons:

1. Work below the standard specified by the college in which the student is enrolled;
2. Violation of the honor system or other misconduct; or,
3. Possibility of danger to the health of the student or to other students if enrollment is continued.

The University reserves the right to forbid any student's continued enrollment without assignment of reason. The A. B. Freeman School of Business, however, will provide a student with a statement of reason in writing from the department. An appellate procedure has been established in cases involving academic performance or possible infringement of academic freedom. Appellate procedures are available in cases involving non-reappointment of fellowships or scholarships when the formal terms of the first award have given reasonable expectation of renewal. Such procedures may also apply to cases in which a graduate, teaching, or research assistant is relieved of a position before the end of the term of the appointment or is not reappointed when the formal terms of the first appointment have given reasonable expectation of reappointment.

Resignation from the A. B. Freeman School of Business must be made in writing to the program administrator and the area faculty director. The student who finds it necessary to withdraw or to resign should report to the program administrator to complete a withdrawal or resignation form.

CONFERRING OF DEGREES

Degrees earned in the A. B. Freeman School of Business are awarded three times a year—in December, May, and August. There is only one commencement program and that is held in May. A request to receive a degree in absentia must be filed at the time the diploma form is submitted. Candidates for degrees are required to complete an application for degree form on or before deadline dates.

TUITION AND FEES

Tuition and fees are due at the time of registration. Changes in charges for tuition, fees, housing, and meals will probably continue to occur, depending upon the costs incurred by the University to provide quality education. The University will make every effort to keep increases at a minimum and provide as much advance notice as possible. It should be noted that tuition never has covered more than a portion of the cost of education. The difference is made up from endowment and gifts to the University.

Tuition and Fee Schedule for 2010-11:

FULL TIME

Tuition	\$19,150 per semester
Academic Support Service Fee	\$ 600 per semester
Reily Center Fee	\$ 130 per semester
Student Health Center Fee	\$ 272 per semester
Student Activities Fee	\$ 96 per semester

PART TIME

Tuition, per credit hour	\$1,307
Academic Support Service Fee, per credit hour	\$ 50
Reily Center Fee, per semester (optional)	\$ 120
Student Health Center Fee, per semester (optional)	\$ 272
Student Activities Fee, per semester	\$ 60

Students who have completed their coursework requirements are required to register for Dissertation Research 999 (3 credit hours) in order to maintain continuous registration.

REFUNDS

The deadlines for the refund of 100, 75, 50, or 25 percent of tuition in any semester are given in the calendar of this catalog. Refunds are made only when withdrawals are official. Additionally, full tuition is refunded only if the dean recommends the refund. University fees, including the student activity fee, are not refundable.

FINANCIAL OBLIGATION TO THE UNIVERSITY

No diploma or certificate of credit is given to a student who is in default of any payment due to a division of the University.

FINANCIAL ASSISTANCE

Financial support for graduate students is awarded by the Ph.D. Policies and Admissions Committee based on the recommendation of the admitting area and is primarily on the basis of academic merit. Financial assistance is available in the form of tuition scholarships, stipends, part-time teaching or research assistantships, or combinations of these awards.

To hold a scholarship or any of the various kinds of assistantships, a student not only must be registered in full-time residence status but also must maintain an academic level of performance satisfactory to the area and to the Dean.

Any other employment for remuneration may disqualify a student from receiving financial aid from the A. B. Freeman School of Business.

If a student is applying for financial assistance, the completed application materials must be received by the A. B. Freeman School of Business no later than February 1. Award decisions cannot be made on incomplete applications.

LOAN FUNDS

The University offers financial assistance to qualified students who are U.S. citizens or permanent residents through the long-term Federal Perkins Loan Program (formerly National Direct Student Loan Program). This loan may be used as a supplement to, or in lieu of other forms of aid for students with demonstrated financial need. Repayment of 5 percent interest and principal begins six to nine months after the recipient ceases to be a halftime student and may be spread over a period of up to 10 years. Such loans provide a means of transferring expenses from college years, when the student's own earning potential is low and the financial pressure may be great, to the years immediately after college, when the average graduate enjoys a substantial income.

Application for these loans is through the Free Application for Federal Student Aid (FAFSA) process. FAFSA application forms can be completed on the Internet at www.fafsa.ed.gov.

Students who are enrolled at least half time and are U.S. citizens or permanent residents may also apply for federal Stafford Loans (formerly called Guaranteed Student Loans). For subsidized Stafford Loans (interest paid by the federal government), applicants must demonstrate need for the loan; need is determined through the standard FAFSA application process. General information can be obtained from the Office of Financial Aid. Graduate students are also eligible to borrow in addition to unsubsidized Stafford Loans if they are enrolled at least half time and are U.S. citizens or permanent residents.

Although a needs test is not required, applicants must have their eligibility for a subsidized Stafford Loan determined before applying for the unsubsidized loan.

Additional information is available from hometown lenders or the Office of Financial Aid. Other non-need based loans that may be available to credit-worthy students are the Graduate Access Loan through National City Bank, the GradExcel Program sponsored by Nellie Mae, the Education Resources Institute (TERI), CitiAssist Loan, Educaid, Sallie Mae Signature Loans, and PNC Bank Loans.

Short-term loans are available to provide for emergencies that may arise during the academic year. Ordinarily these loans are restricted to one per academic year, with a maximum of \$175, and repayment is expected by the end of the semester. Short-term loans are available only during the fall and spring semesters. Applications may be obtained from the Student Loan Office.

Veterans' Benefits

The Office of the University Registrar fulfills the university's obligations to students receiving benefits from the Veterans Administration. To apply for benefits, students should contact the Veterans Administration Office in their hometowns for a Certificate of Eligibility preferably before registering in a college or university. The Veterans Administration sends Certificates of Eligibility directly to students who must then bring them to the Office of the University Registrar. Students transferring from other colleges or universities should submit Change of Program or Place of Training applications at their hometown Veterans Administration Office. Student enrollments will be certified to the Veterans Administration after registration for the semester.

Dependents may qualify for assistance under the Dependents Educational Assistance (DEA) program if either parent has died as a result of active wartime service in the armed forces. Eligible students should apply to their hometown Veterans Administration Office. Certification procedures are similar to the process for veterans. The performance standards to continue to receive VA benefits may be different from the academic standards described elsewhere in the catalog. Students should direct specific questions to the Office of the University Registrar.

STUDENT HEALTH CENTER

The Student Health Center is located on the campus and is a component of the Tulane University Health Sciences Center. Its staff provides medical, gynecologic, psychiatric, and health education

services for all full-time students on the uptown campus at no charge. Part-time students may pay a modest service fee for each semester to be eligible as well.

In addition to Primary Care, Psychiatry and Stress Management Clinic, and Gynecology Clinics, there is a Men's Clinic, a Travel Clinic for advice and preventive treatment for foreign travel, and an Allergy Clinic for administration of "allergy shots". The SHC is open 8:30 a.m. - 5:00 p.m., Monday through Friday, and there is an Urgent Care Clinic for acute illnesses and injuries on Saturdays, 9 a.m. - 12 noon. The laboratory and pharmacy are open weekdays. A physician is on "beeper-call" when the clinics are closed.

Emergencies that occur on campus during the academic year are responded to by the Tulane Emergency Medical Service (TEMS), whose student volunteers are trained as emergency medical technicians that provide 24-hour a day ambulance service for the campus community.

Services at the Student Health Center are provided to students regardless of their insurance programs; however, all full-time students are required to have some form of medical insurance in case of hospitalization. Many students are no longer covered by their parents' policies, and for them Tulane has developed the option of a reasonably priced Tulane student health insurance program. Call 865-5255, day or night. Call 862-8121, daytime Nurse Triage Express.

EDUCATIONAL RESOURCES AND COUNSELING

Educational Resources and Counseling (ERC) offers psychotherapy, career testing, Tutoring, and disability services to help students thrive personally and academically. ERC services are confidential to the full extent allowed by law, and most are free of charge to currently-enrolled Tulane students. The Center embraces a career coaching model that allows staff to work with students in an outcomes-focused manner throughout their academic program. Short-term psychotherapy or counseling is available for almost any kind of personal concern (e.g., adjusting to college, relationships, stress, anxiety, depression, sexuality, career direction, choosing a major, family problems, grief/loss, traumatic events, crises). ERC professionals include psychologists, social workers, counselors, and graduate students in professional training.

Numerous workshops, as well as therapy and support groups, are offered each semester. Students with disabilities may request and receive appropriate services and accommodations through the Office of Disability Services (ODS). Before accommodation decisions are made, students must register with ODS by filling out an Accommodation Packet and submitting all necessary documentation for review. Since this process can take time, students are strongly encouraged to register as soon as possible, rather than wait until a need arises.

ERC staff also advises the student organization REACH, the Rape Emergency Awareness and Coping Hotline. Trained REACH volunteers provide support to victims of sexual assault and sexual harassment. For further information about ERC services, visit the ERC office on the first floor of the Mechanical Engineering building. A great deal of additional information and related links are available on the office's website: www.tulane.edu/~erc. Relevant phone numbers include: 865-5113, ext. 1 (Counseling Services, Career Testing) 862-8433 (Disability Services), and 862-8433 (Tutoring Center, Writing Workshop).

DEGREE OF DOCTOR OF PHILOSOPHY

For Ph.D. programs, the minimum requirement is 48 semester hours and a dissertation. Four academic years must be in full-time residence status.

Students undertaking work for the degree of Doctor of Philosophy should understand that this degree is awarded not for an accumulation of course credits only, but for superior attainment and accomplishment. Ordinarily the student is expected to finish the course requirements in two to three full years of graduate study and to complete the dissertation during the fourth year. The student must demonstrate in independent study and research, as evidenced in the dissertation, the ability to carry out an original investigation in the chosen field. A minimum of four years of full-time study in residence at Tulane University is required.

Course Requirements

The minimum course requirements are usually 48 semester hours; however, students should refer to the specific departmental requirements. Where necessary, a department will require additional hours of coursework.

Students ordinarily must complete the requirements for the Ph.D. degree within seven years from the date of matriculation in the A. B. Freeman School of Business. Only in unusual cases, with the approval of the PhD program coordinator and Dean for Graduate Programs and Research, will credit be approved for courses taken more than six years before first registration for graduate work.

General Preliminary Examination

Upon meeting the course requirements for the Ph.D., the student shall undertake the general (preliminary) examination. Normally this examination is taken by the end of the second year of graduate study or at the beginning of the third year. A student who fails to take the test within a reasonable length of time (3 years) will be advised by the department not to continue graduate study.

The test is a comprehensive examination over the student's field of study. It covers the student's subjects and courses and is a rigorous test of scholarly competence and knowledge.

The examination also tests acquaintance with the scholarship in the field and powers of bibliographical criticism. Finally, the examination affords the examiners the basis for constructive recommendations on any subsequent program of studies to be undertaken by the student. It should be noted that in some departments cumulative examinations are used in lieu of the general or preliminary examination.

Proposal and Dissertation Committee

A student should choose a dissertation advisor in the semester prior to taking the general preliminary exam or during the semester after satisfying all degree requirements except the dissertation. The advisor must be a graduate faculty member in the student's area. A student should choose a dissertation topic or project in consultation with the advisor. With a topic or project agreed on and with the approval of the area PhD program faculty director, the advisor appoints a committee of at least three members, with the advisor as chair, to serve as a dissertation proposal committee. If the

dissertation proposal is approved by this committee and the dean, the dissertation proposal committee will serve as the dissertation committee.

Normally the student's proposal-dissertation committee consists of members of the major area, but, with the approval of the dean, the dissertation advisor may appoint a member from another department or even a faculty member from another institution. The approval of the dissertation proposal as described above also serves as approval of the committee.

Another faculty member will be appointed to serve on the committee in an outside member role. This individual must be a tenured faculty member who is not a member of the student's major area. The role of this outside member is to ensure that the candidate is treated fairly and that policies and procedures are followed.

The responsibilities of the dissertation committee are specified below under Dissertation and Final Examination.

Dissertation Proposal

Until a student's proposal has been approved by the dissertation committee and the dean, dissertation work has no official status. Normally, a student will not submit a proposal until successfully passing the general preliminary exam. Each area will provide students with an outline of what is expected in the dissertation proposal. The approved dissertation proposal should be submitted to the PhD program faculty director and the Ph.D. program administrator.

Admission to Candidacy

Admission to the A. B. Freeman School of Business in a Ph.D. program does not constitute official admission to candidacy for the Ph.D. To be admitted officially to candidacy for the Ph.D., a student must have completed the course requirements, satisfied departmental teaching and research requirements, passed general examinations, and submitted a proposal of the dissertation approved by the student's dissertation committee and the dean. The recommendation for admission to candidacy is made by the area PhD program faculty director and must bear the signatures of both the chair of the student's dissertation committee and the PhD program faculty director. The recommendation for admission to candidacy must be submitted to the School of Business no later than September 15 for those expecting to receive the degree in December, or December 15 for those expecting to receive the degree in May, or March 15 for those expecting to receive the degree at the end of the Summer Session.

The Dissertation

The dissertation not only is an essential part of the candidate's degree work but is the appropriate culmination of the Ph.D. degree. The dissertation is the necessary demonstration that the candidate is worthy of taking a place among research scholars in the discipline. It must demonstrate not only mastery of the literature of the subject, but also the ability to carry on independent research that results in a genuine contribution to knowledge or an original interpretation of existing knowledge, and it must do so in a literate and lucid fashion. The dissertation committee shall pass on the acceptability of the dissertation before it is submitted to the dean and Deputy Provost for Graduate Studies in final form.

(For deadline dates for the appropriate award of degrees, see the University Calendar.) Acceptability, however, is not final approval. The candidate must defend the dissertation successfully before the degree is awarded. For details, see Final Examination. The dissertation should be printed on paper approved by the Freeman School of Business. The title page of both the abstract and the dissertation must contain the subject of the dissertation, the date on which it was submitted, the department and the signature of the candidate, with the candidate's full legal name typed underneath. Signatures of the examining committee members should be listed in the lower right-hand corner; the full name of the committee chair must be typed under the signature. A full list of authorities and books consulted and a short biographical sketch must be appended. A basic style sheet for use in preparing theses and dissertations is available on this website. More detailed instructions for the preparation of the dissertation may be obtained from

A Manual of Style, University of Chicago Press; the M.L.A. Style Sheet or

A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian.

The dissertation committee chair will advise which guide is preferred.

On or before deadline dates for dissertation submission, the student must hand into the program administrator's office the original copy of the dissertation (unbound), one abstract of the dissertation (not more than 350 words), application for degree, and Microfilming Agreement and Earned Doctorate forms. Each Ph.D. student will be required to have the dissertation microfilmed by University Microfilms in Ann Arbor, Michigan. The Ph.D. Program Administrator will forward the dissertation and microfilming form to University Microfilms. After it is microfilmed, University Microfilms will return the manuscript to the A. B. Freeman School of Business (about two months after it is submitted); the A. B. Freeman School of Business will then send it to the Library for binding, cataloging, and shelving. The charge made for these services is \$65.00, and must be paid when the student submits the material. University Microfilms publishes the abstract in its Dissertation Abstracts, and retains the master negative of the dissertation. Positive film copies of the dissertation may be secured from University Microfilms. One positive copy of the dissertation on film is deposited by University Microfilms in the Library of Congress, and the dissertation is listed in that library's subject and author catalog. The student should keep a copy of the dissertation and submit another copy to the department in which it is written.

The decision to copyright the dissertation must be made at the time the student submits the material to the Dean's office. Copyright may be obtained through University Microfilms. Two positive film copies of the dissertation are then deposited in the Copyright Office.

Final Examination

All candidates must take a final examination for the Ph.D. degree. Normally this examination consists primarily of an oral defense of the dissertation, but it may be extended to include course material or any other relevant material at the discretion of the examining committee.

This examination should be scheduled after the dissertation is in its final form and reviewed and approved by the committee but not later than the deadline for submission of the dissertation. The requirement for final examination will not be waived.

The final examination committee is the dissertation committee and the outside committee member. The examination committee may include any other members of the Graduate Faculty, including members of other departments or other universities.