Goizueta Foundation Doctoral Program – 2016-17 Student Handbook

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Laney Graduate School Honor Code
We require an acknowledgement of your commitment to, and understanding of, the Laney Graduate School’s (LGS) Honor Code before you may begin classes. The Honor Code Agreement (provided during Goizueta’s orientation) is intended to underscore the importance of our Honor Code, and the importance we place on academic integrity in our community. LGS policies include an Honor Code, a Conduct Code, and other policies. These policies are collected in the LGS Handbook, available on the LGS website – www.gs.emory.edu/resources/handbook.php.

Students in the Goizueta Doctoral Program are also expected to abide by the Goizueta Honor Code which is in effect in all Goizueta courses and classrooms. Full Text of Goizueta Honor Code can be found here: http://www.bus.emory.edu/HonorCode.pdf.

Goizueta Business School Contact List:
Associate Dean and Director of Graduate Studies
Professor Anand Swaminathan
anand.swaminathan@emory.edu

Director of Admissions & Student Services, PHD Program Office, W150
Allison Gilmore
allison.gilmore@emory.edu

Computing or Network Support Desk
GBSIThelp@emory.edu

Room Reservations Email: Contact the PhD Program Office or your area admin.

Faculty Service Center, GBS 431 (mailroom, supplies, shipping)
service_center@bus.emory.edu

Main School Fax, located in Faculty Service Center
727-6313

Doctoral Studies Committee (by academic area for 2015 - 2016):
Accounting – Grace Pownall
grace.pownall@emory.edu

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tarun.chordia@emory.edu

IS – Anandhi Bharadwaj
a.bharadwaj@emory.edu

727-0775
727-1620
727-1184
Graduate School Contact List:

Vice Provost for Academic Affairs and Dean of Graduate Studies
Lisa Tedesco – ltedesco@emory.edu

English as Second Language Program Director
Mackenzie Bristow – mackenzie.bristow@emory.edu

Fellowship Professional Development Support/Funds Coordinator
Jay Hughes – jlhughes@emory.edu

Financial Accounting
Theresa Kenney – theresa.kenney@emory.edu

Senior Associate Dean
Cathyrn Johnson – cjohns@emory.edu

Assistant Dean, Student Affairs
Cora McBeth – cmacb@emory.edu

Health Insurance & Administrative Procedures Assistant Dean, Chief of Staff
Rosemary Hynes – Rosemary.Hynes@emory.edu

Registration, Student Records & Theses/Dissertations Processing
Tamika Hairston – Tamika.Hairston@emory.edu
Renee Webb – RlWebb@emory.edu
ENROLLMENT INFORMATION

Course Slate
A slate of core courses is to be completed by each student prior to reaching candidacy. The core course slate can be found by academic area in the Appendix to this document.

Credit Hour Load
Students take nine credit hours per term in order to maintain their tuition scholarship.

How to Check Your Enrollment in OPUS
1. Go to> www.opus.emory.edu
2. Log in using your Emory network user name & password
3. Your personal Student Center home page will automatically open
4. Under the Academics tab, click on “My Academics”
5. Choose “My Class Schedule” and the appropriate term to review your enrollment
## Core Curriculum Requirements by Area

### Accounting Curriculum Requirements

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 701 Survey of Business Research Methods</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 704 Business Teaching</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 710 Capital Market Research in Accounting</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 711 Experimental Research in Accounting</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 712 Topics in Acctg Research I</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 713 Advanced Topics in Acctg Research II</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 500 Microeconomic Theory I</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 501 Microeconomic Theory II</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 503 Economic Reasoning</td>
<td>Elective</td>
</tr>
<tr>
<td>ECON 520 Probability &amp; Statistics</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 521 Econometric Methods</td>
<td>Required</td>
</tr>
<tr>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
<tr>
<td>ECON 526 Quantitative Methods</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 721 Advanced Econometrics</td>
<td>Required</td>
</tr>
<tr>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
<tr>
<td>Additional research methods course</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 600 Laney Graduate School Teaching Course</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 605 Teaching Assistantship</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 610 Teaching Associateship</td>
<td>Required</td>
</tr>
<tr>
<td>JPE 600 Jones Program in Ethics – LGS Workshop</td>
<td>Required</td>
</tr>
<tr>
<td>JPE 610 Minimum of (4) workshops in Ethics by LGS</td>
<td>Required</td>
</tr>
<tr>
<td>JPE BUS (3) hour session in addition to BUS 701</td>
<td>Required</td>
</tr>
</tbody>
</table>
# Finance Curriculum Requirements

**Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 701</td>
<td>Survey of Business Research Methods</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 704</td>
<td>Business Teaching</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 722</td>
<td>Finance I</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 723</td>
<td>Finance II</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 724</td>
<td>Advanced Topics in Finance I</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 725</td>
<td>Advanced Topics in Finance II</td>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 500</td>
<td>Microeconomic Theory I</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 501</td>
<td>Microeconomic Theory II</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 503</td>
<td>Economic Reasoning</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
<tr>
<td>ECON 520</td>
<td>Probability &amp; Statistics</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 521</td>
<td>Econometric Methods</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 526</td>
<td>Quantitative Methods</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 721</td>
<td>Advanced Microeconometrics</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 722</td>
<td>Time Series Econometrics</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TATTO 600</td>
<td>Laney Graduate School Teaching Course</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 605</td>
<td>Teaching Assistantship</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 610</td>
<td>Teaching Associateship</td>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPE 600</td>
<td>Jones Program in Ethics – LGS Workshop</td>
<td>Required</td>
</tr>
<tr>
<td>JPE 610</td>
<td>Minimum of (4) workshops in Ethics by LGS</td>
<td>Required</td>
</tr>
<tr>
<td>JPE BUS</td>
<td>(3) hour session in addition to BUS 701</td>
<td>Required</td>
</tr>
</tbody>
</table>
Core Requirements

BUS 701 Survey of Business Research Methods  Required
BUS 704 Business Teaching  Required

BUS 750 Research Seminar in IS I  Required
BUS 751 Research Seminar in IS II  Required
BUS 752 Foundations of Operations Management  Required
BUS 753 Advanced Topics in Operations Management  Required

ECON 500 Microeconomic Theory I  Required
ECON 520 Probability & Statistics  Required
ECON 521 Econometric Methods  (Or another statistical methods course)

ECON 526 Quantitative Methods  Required
ECON 721 Advanced Econometrics  (Or another statistical methods course)

Additional research methods course  Required

TATTO 600 Laney Graduate School Teaching Course  Required
TATTO 605 Teaching Assistantship  Required
TATTO 610 Teaching Associateship  Required

JPE 600 Jones Program in Ethics – LGS Workshop  Required
JPE 610 Minimum of (4) workshops in Ethics by LGS  Required
JPE BUS (3) hour session in addition to BUS 701  Required
### Marketing Curriculum Requirements

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 701 Survey of Research Methods</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 704 Business Teaching</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 741 Marketing Strategy</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 742 Marketing Topics</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 743 Customer Management</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 744 Empirical Models in Marketing</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 500 Microeconomic Theory I</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 520 Probability &amp; Statistics</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 521 Econometric Methods</td>
<td>Required</td>
</tr>
<tr>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
<tr>
<td>ECON 526 Quantitative Methods</td>
<td>Required</td>
</tr>
<tr>
<td>ECON 721 Advanced Microeconometrics</td>
<td>Required</td>
</tr>
<tr>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
<tr>
<td>Additional research methods course</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 600 Laney Graduate School Teaching Course</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 605 Teaching Assistantship</td>
<td>Required</td>
</tr>
<tr>
<td>TATTO 610 Teaching Associateship</td>
<td>Required</td>
</tr>
<tr>
<td>JPE 600 Jones Program in Ethics – LGS Workshop</td>
<td>Required</td>
</tr>
<tr>
<td>JPE 610 Minimum of (4) workshops in Ethics by LGS</td>
<td>Required</td>
</tr>
<tr>
<td>JPE BUS (3) hour session in addition to BUS 701</td>
<td>Required</td>
</tr>
</tbody>
</table>
-----O&M Curriculum Requirements-----

Core Requirements
BUS 701 Survey of Business Research Methods Required
BUS 704 Business Teaching Required
BUS 731 Foundations of O&M Research Required
BUS 732 Research Seminar in O&M I Required
BUS 733 Research Seminar in O&M II Required
BUS 734 Research Seminar in O&M III Required

ECON 500 Microeconomic Theory I Required
ECON 520 Probability & Statistics Required
ECON 521 Econometric Methods Required
(Or another statistical methods course)
ECON 526 Quantitative Methods Required
ECON 721 Advanced Microeconometrics Required
(Or another statistical methods course)

Additional research methods course Required

TATTO 600 Laney Graduate School Teaching Course Required
TATTO 605 Teaching Assistantship Required
TATTO 610 Teaching Associateship Required

JPE 600 Jones Program in Ethics – LGS Workshop Required
JPE 610 Minimum of (4) workshops in Ethics by LGS Required
JPE BUS (3) hour session in addition to BUS 701 Required

Beginning in Fall 2015, our O&M area introduced a “micro or OB” track. So the Economics / Statistical Methods course path is slightly different than from our “macro” students. See suggested course enrollment path below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Macro students (traditional sequence)</th>
<th>Micro students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Summer before</td>
<td>ECON 526 Quantitative Methods (“math camp”)</td>
<td>ECON 526 Quantitative Methods (“math camp”)</td>
</tr>
<tr>
<td>1st</td>
<td>Fall</td>
<td>ECON 500 Microeconomic Theory I</td>
<td>ECON 520 Probability &amp; Statistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECON 520 Probability &amp; Statistics</td>
<td>PSYCH 560 Advanced Statistics</td>
</tr>
<tr>
<td>1st</td>
<td>Spring</td>
<td>ECON 521 Econometric Methods</td>
<td>PSYCH 561 Multiple Regression and the General Linear Model</td>
</tr>
</tbody>
</table>
* Choose one of these, depending on interest, faculty recommendations, and availability. I’m putting them very roughly in the order I might suggest, but I don’t feel strongly about this order. Of course, students may choose to take more than one. More details can be found here: http://www.sph.emory.edu/academics/courses/bios-courses/index.html

Jones Program in Ethics:
Beginning with the entering class of fall 2013, students will be required to participate in the Jones Program in Ethics of Laney Graduate School. More information can be found here: http://gs.emory.edu/professional_development/ethics_program/overview.html.

The program consists of three elements. Completion of elements (1) and (2) are required for candidacy, and (3) is required for graduation. The elements are:

1. JPE 600 – A 6 hour core course offered through the Graduate School in collaboration with the Center for Ethics. Participation in this course will be recorded on your transcript.
2. BUS 701 – Survey of Research Methods. This course, offered in first year fall term, will provide 6 hours of program-based ethics material as required from the Graduate School to provide program-based instruction for this program. 3 hours of requirements will be delivered in the official class time.
3. JPE BUS - another 3 hours fulfilled during seminars during your first year summer semester.
4. JPE 610 – A minimum of 4 educational sessions (workshops, training sessions, or lectures) sponsored by the Grad School. Students will register for these sessions individually and participation will be recorded on the student’s transcript. An LGS listserv email will be sent with announcements of schedule / offerings.

Cross-Registration Procedure – Emory Classes:
The procedure for registering for electives offered by other (non-Business) departments at Emory involves three quick steps:
1. Please make sure your faculty advisor or area doctoral coordinator approves of your elective choice.
2. Please contact the professor offering the course to make sure s/he is okay with you taking the course. Most professors are very pleased to have students from the B-School, but it still is important to check with them prior to registration, especially if there are limits on class size.
3. After Steps 1 and 2 are complete, please let the PhD Program Office know the course(s) you wish to take. (They will contact the department program manager, tell him / her that the faculty member in his / her department is okay with your taking the course, and that they would like to enroll you in the course.)

**Cross-Registration Procedure – ARCHE:**
(Atlanta Regional Consortium for Higher Education)
Emory participates in the Atlanta Regional Consortium for Higher Education (ARCHE) cross-registration agreement. Students may take courses on a “space available” basis at member institutions if the course is not being offered concurrently at the home institution. Students should note that cross-registration does not take place during the summer.

Before cross-registering, graduate students must obtain permission from their advisors. Many participating schools require certain immunizations before cross-registering. Students will be required to produce copies of immunization records before cross-registering at other schools. Students who are unable to produce proof of immunization will not be allowed to cross-register.

Students may request enrollment of up to (2) courses per term at one particular institution. You cannot request enrollment at (2) different schools in the same term.

Goizueta students will be notified prior to the registration deadlines to complete and submit the cross-registration form and immunization form to the PhD Program Office.

Participating institutions are: Agnes Scott College, Atlanta College of Art, Clark Atlanta University, Columbia Theological Seminary, Georgia Institute of Technology, Georgia State University, Institute of Paper Science & Technology, Interdenominational Theological Center, Kennesaw State College, Mercer University Atlanta, Morehouse College, Morehouse School of Medicine, Morris Brown College, Oglethorpe University, Southern College of Technology, Spelman College, and the University of Georgia. ARCHE registration forms are available in the Graduate School.

Application: [http://registrar.emory.edu/Students/arche.html](http://registrar.emory.edu/Students/arche.html)

**Course Waivers:**
The Graduate School and the Goizueta Business School have agreed on the following policy for waiving core curriculum requirements: a student who has studied the same material at the same depth and breadth as that covered in a required course may petition for a waiver of the course. The petition must be accompanied by documentation
of the successful completion of the substitute course, such as a syllabus and transcript for the course, or successful completion of the final exam for the course being waived, or independent work with the Graduate School faculty teaching the course being waived and that instructor's certification of the successful completion of the work. The petition must be approved by the doctoral area coordinator in the student's area and by the Director of Graduate Studies / Associate Dean of Doctoral Studies prior to the student reaching candidacy.

**Directed Study - BUS 797R:**
Course Description - Research in fields of special interest or supervised study covering areas not specifically included in existing courses may be undertaken under the direction of a graduate (tenured or tenure-track) faculty member with the consent of the Director of the PhD Program.

Enrollment Procedure:
1. A student planning to enroll in BUS 797R must seek the sponsorship of a graduate (tenured or tenure-track) faculty member by discussing with him or her the parameters of the research and/or study that would be done by the student and the bases on which the student's performance will be evaluated. The content of a BUS 797R must not duplicate content available in existing courses.
2. The student should complete the form, sign it, and obtain the signatures of the sponsoring faculty member and the Director of the PhD Program.
3. By signing the form, the sponsoring faculty member (i) indicates approval of the proposed directed research/study, (ii) agrees to advise the student during the course of the research/study, and (iii) agrees to award a grade upon the completion of the course. Conducting the research/study is the student's responsibility.
4. The student should forward the completed and signed form to the Doctoral Program Director for registering in the 797R Directed Study course.
5. Each BUS 797R accepted proposal bearing the signatures of the student, the sponsoring faculty member, and the Director of PhD Program become a part of the student's file.

**Full Standing / Advanced Standing:**
If a student is admitted to the Business School's PhD Program without a Masters degree, they are admitted in Full Standing. Upon completion of 18 hours of successful course work in Full, the student is placed in Advanced Standing status. Assuming nine credits each during the first and second semesters, all students should be in Advanced Standing at the beginning of their second year.

**TATTO (Teaching Assistant Training and Teaching Opportunity):**
TATTO is comprised of four components. The sequence is as follows: TATT 600 must be completed first, followed by BUS 704, TATT 605 and TATT 610.
1. TATT 600 - is a 3 1/2 day course offered by the GSAS. It occurs in August, but appears on your Fall registration slate.
2. BUS 704 - is the Business School specific course required by the TATTO Program. This course is a two day intensive seminar normally offered in August. Any other arrangement for satisfying the BUS 704 requirement must be approved in advance by the Associate Dean / Director of Graduate Studies.

3. TATT 605 - Teaching Assistantship - during this stage you will be offered a controlled and carefully monitored teaching opportunity. This course will satisfy your RA / TA requirement for the semester in which you are enrolled in this course. TATT 605 may be completed in your third or fourth year.

4. TATT 610 - Teaching Associateship - is the final stage of the program and is completed after TATT 605. It provides you with greater teaching responsibility in close partnership with a faculty member. Again, your RA / TA requirement will be satisfied by this course for the semester in which you are enrolled in this course. TATT 610 may be completed in your third or fourth year.

When you decide to do your Teaching Associateship, please note the following: Teaching Associateship sponsors are to be chosen by the student in consultation with the Area Coordinator, your Area Doctoral Coordinator, and the PhD Program Office. Please get this in place well before the start of the semester (e.g., a month or more in advance) to enable the faculty member to plan your role in the course accordingly.

**Teaching Evaluations:**
Several of our former students have successfully held TA sessions for the courses in which they are fulfilling their TA requirements. They then created a teaching evaluation form and distributed it among students in the course for which they are TA’ing, thus creating teaching evaluations for their job market packets.

**CONTINUANCE AND ACADEMIC PERFORMANCE**

**Graduate School Continuance and Academic Probation:**
The Graduate School sets the minimum standards a student must meet for satisfactory academic performance. Programs may establish more stringent standards. The Graduate School defines unsatisfactory academic performance as follows:

- A GPA in any semester of less than 2.7
- Receipt of a grade of F or U in any course
- Receipt of two or more incompletes in a semester

A student whose academic performance is deemed unsatisfactory will be placed on probation for one semester. During the probationary semester, the student must receive no failing grades, must reduce the number of incompletes on his or her record to one, and must attain a cumulative GPA of at least 2.7. During the probation, the student will not be allowed to take incompletes in any courses without permission from the Graduate School. A student who fails to meet the above conditions will be placed on probation for a second semester. The Graduate School will terminate a student who merits a third consecutive probationary semester unless the program provides written justification for the student’s continuation and the Graduate School grants approval.
Any student who meets the conditions of probation described above will be reinstated to good standing. The reinstatement happens automatically and the student will not be notified of the action. The Director of Graduate Studies or the Program Director should discuss with the student the terms and conditions of probation and of reinstatement to good standing.

The probationary status is not limited to students enrolled in coursework. If students are not making satisfactory research progress, they will be assigned a grade of “unsatisfactory”. This will place the student on academic probation. Once on probation, a student must make improvements in their research progress or risk going on probation for a second semester. If they get a second grade of “unsatisfactory”, they or placed on a second probationary period and will be terminated by the Laney Graduate School unless the program intervenes.

For more information regarding Academic Performance, please refer to the Graduate School handbook, which can be found under > Requirements, Policies, and Procedures: www.gs.emory.edu/academics/policies/.

**Cumulative GPA Below 3.0:**
If a student’s cumulative GPA falls below 3.0 s/he will immediately be placed on academic probation by the Goizueta Business School. Failing to accomplish a 3.0 or higher GPA at the end of the following semester is justification for dismissal. Accomplishing a minimum cumulative GPA of 3.0 will end the term of probation.

**B- Grade in any Business School Course:**
If a student receives a B- in a Business School four credit hour course s/he will immediately be placed on academic probation by the Laney Graduate School. A second B- in a Business School course is justification for dismissal.

If a student receives a B- in two separate Business School two credit hour courses, s/he will immediately be placed on academic probation by the Laney Graduate School. Students who earn a B- in any two or four hour credit Business School courses while on academic probation are subject to dismissal from the program. Students on academic probation do not have access to their support accounts during the term of probation. See the section on PhD Support Accounts.

**Annual Assessment:**
Each doctoral student will be evaluated at least annually on how well s/he is developing and demonstrating the ability to independently do high-quality research. Indicators of this may include (but are not limited to) performance in the following categories:

1. Coursework
2. First- and second year summer paper(s)
3. Comprehensive exam
4. Progress on Dissertation
5. Participation in seminars
6. Independent research
7. Research with faculty
8. Presentations at leading academic conferences
9. Publications & submissions to leading journals
10. Other professional development activities

Incomplete Work:
When assigned work is not completed in a semester, the instructor may assign a grade of “I” (incomplete). If the work is not completed within one calendar year, the Laney Graduate School will change the grade from “I” to “F”. The grade of “F” can be changed only by the LGS. To change the grade, the instructor must make a request to the LGS, citing compelling reasons for the grade change.

RESEARCH

Grants and Fellowships:
If you receive a grant or fellowship from an outside funding source which includes a stipend component, GBS will continue up to 50% of your internal stipend until the sum of your internal and external stipends reaches an annual maximum of $40,000. If you receive a grant from an outside funding source which includes a research / travel support component, GBS will continue up to 50% of your internally awarded research / travel support until the sum of internally and externally awarded research / travel support reaches an annual maximum of $5,000.

Human Subjects Research:
Any research that involves human subjects should be presented to Goizueta’s Institutional Review Board Committee which reviews research projects to ensure protection of (in order of importance):

1. Human subjects’ rights to privacy and freedom from personal and professional injury
2. Our professors’ careers and reputations
3. Goizueta and Emory from legal and reputational damage

http://www.bus.emory.edu/research_computing/IRB/

Ivory Staircase:
The Ivory Staircase is an annual cross-disciplinary research workshop in which Goizueta PhD students present their research or research-in-progress to each other in a friendly and supportive environment. It encourages feedback about each other’s
research and affords the students an opportunity to learn about other disciplines in the Business School. The half-day workshop is typically held prior to the start of classes in the Spring semester. Presentations may be videotaped with student's permission and may be used for further developmental progress.

**RA / TA Requirements:**
Second- through fourth-year students are required to work in a developmental capacity with faculty research and teaching projects 10 hours per week (RAs or TAs). Please confer with the faculty member of your choice and reach a mutual understanding of the work you will be doing for the faculty member.

TA assignments outside the requirements for the TATTO Teaching Assistantship or Teaching Associateship should be discussed with the Associate Dean of the Doctoral Program.

NOTE: Students who will be satisfying their Teaching Assistantship and/or Teaching Associateship requirements as part of the TATTO process are NOT expected to work as RAs or TAs in the semester in which they are completing those (TATTO) requirements.
DISSERTATION POLICIES & PROCEDURES

Committee Composition:

1. The chair of the doctoral dissertation committee must be an Emory graduate faculty member (tenured or tenure-track) and from the student's Area of Specialization (e.g., Accounting, Finance, and so on). If the chair of the committee is not a tenured faculty member in the area, the committee composition must include a tenured faculty member from the student's area, and be approved by the Doctoral Area Coordinator.

2. A student may choose to have two members of the committee serve as co-chairs. In such cases, both co-chairs of the committee must be Emory graduate faculty members, and at least one co-chair must belong to the student’s Area of Specialization (e.g., Accounting, Finance, and so on).

3. It would be advisable for a student to first develop a dissertation topic in consultation with his or her advisor(s), and then form the dissertation committee in consultation with the advisor(s).

4. The doctoral dissertation committee must be comprised of three to six Emory graduate faculty members. Committee members may be drawn from the faculty of the Business School or other departments of Emory University, with at least one member drawn from outside the student's area.

5. Permission may be sought from the Dean of the Graduate School of Arts and Sciences to include non-Emory faculty on the dissertation committee. If the student desires to have a non-Emory faculty member on his or her dissertation committee, he or she must submit a petition in writing, outlining the desirability of that faculty member and including his or her vita, to the Associate Dean / Director of Graduate Studies for approval before being submitted to the Dean of the Graduate School for approval.

6. Two weeks prior to the scheduled proposal, the student must submit to the Doctoral Studies Committee for review and comment a one-page summary of the logic behind the committee composition. The document serves as an indication that the student is ready to propose and it must be signed by all committee members. In the event of a change in the committee between the proposal and the defense of the dissertation, the one page summary must be updated and resubmitted to the Doctoral Studies Committee for comment.

7. Dissertation proposal: the proposed dissertation research must be presented by the student in a seminar at which Business School faculty and doctoral students are invited. The dissertation committee will evaluate the dissertation proposal shortly after the seminar. Other faculty (but not students) may be present at this evaluation. A successful proposal means the committee is expected to approve the final dissertation if the student satisfactorily executes what is agreed to at the proposal.

8. Final dissertation defense: the final dissertation must be presented by the student in a seminar at which business school faculty and doctoral students are invited. The dissertation committee will evaluate the final dissertation shortly after the seminar. The final dissertation must be approved by all members of the dissertation committee.

9. All members of the committee must be present either in person or by synchronous remote access during both the proposal and the defense.
Committee Composition: Inclusion of Faculty Who Leave Emory:
When a dissertation committee member, co-chair / advisor, and chair / advisor moves from Emory to another academic or research institution or a faculty member retires, students should consult with their advisor and the Director of Graduate Studies for guidance on how to proceed with the composition of their committee. This is to ensure that the student has the support and guidance needed to complete the dissertation project.

Below is the Laney Graduate School policy for dissertation committee composition when faculty members move from Emory or retire.

Serve as a member of the Dissertation Committee:
A faculty member who moves from Emory to another academic or research institution may continue to serve as one of the three required Laney Graduate School faculty members on a dissertation committee if the committee was already formed before the faculty member leaves the Emory faculty. The faculty member may serve in this capacity normally up to three years after departure.

Retired or emeriti Professors who were affiliated with an Emory doctoral program may continue to serve on dissertation committees as Laney Graduate School faculty for five years after they retire. After five years, they may continue to serve as a member, but will not remain as one of the required LGS faculty.

Serve as a co-chair / co-advisor of the Dissertation Committee:
A faculty member who currently serves as co-chair / co-advisor of a dissertation committee and then moves from Emory to another academic or research institution may continue to serve as co-chair / co-advisor of the committee, as one of the three Laney Graduate School faculty members, for normally up to a three years after departure, assuming that the other co-chair / co-advisor is an LGS faculty member. If the other co-chair / advisor is not a Laney Graduate School faculty member, then the committee will need to be reconstituted to include one current LGS faculty member as co-chair / advisor.

Retired or emeriti Professors who were affiliated with an Emory doctoral program may continue to serve as a co-chair / co-advisor on dissertation committees as Laney Graduate School faculty for five years after they retire. After five years, they may continue to serve as co-chair / co-advisor, but will not remain as one of the three required LGS faculty.

Serve as a chair / advisor of the Dissertation Committee:
A faculty member who currently serves as chair / advisor of the dissertation committee and then moves from Emory to another academic or research institution or who retires may continue to serve as chair/advisor of the committee, as one of the three Laney Graduate School faculty members, if the student completes the dissertation within one year of the chairperson’s / advisor’s departure. If the student’s dissertation is not completed within a one year period, the faculty member may continue to serve as co-chair / co-advisor with a current member of the LGS faculty for normally up to three years after departure.
Faculty who move from Emory to another academic or research institution and retired or emeriti Professors who were affiliated with an Emory doctoral program may continue to serve as a chair/advisor on dissertation committees for a limited time by special arrangement.

**Dissertation Format and Style:**
As of fall term, 2011, students have the choice of using two different formats for submitting a dissertation. The first option is a traditional dissertation format, which investigates a fairly well-defined question or area of study over several distinct but related dissertation chapters. The second option is bundling several essays on related topics into a dissertation. If students choose the essay option, they have to adhere to the following additional guidelines. In all cases, at least one of the essays has to be sole-authored. Two essays can be sufficient for a dissertation only if both essays are sole-authored. If using co-authored essays, the dissertation has to include at least three essays. Finally, for all co-authored essays, the student needs to be the primary author. (As is probably clear from the preceding requirements, a paper co-authored by two students can be used as an essay in the dissertation of one of the students who is the primary author—but not for the dissertations of both students).

The Laney Graduate School standard for dissertation style is *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian.

See [http://www.gs.emory.edu/academics/policies/completion.html](http://www.gs.emory.edu/academics/policies/completion.html) or more specific guidelines on dissertation style and preparation. From this page, navigate to the “Submitting Your Thesis or Dissertation” in the right-hand column.

**Dissertation Proposal Procedures:**
Follow these steps for scheduling your dissertation proposal:

1. Schedule the date and time of your proposal in coordination with your committee members.
2. Reserve an appropriate room through the PhD Program Office.
3. Deliver your one-page summary of your committee composition to the PhD Program Office for distribution to the Doctoral Studies Committee two weeks prior to the scheduled proposal.
4. Send electronic copy of your dissertation proposal to the PhD Program Office eight days prior to the scheduled defense.

The PhD Program Office is required to announce the date/time of your proposal to the PhD students and faculty and have copies of the dissertation proposal available at least seven days in advance of your proposal.

**Dissertation Defense Procedures:**
Follow these steps for scheduling your dissertation defense:

1. Schedule the date and time of your defense in coordination with your committee members.
2. Reserve an appropriate room through the PhD Program Office.

3. If there has been a change on your dissertation committee, you must submit a Change of Committee form and a new rationale to the PhD Program Office for distribution to the Doctoral Studies Committee and the Graduate School two weeks prior to the scheduled defense.

4. Send electronic copy of your dissertation to the PhD Program Office eight days prior to the scheduled defense.

The PhD Program Office is required to announce the date/time of your defense to the PhD students and faculty and have copies of the dissertation available at least seven days in advance of your defense.

Requirements for Graduation and Candidacy:
To graduate, the student must successfully defend his or her dissertation and meet the requirements for candidacy outlined below. The Laney Graduate School requires all students be admitted to candidacy no later than August 1 before their fifth year of study for continuation of stipends.

To reach candidacy, the student must successfully propose their dissertation, and must satisfactorily complete a minimum of 36 hours in Advanced Standing. (A student admitted in Full Standing, must complete 18 hours to be placed in Advanced Standing.) Of these 36 hours, 18 must be taken in course work and directed study. These 18 hours must include a minimum of 15 hours, or five full courses, at the 500 or 700 level and must be completed with a grade of B- or better. Only three hours of the required 18 may be Directed Study. The student must have also successfully completed all (4) TATTO course requirements.

Enrollment Requirements to Reach Candidacy:
Successful completion of three courses (or 9 credit hours) per term (Fall/Spring) for first two years.
Successful completion of no more than (2) Directed Study courses for first two years. Directed Study courses carry a credit hour load of (3) per term.
Successful completion of all (4) TATTO courses (TATTO 600, 605, 610, and BUS 704). Total candidacy hours do not include summer residency hours.
Total candidacy hours do not include credit hours for TATTO courses.
All (4) TATTO courses must be completed in order to meet candidacy.

FORMS AND DEADLINES

Forms:
All forms require the approval and signature of the Director of Graduate Studies / Associate Dean. All forms needed for submitting your dissertation proposal and final dissertation can be found at this link on the Graduate School website: http://www.gs.emory.edu/academics/policies/completion.html.
Application for Admission to Candidacy:
Upon completion of all departmental requirements, with the exception of the dissertation and final oral exam, have been met, and after a dissertation committee chair has been designated and a dissertation research plan approved. Students should apply for candidacy as soon as they complete their preliminary degree requirements. At the very latest, students must be admitted to PhD candidacy at least one semester before applying for the degree. Students apply for candidacy by completing and submitting to the graduate school the Application for Admission to Candidacy. At this time, all students are expected to be in candidacy no later than the end of their fourth year of study.

http://www.gs.emory.edu/academics/policies/candidacy.html

Click on Application for Admission to Candidacy.

Application for Degree:
Complete this application during the semester in which you plan to graduate. It must be submitted by the degree application deadline.

http://www.gs.emory.edu/academics/policies/completion.html

Click on Application for Degree.

*Note: Degree application deadlines are published each year in the academic calendar on the Registrar’s website: http://www.registrar.emory.edu/.

Report of Completion of Requirements:
This must be submitted to the Graduate School upon completion of all courses and requirements for PhD.

http://www.gs.emory.edu/academics/policies/completion.html

Click on Report of Completion.

Deadlines
Deadlines for degree submission information per academic term can be found at the Graduate School's calendar website.
http://www.gs.emory.edu/calendar/index.php
STUDENT INFORMATION

Personal Information:
It is important to keep your address and other personal information (personal email, updated banking account information), current with the University’s OPUS system. In addition, international students are required to immediately notify ISSP of an address change. Address changes must be made in two separate OPUS accounts. One is your student OPUS account and the other is the HR OPUS account.

Instructions for HR OPUS Access:
1. Sign into OPUS (www.opus.emory.edu) with your Emory ID
2. Select "Self Service"
3. Select Campus Personal Information"
4. Make necessary changes and "save"

Economics Tutor:
The Goizueta Business School will make an economics tutor available to all first year students. The PhD Program coordinates the choice of economics tutors with the Economics PhD Program and helps develop a schedule for tutoring sessions.

Editorial Consultants:
Communication specialists with business school training and work experience can provide assistance in writing, editing, public speaking and presentation development. These services, available at a charge to the student, can help with drafting papers, finalizing articles for publication, strengthening presentation skills and improving communication effectiveness.

Contact Information for Editorial Services:
Oxford Editing Online Service (www.oxfordediting.com)

Residency:
The University calendar has regular breaks from classes in the fall, spring, summer, and for major holidays. The faculty at Goizueta use these breaks from classes to spend some productive time on their research. Of course, we understand that you will take some time off, but our expectation is that you will be on campus 11 months of the year, the same as faculty.

Computer:
Each student is provided with a computer by the Goizueta Business School and is responsible for the care and security of his or her assigned machine. The computer remains the property of Goizueta Business School during your time in the Program and is to be returned when you leave the Program. Students are responsible for repairs
(following the warranty period) and loss of the computer. Each student is strongly encouraged to secure his or her machine at all times.

STUDENT FINANCIAL INFORMATION

Your Personal Student Financial Accounts:
You can check the status of your Student Financial Accounts through the OPUS system.
1. Go to www.opus.emory.edu
2. Log in using your Emory network user name & password
3. Will automatically open to your personal Student Center home page
4. Under Finances tab, click on “Billing/Account Inquiry”

Should you have questions about your account, please contact:
Theresa Kenney at the Graduate School – theresa.kenney@emory.edu
OR call 727-6032

Student Financial Services – student.financials@emory.edu
OR call 727-6095

Student Health Insurance:
Goizueta Business School offers all PhD students paid health insurance coverage. The insurance will be offered through Emory’s student health plan and dependents can be added at the student’s expense. Insurance coverage will continue in subsequent years, as long you remain in good standing and are receiving a stipend. Students who have insurance through spouses, significant others or parents may decline this insurance assuming the coverage is comparable to Emory’s plan.

PhD Support Accounts:
The Goizueta Business School will make available to each student making satisfactory progress towards the PhD a total support account of $4,000 over the course of the program, accruing at the rate of $1,000 per year and available at the area-specific rate described below. The purpose of these funds is to support students' research and professional development. The PhD students' support accounts will be subject as much as possible to the same guidelines as exist for Faculty Support Accounts at Goizueta Business School. As they become available, the funds may be used to purchase or collect data, purchase software or hardware, register for travel and training opportunities, etc.

Every expenditure from a student’s support account must be documented by an original receipt and approved by the student’s doctoral area coordinator, either by standing agreement or by signature. The Director of Admissions and Student Services can advise you on whether explicit approval by signature is required in any particular case, but in general you should seek prior approval for any non-routine purchase and any expenditure over $1,000.
Area-specific Discretionary Funds
Each area may have some discretionary funds based on the number of students reaching candidacy each year. The area may choose to use the discretionary funds to support special opportunities for first or second year students (such as area nominations to prestigious doctoral consortia), special development events for area students (such as a brownbag series or pro seminars), or special needs for area students (such as data or subject fees). The discretionary funds are provided subject to availability of funds from the GBS PhD Program.

Accounting and Finance Students do not have access to their support accounts during the first two years of the program, meaning that the $4,000 total is accessible in the third year and beyond. Please plan accordingly. Marketing, ISOM and O&M Students gain access to their support accounts as they accrue, meaning that they gain access to $1,000 per year in the first four years, with the exception that Marketing students will not be reimbursed for conference travel in the first two years of the program. Please plan accordingly. Conference / workshop travel for ISOM students must be approved by the area coordinator prior to registration. Students on Academic Probation have no access to their support accounts during the term of probation.

Sheth Fellowships, named for Jagdish and Mrs. Madhuri Sheth and due to their generosity, are awarded to each student who successfully completes comprehensive exams in his or her area. The fellowship grants each Sheth Fellow an extra $1,000 in his or her support account, to be disbursed under the policies governing the support account. The purpose of these funds is to support dissertation research.

Laney Graduate School Professional Development Funds
The Laney Graduate School of Arts and Sciences also makes available to Goizueta PhD students a number of funding opportunities for data procurement, training, and conference travel. These funding opportunities are more fully described at:

http://www.graduateschool.emory.edu/professional_development/pds_funds/index.html

Steps in the PDS Process:
1. Application for funds - must be signed by your faculty advisor and Anand. Please start this process as soon as you know about a conference you’d like to attend. Application link is here:
   http://www.graduateschool.emory.edu/professional_development/pds_funds/pds_conference.html
2. Booking your travel – if you are anticipating using LGS funds – PLEASE apply well enough in advance of your conference so that you can get approval of LGS funds prior to booking your travel. Calendar of application deadlines is here:
   http://www.graduateschool.emory.edu/professional_development/pds_funds/d/PDS%20Calendar%202012-13.pdf
3. On your trip – make sure you keep ALL receipts as all reimbursements must be accompanied by a receipt (registration fees, airfare, lodging, meals, and ground transportation). Expense and budget guidelines are here: [http://www.graduateschool.emory.edu/professional_development/pds_funds/d/PDS%20Expenses%20and%20Budget%20Guidelines%202013.pdf](http://www.graduateschool.emory.edu/professional_development/pds_funds/d/PDS%20Expenses%20and%20Budget%20Guidelines%202013.pdf)

4. Once you return, you will need to complete a “Report on PDS Funds”. Link to that form is here: [http://www.graduateschool.emory.edu/professional_development/pds_funds/pds_report.html](http://www.graduateschool.emory.edu/professional_development/pds_funds/pds_report.html)

**Reimbursement Procedure:**
Every expenditure for which you seek reimbursement must follow a specific set of guidelines for approvals for reimbursements to be met:

- All meal / dining receipts must be itemized. Please ask the server at any dining establishment that you attend to provide you with an itemized receipt. If you do not obtain an itemized receipt, you will need to complete a “lost receipt affidavit” in order to get reimbursed.
- All online purchases, including Amazon and conference registration fees, are required to have an itemized receipt as well. In particular, for Amazon, the email receipt must say “shipped” in order to be processed. A receipt that only has the word, “ordered” will not be approved.
- All travel expenditures must follow very specific guidelines for being reimbursed. Travel policies are outlined below: [http://www.graduateschool.emory.edu/professional_development/pds_funds/d/PDS%20Expenses%20and%20Budget%20Guidelines%202013.pdf](http://www.graduateschool.emory.edu/professional_development/pds_funds/d/PDS%20Expenses%20and%20Budget%20Guidelines%202013.pdf)
- All receipts must show proof of payment. Receipts that simply state, “total” or “amount due” will not be approved. The receipt must outline the transaction by showing that the amount was “paid”.
- If you are an international student, know that your reimbursement approvals have to also be reviewed by our international tax advisor, Mary Chenault. Please make sure that you have answered any questions of that office once you are enrolled in our program.

**Updated Travel Policy:**
Two major things to keep in mind:

1. Please plan ahead. It is imperative that you budget your support funds from GBS and the Grad School carefully, and start collecting approvals ahead of time. If you plan to apply for Grad School conference travel funds, apply early so that the funds will be available when you need to book your flight. If you plan to use your GBS support account, make sure you have an annual plan and a career plan so that you don't end up short on funds when you need something critical.
2. Please get formal approval from your doctoral area coordinator for all travel, and forward that approval to Allison and Anand no later than when you ask for help in booking travel. Your doctoral area coordinator may request approval from your advisor, so don't wait until the last minute to seek approval.
**Airline reservations:**
Airline reservations must be made through the University's travel online system found at the link below (since April 1, 2010):

https://www.finance.emory.edu/home/travel/index.html

When the flights are booked, the fare can be taken from the account that will ultimately bear responsibility -- your support account, the GBS conference travel account, the support account of a faculty member who has agreed to support the trip -- but the funds must be in place at the time the reservation is made.

If using your support account from GBS – ask Allison for the appropriate SmartKey to charge the tickets or use your own personal credit card. You must also have the travel approved by your advisor and then funds in your account. At your request, Allison can provide your updated account balance.

If using professional development funds from LGS – again, apply in enough in advance that you get approval prior to booking travel. Once it is approved, you can use the LGS SmartKey to book your flights. Or pay personally for the flight.

If anticipating LGS funds and needing to book flights – you will need to use your personal credit card and then be reimbursed.

If you do not book your reservations through the University's travel site, you will not be reimbursed for the airfare.

**Reservation and hotel deposits:**
The PhD Program office cannot prepay your registrations, hotel deposits, and other expenses using the corporate credit card.

The standard model, and the expectation, for faculty and for you, is to pay the travel expenses as incurred and request reimbursement when the trip is complete. You can pay your expenses with cash, credit card, or debit card in most cases, so make sure you have personal access to one of these forms of payment.

*Please note:* when you go on the job market, you will be expected to book your flights and be reimbursed by host schools after the travel is completed. Sometimes there is a lag of more than a month, so please plan ahead to meet these expenses. Some of our students receive between six and ten campus visit invitations, so this will not be a trivial expense. Your support account is not available for campus visit expenses.

**Amount of GBS Support:**
Everyone accrues $1000 of support for each of the four fully-funded years in the program. In addition, Prof. Jag Sheth has provided $1000 of dissertation support in addition to this $4,000. Because he is incredibly generous and supportive of the PhD Program, Jag has also provided Sheth Fellowships of $1000 when you have successfully passed comprehensive exams. So, the total if you proceed through the
program is $6,000 career maximum while you are in the program. Please see the Handbook for the schedule of access to the funds -- Accounting and Finance students do not have access to their support accounts for the first two years in the program, and Marketing students will not be reimbursed for conference travel during their first two years in the program. ISOM and O&M students have access to their support accounting during the first two years of the program with the approval of their respective doctoral area coordinators. Although Goizueta Business School lacks a mechanism to "carry over" funds, we make every attempt to manage the budget so that you can have access to unspent funds in subsequent years. So far, we have been successful in mimicking carry overs. In addition, you have access to several kinds of Grad School funding for conference travel, development, and research. See the LGS Handbook for annual and career limits on Grad School funding, and for forms, procedures, and timing of applications.

**Laney Graduate School Emergency Loan Fund:**
The purpose of the Laney Graduate School Emergency Loan Fund is to help students through unexpected financial crises, such as illness, family job loss, and delays in other types of funding. The maximum loan amount is $1,000. A student who receives an emergency loan must sign a promissory note agreeing to repay the loan within 89 days of issue. Emergency loans are interest free for the 89 day period.

**FACULTY INFORMATION**

**Evaluation and Feedback Process**
1. Each area will perform an annual assessment of the progress of each of its doctoral students in September of each year.
2. Each student will be provided feedback by the Area Doctoral Coordinator or a member of the area faculty designated by him / her. Absent highly unusual circumstances, feedback will be provided in a face-to-face meeting with each student.
3. A copy of the completed Annual Assessment form will be forwarded by the Area Doctoral Coordinator to the Doctoral Program office by the first week in October of each year.
4. If a student is assessed as performing below area expectations, the area will alert the Director of the Doctoral Program to the proposed course of action. This could include providing the student with appropriate feedback and support, putting the student on probation, or, in extreme cases, recommending that the student be asked to leave the program. The Director of the Doctoral Program will notify the student of the final action being taken (e.g., being put on probation).
5. If an area recommends that a student be asked to leave the program, the Director of the Doctoral Program ordinarily will ask the Graduate School of Arts and Sciences to terminate the student. However, the Director of the Doctoral Program may, at his / her discretion, refer the case to the Doctoral Studies Committee for review.
**Graduate School Faculty:**
Only tenured and tenure-track faculty on regular appointments are Graduate School faculty and are eligible to serve on dissertation committees. In addition, only Graduate School faculty are expected to teach PhD seminars at Goizueta Business School.

**Doctoral Studies Committee:**
Refer to the Goizueta Contact List for the Doctoral Studies Committee members for 2015-2016 contact information.

**EMORY UNIVERSITY AND LANEY GRADUATE SCHOOL RESOURCES**

**Counseling Center:**
The Emory University Counseling Center provides free, confidential counseling and referral for enrolled undergraduate, graduate and professional students. Individual, group, couple and family counseling sessions are available. Consultation, outreach and educational workshops are provided. The Counseling Center is located in Room 217 of Cox Hall and is open from 8:30 –5:00 p.m. Counselors are on call in case of emergency.

http://www.emory.edu/SCOUNSEL/

**Disability Services:**
Emory University is committed to ensuring that all university goods, services, facilities, privileges, advantages and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal, state and local laws. Accommodations are available for permanent, progressive, and temporary health conditions. Confidentiality is honored and maintained. Direct questions to the Office of Disability Services at 404-727-9877.

http://www.ods.emory.edu/about.htm

**Grievance Policy:**
Students who have a grievance related to some aspect of their program in the Business PhD Program should report it to the Director of Graduate Studies. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the Director will appoint a committee of three Business PhD faculty members (or faculty members outside the Business PhD Program, if the situation warrants) or use an existing standing committee, who will review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the Business PhD Program administrative structure, the Director will forward the grievance to the Office of the Senior Associate Dean of the Laney Graduate School. From this point forward, the grievance will be
handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. If the issue is with the Director, the student should go directly to the Senior Associate Dean of the Laney Graduate School.

Health Services:
The Emory University Health Services offers a wide range of services and is located at 1525 Clifton Road. Details are on their website at: 

Housing:
The Emory University Housing Office provides services for students seeking to reside in University housing. For information about applying to live in housing and other matters, visit their website at: http://www.emory.edu/HOUSING/GRAD/gradhouse.html .

International Students and Scholars Services:
The mission of the ISSS is to facilitate global education and cultural exchange at Emory University through services and programs for Emory international students and scholars and to the wider community with whom they interact. ISSS recognizes for itself and for those it serves the importance of acknowledging and affirming values of personal integrity, responsibility, trust, acceptance of diversity, and respect. ISSS creates an educational and cultural bridge between and among Emory international students and scholars, the Emory community, and the broader community of Atlanta, the state of Georgia, and the United States. The ISSS Office is located in North Decatur Building (1784 North Decatur Rd.) in Suite 130. The telephone number is 404-727-3300. 
http://www.emory.edu/ISSS/

Student Financial Services:
The Office of Student Financial Services is charged with maintaining all student accounts at Emory University. They are located in Room 101 of the Boisfeuillet Jones Center and the telephone number is 404-727-6095. 
http://www.emory.edu/studentfinancials

You can also check the status of your Student Financial Accounts through the OPUS system. 
1. Go to> www.opus.emory.edu
2. Log in using your Emory network user name & password
3. Will automatically open to your personal Student Center home page
4. Under Finances tab, click on “Billing/Account Inquiry”
Should you have questions about your account, please contact:
Theresa Kenney at the Graduate School – theresa.kenney@emory.edu
OR call 727-6032
Student Financial Services – student.financials@emory.edu
The Office of Financial Aid is also located within the office of Student Financial Services and is responsible for the processing of all federal funds (loans). The office is located on the third floor of the Boisfeuillet Jones Center and can be reached at 404-727-6039.

http://www.emory.edu/FINANCIAL_AID/

**Office of Lesbian, Gay, Bisexual and Transgender Life:**
Emory University’s Office of Lesbian/Gay/Bisexual/Transgender (LGBT) Life is an administrative office housed within the Division of Campus Life, offering programs and services designed to improve the campus climate and create an open and welcoming environment for LGBT students and employees. The Office is located in Room 246E of the Dobbs University Center and the telephone number is 404-727-0272.

http://www.emory.edu/CAMPUS_LIFE/LGDTOFFICE/history.php

**Office of Multicultural Programs:**
The Office of Multicultural Programs and Services provides an environment where students can obtain services that contribute to their success in the academic community. They approach service delivery from a holistic perspective, meeting intellectual, emotional, social, and physical needs of students. The Office is located in the Dobbs Residential Center, Suite 348, and can be reached at 404-727-6754.

http://www.emory.edu/MULTICULTURAL/

**Office of the Registrar:**
The Office of the Registrar maintains official student records and issues all transcripts. The office is located in Room 100 of the Boisfeuillet Jones Center.

http://www.registrar.emory.edu

**OPUS – Online Pathway (to) University Students:**
Students may view their student academic records and student financial accounts online via OPUS. OPUS can be accessed at: https://www.opus.emory.edu.

**Release of student information (FERPA):**
In an attempt to assist in the application of FERPA and the University’s Policy on the Confidentiality and Release of Information about Students, the following is offered as an abbreviated guideline. The general rule is that no information, applications, forms, letters, records, transcripts, etc. may be released, whether in writing or orally, without prior written consent, dated and signed by the student, specifying the records to be released, the reasons for such release and to whom the records are to be released.
Additionally, the student’s email address must be removed from all distribution lists. Upon receipt of the written request, letters can be written verifying enrollment status; GPA; degree completion; probation status and department of enrollment. Information, defined by the University as “directory information”, may be released without prior written consent from the student provided the student has not filed a “release no information” request with the University. Directory Information for a given student includes: whether or not the student is currently enrolled; the school or division in which the student is or was enrolled and his or her class/year; dates of enrollment; degree or degrees earned (if any), date of degree, major area of concentration and academic honors received; awards of merit and participation in officially recognized activities and sports; addresses and telephone numbers; and electronic mail address.