

# Administrative Guidelines for Research Doctoral Tuition

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These guidelines are intended to supplement the [Guidelines for Providing Tuition Support for Research Doctoral Students](http://www.drexel.edu/graduatecollege/forms-policies/policies/doctoral-tuition) document (see: <http://www.drexel.edu/graduatecollege/forms-policies/policies/doctoral-tuition>), which outlines the way in which the university charges and remits tuition for research PhD students. The present document complements those general guidelines and is meant to serve as a step-by-step guide for college/school administrators in processing research doctoral tuition. These guidelines apply only to students engaged in Doctor of Philosophy (Ph.D.) and Doctor of Public Health (Dr.PH) programs.

- I. In July, prior to the start of the academic year, the Graduate College will provide a PhD student template to each college/school. The template will be pre-populated with information on current students. Colleges/schools will confirm that data on all current students is accurate and up-to-date, and will add data on new incoming PhD/DPH students. Members of the Academic Administrators Group (AAG) and deans or associate deans for graduate studies (ADGs) will approve the form prior to submission to the Graduate College.

Processing of PhD tuition requires the coordination of multiple units. A breakdown of each unit's responsibilities is as follows:

## **Academic Department**

- Communication between faculty, advisors and business managers to process stipend and remission in a timely manner
- Identify funding source and available budget
- Prepare EPAF as the primary method (or posting request spreadsheet for additional credits)
- If grant related, have Principal Investigator (PI) approve
- Adjust remission due to students registering for more or less credits than planned

## **Academic College Dean's Office**

- Run reports to check for accuracy
- Verify funding source and available budget
- Approve EPAF as the primary method (or posting request spreadsheet for additional credits)
- Adjust tuition remission revenue and expense in coordination with the budget office

## **Office of Research**

- Verify funding source and available budget
- Approve EPAF as the primary method (or posting request spreadsheet for additional credits)

### **Human Resources**

- Verify proper HR paperwork is completed by student
- Run reports to check for accuracy
- Complete EPAF

### **Bursar's Office**

- Verify correct account and detail codes are set up (Additional steps are needed if account and detail codes aren't set up)
- If fund/org/account are closed Bursar will outreach to the department for updated information
- Process remission either as a completed EPAF or spreadsheet received through email
- Review account for removal of late fees

### **Office of Financial Aid**

- Financial Aid needs to be made aware of the annual award amount as soon as possible so that in the event the student applies for other federal aid or private aid (loans) the student is not over-awarded. If the annual remission amount is not available, Financial Aid will have to develop a process to estimate future term amounts (again so that we do not over award the student).
- Federal or Private Loans that a student may have borrowed, are released (to the student as their student refund) which could occur after tuition remission is applied, which would satisfy the balance due to the University

II. In January, colleges will inform the Graduate College of any requested changes (beyond normal fluctuations) in size of PhD/DPH Programs for the next Academic Year using the *PhD Student Allocation Form*. The Graduate College will respond within two weeks and if questions arise, will reach out to the AAG and programs directly. Programs should provide at a minimum the following information in order to justify any proposed increase in the size of research doctoral programs:

- Source and amount of compensation for the proposed new students (salary, wages, stipends, etc.)
- Source of tuition (grant funds, self-pay, university tuition remission). Note: Tuition remission should not be classified as a component of cost sharing on grant proposal submissions.
- An explanation of the resources available to accommodate the additional students (teaching capacity, faculty mentorship, research facilities, etc.)

We recognize that in many cases these data will be incomplete, and will necessarily require making best estimates based on data available at the time. These estimates can subsequently be updated as additional data become available.

III. Colleges will inform the Office of the Provost of their anticipated adjusted tuition remission budget for the upcoming fiscal year. This should happen during the normal budget request timeframe in January.

IV. In the last quarter of the fiscal year, the Office of the Provost will evaluate the actual tuition remission used against the budgeted tuition remission budget. If the anticipated tuition remission falls short (e.g., due to fewer than expected research grant awards), the Office of the Provost may transfer additional tuition remission funding to the college remission account. In this circumstance, the Graduate College and the Office of the Provost will work with the college/school to understand the deviation between projected vs. actual remission budgets, and to make any needed adjustments (in the program size, tuition remission budgets, anticipated grant support expectations, etc.) going forward.

V. The Graduate College should be informed quarterly of students who are eligible to be designated as “all but dissertation” (ABD) status. The *Doctoral Tuition Guidelines* document describes ABD status as follows:

*Following a doctoral student’s period of active study and research, during which time he or she is enrolled full-time (normally 4 or 5 years), the student may be eligible to move to part-time “all but dissertation” (ABD) status. Such status is reserved for students who have completed all degree requirements (i.e., coursework, research, and clinical training if relevant) except for the dissertation, and who are no longer engaged full-time at Drexel. Upon the recommendation of their program director and department head, such students can petition the Graduate College to be enrolled part-time via non-billable research credits. Fees will continue to be the responsibility of the sponsoring department or the student him or herself. Students on ABD status must be mindful of the limit on time to degree completion.*

These recommendations should be submitted to the Graduate College by the end of week two of the term prior to the student being placed in ABD status. Once the graduate college confirms the students’ ABD status, non-billable research credits can be applied if requested. Students must be mindful of the time limit to complete the doctoral degree (7 years from initial matriculation); ABD status will not be granted as a routine matter beyond this time. Students who anticipate exceeding the 7 year limit may request an extension from the Graduate College. The request must explain the circumstances leading to the delay, must articulate a plan and timeline for completing the dissertation project and any other outstanding degree requirements, and must be accompanied by an endorsement of the student’s faculty advisor and program director.

VI. Each year, the Graduate College offers a limited number of fellowships to encourage the recruitment of highly qualified students to Drexel’s doctoral programs. These Graduate College Fellowships, which are currently in the amount of \$10,000 distributed over two years, are “top off” fellowships that complement the standard stipend offered by the programs, and cannot be used in place of (or reduce) those standard stipends. To qualify for these fellowships, the nominee must be an incoming student who will matriculate into a full-time doctoral program. Nominations will be reviewed on a rolling basis, however materials should be submitted by the ADG (not by individual programs) in February or March for full consideration.

- VII. The Graduate College offers a small number of dissertation fellowships to current Teaching Fellows (TFs) who have had at least two years of service as a TF and are about to enter the final term of their PhD program, i.e. in the quarter/semester in which they are writing up and defending their dissertation (or who are about to finish their degree requirements prior to beginning their full-time clinical internship for students in the clinical psychology program). For those who are applying for the summer quarter, there must be evidence that they have been TFs during that part of the year in the previous two years. A stipend of up to \$4,000 may be awarded that must be used to relieve the student of teaching responsibilities. Applications are accepted on a rolling basis, but must be submitted by the 6th week of the quarter/semester prior to the term for which the award is sought.
- VIII. International students must typically be continuously registered full time throughout their course of study, which raises the question of how their tuition should be handled during the summer term. If an international student is not conducting research or otherwise working during the summer term (or any one term of the four for that matter), and will effectively be on "vacation," he or she should complete paperwork through the Office of International Students and Scholars Services (ISSS) to go on vacation status for that term. This will not affect visa status, as students need only be enrolled in 3 of the 4 terms. If, however, a student plans to continue working in the lab or field during the summer, he/she should simply register for 9 credits of regular (billable) research, the cost of which can be offset by the remission mechanism described above. This should be done in lieu of using the non-billable credits through the Graduate College, which are reserved for students in ABD status. In other words, the summer term should be treated just like any other term for these students.
- IX. It is the responsibility of the college of the student to process all stipend and tuition remission paperwork in a timely manner for their students regardless of the funding source. In addition, colleges should use a standard template (attached) to describe PhD students' tuition and funding.