# Table of Contents

**Goizueta Foundation Doctoral Program – 2017-18 Student Handbook**

## Table of Contents

- **Honor Code** ................................................................. 5
- **Goizueta Business School Contact List** .............................. 5
- **Doctoral Studies Committee Contact List** ........................... 5-6
- **Graduate School Contact List** ........................................ 6

### Enrollment Information

- **Course Slate** .................................................................. 7
- **Credit Hour Load** ............................................................ 7
- **How to Check Your Enrollment in OPUS** .............................. 7
- **Course Enrollment and Research Contracts** ........................ 7
- **Core Curriculum** ............................................................. 8-12
- **Jones Program in Ethics** .................................................. 13
- **Cross-Registration Procedure – Emory Classes** .................... 13
- **Cross-Registration Procedure – ARCHE** ............................... 13-14
- **Course Waivers** ............................................................. 14
- **Directed Study** .............................................................. 14-15
- **TATTO** ........................................................................... 15
- **TATTO and Teaching Evaluations** ...................................... 15-16

### Academic Performance and Grading

- **Graduate School Continuance and Academic Probation** ........ 16-17
- **Annual Assessment** .......................................................... 17
- **Incomplete Work** ............................................................. 17

### Research

- **Grants and Fellowships** .................................................... 18
- **Human Subjects Research** ................................................ 18
- **Ivory Staircase** .............................................................. 18
- **RA / TA Requirements** .................................................... 18

### Dissertation Policies & Procedures

- **Committee Composition** ................................................... 19
- **NEW: Committee Composition / Inclusion of Faculty who Leave Emory** ............................ 20
- **Dissertation Composition, Format & Style** ........................................ 21
- **Dissertation Proposal Procedures** ........................................ 21
- **Dissertation Defense Procedures** ........................................ 21-22
- **Requirements for Graduation and Candidacy** ........................ 22
## Student Information

- Personal Information .............................................................................. 24
- Economics Tutor .................................................................................. 24
- Editorial Consultant(s) ........................................................................... 24
- Residency .............................................................................................. 24
- Computer ............................................................................................... 24-25

## Student Financial Information

- Student Accounts in OPUS .................................................................... 25
- Student Health Insurance ..................................................................... 25
- PhD Support Accounts and Travel Policies ......................................... 25-26
- Area Specific Discretionary Funds ...................................................... 26
- Sheth Fellowship ................................................................................. 26
- LGS – Professional Development Funds ............................................. 26-27
- Reimbursement Procedure .................................................................. 27
- Travel Policies / Guidelines ................................................................ 28-29
- LGS Emergency Fund .......................................................................... 29

## Faculty Information

- Area Evaluation and Feedback Process .............................................. 29
- Graduate School Faculty ..................................................................... 30
- Doctoral Studies Committee ............................................................... 30

## University Resources

- Counseling Center ................................................................................ 30
- Disability Services ............................................................................... 30
- Grievance Policy .................................................................................. 30-31
- Health Services ..................................................................................... 31
- Housing .................................................................................................. 31
- International Students and Scholars Program .................................. 31
- Student Financial Services (Bursar) ..................................................... 31-32
- Office of Lesbian, Gay, Bisexual and Transgender Life ..................... 32
- Office of Multicultural Programs ....................................................... 32
- Office of the Registrar .......................................................................... 32
- OPUS – Online Pathway (to) University Students ............................ 32
- Release of Student Information (FERPA) .......................................... 32-33
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](http://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](http://www.bus.emory.edu/HonorCode.pdf).

Goizueta Business School Contact List:
*Associate Dean and Director of Graduate Studies*
Professor Kathryn Kadous
kathryn.kadous@emory.edu

*Director of Admissions & Student Services, PHD Program Office, W422*
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 2017 - 2018):*
Accounting – Grace Pownall
grace.pownall@emory.edu

Finance – Jay Shanken
jay.shanken@emory.edu

ISOM – Diwas KC
Diwas.kc@emory.edu

Marketing – Ryan Hamilton
727 9892
ryan.hamilton@emory.edu
O&M – Melissa Williams mjwilliams@emory.edu

**Laney Graduate School Contact List:**

*Vice Provost for Academic Affairs and Dean of Graduate Studies*
Lisa Tedesco – ltedesco@emory.edu 727-2669

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

*Fellowship Professional Development Support/Funds Coordinator*
Jay Hughes – jlhughes@emory.edu 727-2295

*Senior Associate Dean*
Cathryn Johnson – cjohns@emory.edu 727-3901

*Assistant Dean, Student Affairs*
Mary Horton – mary.horton@emory.edu 727-2661

*Health Insurance & Administrative Procedures Assistant Dean, Chief of Staff*
Rosemary Hynes – Rosemary.Hynes@emory.edu 727-2660

*Registration, Student Records & Theses/Dissertations Processing*
Tamika Hairston – Tamika.Hairston@emory.edu 727-6033
Renee Webb – RlWebb@emory.edu 727-4870
ENROLLMENT INFORMATION

**Academic Advising / Course Selection**
Students will be required to meet with their advisor (who should have expertise in the student’s chosen subject area) and the Area’s Doctoral Coordinator to put together a curriculum plan for the first two years of the doctoral program. Any subsequent changes to the approved curriculum plan must be approved by both the student’s advisor and the area’s doctoral coordinator. Any changes in advisor must be approved by the area’s doctoral coordinator.

**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 following pages of this Handbook.

**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](http://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

**Course Enrollment and Research Contracts Each Term:**
Every first and second year student will submit to their doctoral area coordinator a spring term course contract in early December and a fall course contract by the end of May. Every third, fourth, and fifth year student will submit a spring term research contract in mid-January, a summer research contract by the end of May, and a fall research contract by mid-August, specifying three benchmarks for evaluation of research progress to be achieved in the spring, summer, and fall terms, respectively. Satisfactory/Unsatisfactory grades for research credits will be awarded based on a comparison of the benchmarks in the research contracts and actual accomplishments. These course and research contracts will be forwarded to the PhD Program office.
Core Curriculum Requirements by Area

------Accounting Curriculum Requirements------

Starting fall 2017, accounting students will be required to sit down with a faculty advisor with expertise in the student’s chosen sub-discipline and the doctoral area coordinator to put together a curriculum plan for the first two years of the doctoral program. Any subsequent changes to the approved curriculum plan must be approved by the student’s advisor and the doctoral area coordinator. Any changes in advisor must be approved by the new advisor and the doctoral area coordinator. The curriculum plan will specify coursework from the following menu:

1. Core discipline courses (3)
   Required: ECON 500 – Microeconomic Theory I
   Required: Two additional core discipline courses from Economics
   ECON 501 – Microeconomic Theory II
   ECON 501 – Economic Reasoning
   Or approved alternatives
   OR Two additional core discipline courses from Psychology as approved by advisor

2. Core Methods Courses (4)
   Required: BUS 701 – Survey of Business Research Methods
   Required: ECON 520 – Probability and Statistics (including Math Boot Camp)
   Required: At least two additional core methods courses in Economics, such as
   ECON 521 – Econometric Methods
   ECON 526 – Quantitative Methods
   ECON 721 – Advanced Microeconometrics
   OR At least two additional core methods courses appropriate for methodological interest, as approved by advisor

3. Accounting Research Seminars (5)
   Noncredit Professionalism Seminar – Required for First Year Students
   BUS 710 -- Foundations of Financial Archival Research (Dichev)
   BUS 711 – Applications of Financial Archival Research (Pownall/Rotating)
   BUS 712 – Foundations of Experimental Research in Acctg (Kadous/Towry in Alternate Terms)
   BUS 713 – Applications of Experimental Research in Acctg (Kadous/Towry in Alternate Terms)
   BUS 714A – Foundations of Accounting Thought (Waymire)
   BUS 714B – Advanced Topics in Accounting Research (Doc Ed)

4. Additional Coursework – LGS Requirements (7)
   TATTO 600 – Laney Graduate School Teaching Workshop
   TATTO 605- (Teaching Assistantship) and TATTO 610 – (Teaching Associateship)
In certain circumstances, as approved by the student’s advisor and the doctoral area coordinator, students may elect to substitute formal directed readings or independent study courses for one core discipline and/or one core methods course, such as substituting the SAS/STATA/Financial Databases Independent Study course offered by Ron Harris every other year for one core methods course, or a sub-discipline-specific directed readings course for one core discipline course.

In addition to formal coursework, in years two through four of the program, students are obligated to perform approximately 10 hours per week during each semester of either research assistance or teaching assistance for a single faculty member each semester. The RA/TA work is not directly compensated, but is a condition of continued receipt of the student’s stipend. This work should be formative in nature – that is, it should teach the student relevant teaching and research skills – while also being helpful to the faculty member. Each faculty member supervising a student’s RA/TA work will participate in student’s annual performance evaluation and provide input on his or her satisfaction with the student’s performance in these tasks.

Students will present a first year summer paper in the early fall of their second year. The student will provide a brief proposal of the first year summer paper to the student’s advisor and the doctoral area coordinator by 6/15, the complete paper is due by 8/31, and the presentation is due by 9/30. If the proposal or the paper are inadequate, the student will have no more than three weeks to correct the deficiencies but only in extraordinary cases beyond the student’s control will the presentation be delayed beyond 9/30.

Students will present a second year summer paper in the early fall of their second year. In June of the second year, students will submit to the doctoral area coordinator three things: a specific area in which the student expects to specialize; a reading list of 30 to 50 of the most important papers in that specific area; and a six to ten page proposal for the second year summer paper in that area. The reading list should include the foundational papers in the specific area as well as the current literature as reflected in the last three years’ publications in the top journals and relevant working papers. The length and coverage of the reading list should be determined in consultation with the student’s faculty advisor. If the reading list and/or the proposal are determined by the accounting faculty to be inadequate, the student will have until July 15 to correct the problem with prejudice.

The second year summer paper should be a complete paper with a well-framed question and motivation, a design to address the question, at least preliminary results, discussion and conclusions, and a plan for future research. It should be delivered to the student’s advisor and the doctoral area coordinator by the end of September of the third year, with a date to present it in a
full workshop by the end of October. Students must have a formal advisor for the second year summer paper, and we encourage students to seek faculty input as the paper develops.

At the conclusion of the summer paper presentation, interested doctoral faculty will conduct an oral examination of the student’s knowledge of the area of his or her research, including design choices and how the project fits into the relevant literature. The accounting faculty will decide whether the paper is a satisfactory qualifying output, whether the presentation meets the criteria for a successful performance, and whether the breadth and depth of knowledge demonstrated in the oral examination is sufficient to qualify the student to proceed in the program. Successfully completing this exercise means the student has met part of candidacy requirements. Any deficiencies in this execution or presentation of the second year summer paper or in the oral examination may be corrected by calendar year end.

Every student will submit a self-assessment by the end of each September in the program, years two through five. That self-assessment will serve as the basis for an annual evaluation and feedback organized by the student’s advisor and the doctoral area coordinator. Every first and second year student will submit to the doctoral area coordinator a spring term course contract in early December and a fall course contract by the end of May. Every third, fourth, and fifth year student will submit a spring term research contract in mid-January, a summer research contract by the end of May, and a fall research contract by mid-August, specifying three benchmarks for evaluation of research progress to be achieved in the spring, summer, and fall terms, respectively. Satisfactory/Unsatisfactory grades for research credits will be awarded based on a comparison of the benchmarks in the research contracts and actual accomplishments. These course and research contracts will be forwarded to the PhD Program office.

Failure to successfully meet any of these deadlines may result in termination of participation in the PhD program and termination of financial support as of the end of the semester. This structure will remain in place for the next five years, to be reviewed at the end of that term (that is, no later than spring term 2021).
--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>
<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>
<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>
<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>
--- ISOM Curriculum Requirements ---

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</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 750 Research Seminar in IS I</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 751 Research Seminar in IS II</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 752 Foundations of Operations Management</td>
<td>Required</td>
</tr>
<tr>
<td>BUS 753 Advanced Topics in Operations Management</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 Econometrics</td>
<td>Required</td>
</tr>
<tr>
<td>(Or another statistical methods course)</td>
<td></td>
</tr>
</tbody>
</table>

Additional research methods course Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<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>
---Marketing Curriculum Requirements---

**Core Requirements**

- BUS 701 Survey of Research Methods  
  Required  
- BUS 704 Business Teaching  
  Required  
- BUS 741 Marketing Strategy  
  Required  
- BUS 742 Marketing Topics  
  Required  
- BUS 743 Customer Management  
  Required  
- BUS 744 Empirical Models in Marketing  
  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
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>Course</th>
<th>Name</th>
<th>Course</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Summer before</td>
<td>ECON 526</td>
<td>Quantitative Methods (“math camp”)</td>
<td>ECON 526</td>
<td>Quantitative Methods (“math camp”)</td>
</tr>
<tr>
<td>1st</td>
<td>Fall</td>
<td>ECON 500</td>
<td>Microeconomic Theory I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Spring</td>
<td>Probability &amp; Statistics</td>
<td>PSYCH 560</td>
<td>Advanced Statistics</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
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<td>-----------------------------</td>
<td>--------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>ECON 520</td>
<td>Econometric Methods</td>
<td>PSYCH 561</td>
<td>Multiple Regression and the General Linear Model</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Whenever offered</td>
<td>Advanced Econometrics</td>
<td>BIOS 505*</td>
<td>Statistics for Experimental Biology (experimental methods)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 721</td>
<td></td>
<td>BIOS 502</td>
<td>Statistical Methods III (multilevel models)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIOS 508</td>
<td>Categorical Data Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIOS 507</td>
<td>Applied Linear Models (advanced GLM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIOS 526</td>
<td>Modern Regression Analysis (follows 507)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIOS 500**</td>
<td>Microeconomic Theory I</td>
<td></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](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](http://gs.emory.edu/professional_development/ethics_program/overview.html).

The program consists of three elements. Completion of elements (1), (2) and (3) are required for candidacy, and (4) 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.
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.
**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 Laney Graduate School. 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 TA requirement for the semester in which you are enrolled in this course. TATT 605 may be completed in your third 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 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 fourth year, and does not need to be completed prior to reaching candidacy.

**TATTO assignments:**
Prior to the beginning of each academic term, faculty area doctoral coordinators will match students who are eligible for, and in need of, TATT 605 and 610 course enrollment, with appropriate faculty supervisors. Area doctoral coordinators will consider the student's teaching interests and research goals, as well as faculty willingness to serve as teaching mentors, in making assignments. TATTO assignments will be recorded in the term research contracts that each student must complete prior to the beginning of teach term.

**Teaching Evaluations:**
Students who have successfully held TA sessions for the courses in which they are fulfilling their TA requirements should utilize a teaching evaluation form and distribute it among students in the course for which they TA. They should also be in consultation with their supervising faculty to receive an evaluation and grade for their TA work.

**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/

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:**
Effective Fall 2017
To graduate, the student must successfully defend his or her dissertation and meet the Laney Graduate School requirements for candidacy outlined below.

**Requirements for Candidacy**
Candidacy status is an indication that a doctoral student has developed sufficient mastery of a discipline to produce an original research contribution in his or her field.

**Eligibility**
To be eligible for candidacy, a student must meet the following requirements:

1. Complete all program requirements for candidacy: coursework and other training required by the degree program, including program required JPE training
2. Complete qualifying examinations required by the degree program
3. Complete TATTO 600, TATTO 605, and JPE 600 (also see item 1)
4. Resolve any Incomplete (I) or In Progress (IP) grades
5. Be in good standing with a minimum cumulative 2.70 GPA
6. Have earned at least 54 credit hours at the 500 level or above

TATTO 610 and JPE 610 may be completed after entering candidacy.

**Student must achieve candidacy by September 15 of their fourth year in order to remain in good standing.**

**1.1.1 (D) Dissertation Proposal and Dissertation Committee**

**Proposal Form and Timing**
The dissertation proposal describes in detail the research question(s) that the dissertation will address and the student’s plan for collecting and analyzing evidence to address the question(s). It must provide sufficient evidence for the committee to evaluate whether the plan is feasible and
whether, if the work is completed as agreed upon and written up adequately, it will form the basis of an acceptable dissertation.

**Students must obtain LGS approval for their dissertation committee and successfully defend their dissertation proposal no later than March 15 of their fourth year in order to remain in good standing.**

**Changes to the Committee**
If the membership of a dissertation committee needs to change, students should submit a change of dissertation committee form as soon as possible.

When a student submits a completed dissertation, the membership of the dissertation committee must match the members listed on the most recent dissertation committee form on file with the Laney Graduate School.

**Effective Date**
This policy is effective starting fall semester 2017, and applies to all students immediately, with two exceptions: students who started their programs before the fall of 2017 must meet the dissertation committee deadline in effect when they first enrolled, and must have an approved dissertation proposal no later than August 1 before their fifth year of study; and students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the dissertation proposal defense deadline. However they will not receive stipends or be eligible for PDS funds until they reach candidacy.
Dissertation Completion Time

Students are expected to complete their dissertations and apply for their degrees within six years.

If a student has not completed the degree at the end of the seventh year, the program may grant a one-year extension. The program must submit notice of this extension to the Dean, no later than August 1 of the seventh year (before the eighth year). The notice must contain a completion timeline signed by both the student and the dissertation committee chair or co-chairs. Students who enroll for this extension year will be responsible for some tuition, as detailed in 2.2.1 (A).

If a student has not completed the degree at the end of the eighth year, the student may continue work for at most one additional academic year and only with approval from the Dean. To obtain approval, the program must submit a request to the Dean no later than August 1 of the eighth year (before the ninth year). The request must (a) outline the reasons the student has not completed, (b) consider whether the student needs to repeat any part of the qualifications for candidacy or obtain approval of a new dissertation prospectus, and (c) present a detailed completion timeline signed by both the student and the dissertation committee chair or co-chairs. Students who enroll for this extension year will be responsible for some tuition, as detailed in 2.2.1 (A).

Effective Date

This policy is effective starting fall semester 2017. It applies to all students who started their programs in the fall semester of 2017 or later. Students who started before then remain covered by the policy in effect when they first enrolled, reproduced below.

Previous policy, applying to students who stared their degree programs prior to the fall of 2017.

Extension of Time to Complete Requirements for the PhD

A student must complete all requirements for the PhD, including the dissertation, within eight years of admission to advanced standing. Extensions beyond this period will be granted only under extraordinary circumstances and as described below.

The student must submit a written request to his/her program prior to the end of the term in which the eight-year limit is reached, allowing the program sufficient time to consider this request fully. This request must state the circumstances that make an extension necessary and must describe a plan and schedule for completion of remaining degree requirements. Any subsequent requests for extensions will be expected to detail progress according to this plan and to justify any modifications proposed.

Programs may grant a maximum of 3 one-year extensions. The program will notify in writing the Dean of the Laney Graduate School of each extension granted or denied, and forward to the Dean the student’s written request and the program’s official response. Students not on official extension will have their enrollment blocked or risk having their registration cancelled.
The program, at its option, may require re-examination or other demonstration of the currency of a student’s preparation beyond the eight-year limit.

A student beyond the eight-year limit who fails to obtain an extension from his/her program, or who exhausts the extension granted without completing requirements for the degree, will no longer be considered a degree candidate. No request for an additional extension of time will be considered except by application to the Dean of the Laney Graduate School, and none will be granted except in extraordinary circumstances. When the program requests extraordinary extension, the decision and rationale on re-examination must be communicated to the Laney Graduate School, along with the extension request.

A student on an extension may not request a leave of absence.

Timing
Students should enter candidacy as soon as all requirements have been completed. Students must reach candidacy by September 15 of their fourth year.

Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

Procedure
Students enter candidacy by submitting the application to enter candidacy, available on the LGS website. The application requires programs to affirm that all program requirements have been met (1-3 above), and LGS affirms that remaining requirements have been met (4-7). The Laney Graduate School requires all students be admitted to candidacy no later than September 15th of their fourth year of study for continuation of stipends.

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 September 15th 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/](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

If students do not meet candidacy deadlines, they will go on probation and will not be eligible to receive stipends or to apply for PDS funds.

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

Student Health Insurance:
Goizueta Business School offers all PhD students paid health, vision, and dental insurance coverage. Health and dental insurance will be offered through Emory's student health plan and vision insurance is offered through an independent provider. 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.

**GBS PhD Support Accounts:**
The Goizueta Business School will make available to each student making satisfactory progress towards the PhD a total support account $1000 per the first four fully-funded years in the program. 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. However, each academic area has specific guidelines as to when these funds are available for use by students.

In addition, Prof. Jag Sheth has provided $1,000 of dissertation support in addition to this $4,000. Professor and Mrs. Sheth’s generosity and support extends a Sheth Fellowship of $1,000 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. These funds are managed by the PhD Program Office and are not directly deposited into the students’ bank accounts.

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 Access to PhD Student Support Account:**
*Accounting, 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. Conference / workshop travel for *ISOM* students must be approved by the area coordinator prior to registration.

*Accounting* students may access their funds within the first two years of the program, but only at the discretion and approval of their advisors. Please plan accordingly.

*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.
Students on Academic Probation have no access to their support accounts during the term of probation.

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.

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%202013.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/PDSS%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

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:
  

• 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):


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.

**Reservations 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.

**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 2017-2018 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 – 5:00p.m. Counselors are on call in case of emergency.

[http://www.emory.edu/SCOUNSEL/](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: [http://studenthealth.emory.edu/hs/index.php](http://studenthealth.emory.edu/hs/index.php).

**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](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/](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
OR call 727-6095

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/LGBTOFFICE/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](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.