

**TULANE UNIVERSITY
A. B. FREEMAN SCHOOL OF BUSINESS
DOCTOR OF PHILOSOPHY IN BUSINESS
ADMINISTRATION
FACULTY DEVELOPMENT PH.D.
PROGRAM HANDBOOK**

Table of Contents

Introduction and Mission	1
Administration	2
Admission	2
Curriculum	4
Class Schedule	6
Rules and Regulations	7
Tenure for Degree	7
Grades	8
Medical Excuses	9
Quality of Work Requirements	9
Policy on Intellectual Property	9
Transfer Credit	9
Required Withdrawal and Denial of Enrollment	10
Conferring of Degrees	10
Financial Obligation to the University	10
Programs of Study	11
General Preliminary Examination	11
Proposal and Dissertation Committee	11
The Dissertation Proposal	12
Admission to Candidacy	12
Dissertation	12
Final Examination	13

**TULANE UNIVERSITY
A. B. FREEMAN SCHOOL OF BUSINESS
FACULTY DEVELOPMENT PH.D. PROGRAM**

INTRODUCTION

The Faculty Development 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 or Finance.

The Tulane faculty development PhD programs began in 1994 and have grown to include over 89 faculty members currently enrolled or graduated.

The unique features of this program are that it: (i) allows the participating institutions to increase the number of PhD qualified faculty in a relatively cost effective and efficient way (keeping the faculty on staff while they complete the degree), and (ii) it allows qualified experienced faculty of these schools to enhance their professional careers with the PhD degree without disrupting their professional careers to pursue a residential program.

The doctoral program curriculum is essentially the same as that offered for full-time students pursuing the full-time doctoral program in business in New Orleans. The first two years of coursework will be offered at the campus of Tulane University in New Orleans and/or at the campuses of participating institutions. The remainder of the courses are offered at Tulane University (New Orleans) during the four summer (required) residence periods. The classes will be offered on three weekends per semester for a total of six weekends per year for two years. The coursework, comprehensive exams, and dissertation prospectus stages of the program normally cover a period of three (3) years. The dissertation normally requires two years for a total program length of four (4) to five (5) years.

A. B. FREEMAN SCHOOL OF BUSINESS MISSION STATEMENT

The mission of the A. B Freeman School of Business is to be a leading private business school dedicated to preparing current and future business leaders to complete in global business and to advancing the practice of management through excellence in teaching, research and service.

The school's success is measured by the student demand for the academic programs, the placement and career achievements of its graduates, the scholarship and research publications of its faculty, the response to its outreach and service programs, the strength of its financial position, and the local, regional, national, and international recognition that it receives.

The mission is accomplished through sustaining a creative and intellectually stimulating environment conducive to the professional and personal development and growth of the school's students, faculty, and staff through a commitment to excellence and continuous improvement in all of its endeavors.

ADMINISTRATION

Angelo S. DeNisi, Dean

John Trapani, Director of the Latin American PhD Program

Janice L. Hughes, Ph.D. Program Administrator

Mike Burke, Faculty Director in Management

Paul Spindt, 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 undergraduate and graduate degrees 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.

Faculty applying for this program must meet the following requirements:

You must be a faculty member at a Tulane affiliated institution in Latin America and be nominated by your institution.

You must have a master's degree or the equivalent.

You must complete the GMAT and TOEFL exams. The TOEFL exam is not required if you hold a degree from an English speaking program.

Applicants should submit the following information.

1. Curriculum vitae and current photograph
2. A completed application form
3. Personal statement of interest in a doctoral program
4. Reasons for pursuing the specialty field of study
5. Three letters of recommendation, including a letter of nomination from your dean or rector
6. Official transcripts of all undergraduate records and of any previous graduate work
7. An official score report for the Graduate Management Admissions Test (GMAT) and TOEFL exam

Provisional admission may be granted to students who have not completed all the application requirements, e.g., the submission of acceptable GMAT or TOEFL scores.

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.

Admission to the program will be based upon your qualifications and a personal interview conducted by a Tulane faculty member.

CURRICULUM

Finance Curriculum

<u>Core Course</u>	Credit Hours
Statistical Methods (TBA)	3
Econometrics I (Pang)	3
Econometrics II (Pereira)	3
Microeconomics (Johnson)	3
Empirical Corporate Finance I (Hansen)	3
Economic Theory of Organizations (Spindt)	<u>3</u>
	Total Hours 18
<u>Finance Concentration</u>	
Finance Theory I	3
Finance Theory II	3
International Finance	3
Empirical Corporate Finance II	3
Empirical Corporate Finance III	<u>3</u>
	Total Hours 15
Electives and Independent:	
Elective I	3
Elective II	3
Independent Study	<u>3</u>
	Total Hours 9
<u>Dissertation</u>	
Dissertation Research	3
Dissertation Research	<u>3</u>
	Total Hours 6

**Behavioral Sciences:
Organizational Behavior
Curriculum**

Methodology Core:

Credit Hours

Univariate Statistics	3
Multivariate Statistics	3
Psychometrics	3
Research Methods I	3
OB Seminar	<u>3</u>

Total Hours 15

Behavioral Science Core:

Strategy	3
Human Resource Seminar	3
Social Psychology Seminar	3
Advanced Methods Seminar	3
Creativity & Innovation	3
Advanced OB Seminar	<u>3</u>

Total Hours 18

Electives and Independent:

Elective I	3
Elective II	3
Independent Study	<u>3</u>

Total Hours 9

Dissertation Research:

Dissertation Research	3
Dissertation Research	<u>3</u>

Total Hours 6

CLASS SCHEDULE

Program Schedule 6th Faculty Development PhD Program

The PhD program will be offered over the 4-5 year period beginning in September of 2009. It will require students to take 48 hours of doctoral coursework, comprehensive exams, and complete a doctoral dissertation.

Date	Activity	Hours
Fall 2009	2 courses at Tulane	6
Spring 2010	2 courses in LA /Tulane	6
Summer 2010	2 courses at Tulane	6
Fall 2010	2 courses at Tulane	6
Spring 2011	2 courses in LA/Tulane	6
Summer 2011	2 courses at Tulane	6
Fall 2011	2 courses at Tulane	6
Spring 2012	Comprehensive Exams	
Summer 2012	Dissertation Proposal	
Fall 2012.....	Dissertation Research	6
		48 Hours

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.

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. 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.

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 responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems.

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. 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 Latin American PhD Director in consultation with the appropriate area coordinator. 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 area in consultation with the Latin American PhD Director. It is the area's responsibility to report to the Latin American PhD Director'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 department of Tulane must be approved by the area and by the Latin American PhD Director. In general, up to nine (9) hours of transfer credit may be accepted.

To be considered for transfer credit, graduate work done at another institution must carry a grade of B or better and must have been completed no more than four years from the date of first registration for work.

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 year of successful study at

Tulane. The student must petition the department to recommend transfer credit to the A. B. Freeman School of Business.

Transfer credit is not usually awarded for the PhD program.

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. The student who finds it necessary to withdraw or to resign should report to the Director's Office 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 candidate must be present to receive the degree unless the candidate has been excused. A request to receive a degree in absentia must be filed in the director's office 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.

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.

PROGRAMS OF STUDY

For Ph.D. programs, the minimum requirement is 48 semester hours and a dissertation.

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. 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.

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 during the third year of the program.

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 Latin American PhD Director, 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.

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 Latin American PhD Director 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 Dean'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 \$55.00, and must be paid to the Dean's office 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 Director's office. Copyright may be obtained through University Microfilms for \$35. 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 to the Latin American PhD Director's office.