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Preface

This handbook is designed to codify and clarify the procedures and requirements relating to graduate work in Economics. It will be regularly revised and updated. If you discover any errors or omissions please notify the Director of Graduate Studies.

Administrative Personnel

Department Chair Arthur Blakemore
Director of Graduate Studies Manjira Datta
Graduate Program Coordinator Joanne Pelton
Graduate Committee Manjira Datta (Chair), other members TBD
TA Training In-Charge Nancy Roberts

Approved Dissertation Chair List

The following faculty have been approved to serve as dissertation chair:

- Seung (Min) Ahn Alejandro Manelli
- Marjorie Baldwin Rajnish Mehra
- Hector Chade Edward Prescott
- Manjira Datta Kevin Reffett
- Amanda Friedenberg Edward Schlee
- Michael Hanemann Daniel Silverman
- Berthold Herrendorf Kerry Smith
- Stuart Low Gustavo Ventura

Nondiscrimination Statement: Arizona State University

The policy of Arizona State University is to comply fully with applicable Federal and State Nondiscrimination and Equal Opportunity Laws, Orders and Regulations. Arizona State University will not discriminate in its programs and activities against any person because of race, color, national origin, religion, age, sex, handicap, or status as disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admissions, employment, and access to and treatment in University programs and activities.

For additional information on the equal opportunity and affirmative action policies of the University, please contact: Director of Affirmative Action, University Services Building, 1551 S Rural Road, Arizona State University, Tempe, Arizona, 85287-2903.
The Director of Graduate Studies (DGS) evaluates each student at least once every year and determines whether or not each student is making satisfactory progress towards completion of the degree. First year students are evaluated both mid-year and at the end of the year. A student may be evaluated without notice at any time. Every student must:

- Satisfactorily meet the Grade Requirements
- Satisfactorily complete the Qualifying Exam Requirement
- Satisfactorily complete the Course Load Requirement
- Satisfactorily complete the Comprehensive Exam Requirement
- Satisfactorily complete the Dissertation Prospectus Defense Requirement
- Satisfactorily complete the Workshop or Colloquium Requirement
- Satisfactorily complete the Language Requirement *(International Students Only)*

It is important to note that many of these requirements come with specific timetables detailed below. Failure to meet these requirements represents unsatisfactory progress, with consequences described below.

**Grade Requirement**

To be eligible for a degree, a student must:

- achieve a minimum GPA of 3.0 (B), based on all courses that appear on the transcript and are numbered 500 or higher;
- achieve a minimum GPA of 3.0 (B), based on all courses that appear on the Plan of Study.

In addition, a student is expected to maintain a minimum GPA of 3.0 (B) throughout the program. The consequences for not meeting this grade requirement are as follows:

- Failure to meet the 3.0 (B) minimum grade requirement after the first semester will result in a 66.7% reduction of the summer stipend.
- Failure to meet the 3.0 (B) minimum grade requirement after the second and subsequent semesters in the program will result in a 50% reduction of the stipend. The stipend will be reinstated the semester after the GPA rises to 3.0 (B) or better.

**NOTE:** Grades of D or E are not considered passing. A grade of D or E in any class (including seminar and workshop classes) will result in the permanent loss of all financial support, including loss of the tuition waiver, the fee waiver, and health insurance.
Program Requirements List (continued)

Qualifying Exam Requirement
Each student must take the Macro and Micro qualifying exams at the end of the second semester. Typically, the qualifying exam is offered in the first week of June.

A student who fails either of the macro or micro exams in June may retake the exam during a second round of exams, which is offered prior to the third semester. Typically, the second round is offered the first week of August.

If a student fails to pass either the macro or the micro exams by the end of the second round:

- The student will permanently lose all financial support (including the tuition waiver, the fee waiver, and health insurance) after the third semester.
- There will be a recommendation for dismissal from the program.

Grading Committee and Grading Procedures: The Microeconomic and Macroeconomic Qualifying Examination Committees each consists of 3 faculty members appointed by the Director of Graduate Studies. These committees are responsible for formulating and grading the examinations. Students are given 4 hours to complete each examination. The specific format for the examinations is left to the respective committees. Student anonymity is maintained throughout the grading process. The qualifying examination committees assign an overall grade of "pass" or "fail." The grades reported by the Committees are not subject to change.

Course Load Requirement
The typical plan of study involves: Macroeconomic Analysis I-II (ECN 711 and ECN 713), Microeconomic Analysis I-II (ECN 712 and ECN 714), Mathematics for Economists (ECN 770), and Econometrics I-II (ECN 725 and ECN 726). These are referred to as the “required courses.”

By the end of the fourth semester, students must take six three-credit hour courses that may be listed on the PhD plan of study. At least five of these courses must be distinct from the “required courses” (or any course substituted for a “required course” with approval) and they cannot include any seminar or workshop classes. These courses need not be from the Economics Department.

Failure to complete this requirement by the end of the fourth semester will result in a 25% reduction of stipend for the fifth semester.
Program Requirements List (continued)

Comprehensive Exam Requirement

**Grading Committee:** By June 1 following the fourth semester, each student must select a research mentor. The mentor will serve as a coordinator and facilitator throughout the comprehensive examination process. The research mentor will select two additional faculty members to serve as the comprehensive examination grading committee. Note that at least one member of the grading committee must be from the list of faculty approved to serve as dissertation chair.

The comprehensive exam has both written and oral requirements.

**Written Examination Requirements:** The written exam consists of an original research paper, with an aim toward publishing the paper in an economics journal. The paper must be submitted to the grading committee by September 15th of the fifth semester. The student may receive a pass, fail, or revise and resubmit. (Failure to submit a paper by September 15th will result in an automatic fail.) If the student receives a revise and resubmit, the student must resubmit the final paper by the first day of final exams of the fifth semester, after which the student will receive either a pass or fail.

A passing grade on the written research paper will serve as satisfactory performance on the written portion of the comprehensive examination.

**IMPORTANT**

A failing grade (at any point) on the written research paper will result in immediate loss of all financial support, including loss of the tuition waiver, the fee waiver, and health insurance and recommendation for dismissal from the program.

**Oral Examination Requirements:** The oral exam consists of presenting an original research paper in either a workshop or colloquium. (Typically, the presentation will be based on the written comprehensive exam, but this is not a requirement.) To qualify, the workshop or colloquium must be open to all faculty members.

A student must present at a workshop or colloquium by the first day of final exams of the sixth semester. Satisfactory completion of the workshop or colloquium requirement will serve as satisfactory performance on the oral portion of the comprehensive examination.

**IMPORTANT**

Failure to satisfactorily complete the oral exam by the first day of final exams of the sixth semester will result in a 50% reduction of stipend for the seventh semester.

Failure to satisfactorily complete the oral exam by the first day of final exams of the seventh semester will result in the loss of all financial support (including loss of the tuition waiver, the fee waiver, and health insurance) until the semester after the oral examination requirement is met.

**Dissertation Prospectus Requirement**

Each student is expected to defend a dissertation prospectus, by the first day of final exams in the eighth semester. Failure to defend the dissertation prospectus as scheduled will result in a 25% reduction of the stipend for the fifth year.
**Program Requirements List (continued)**

**Workshop or Colloquium Requirement**

Each student must present a “second” paper in a workshop or colloquium.

- This paper must be “significantly distinct” from the paper presented for the oral component of the comprehensive exam. The student’s dissertation advisor determines whether the presentation is “significantly distinct” from the paper presented for the oral component of the comprehensive exam.

- To qualify, the workshop or colloquium must be open to all faculty members.

*This requirement must be met by the first day of final exams of the eighth semester. Failure to complete this requirement will result in a 25% reduction of the stipend for the fifth year.*

**Language Requirement (International Students)**

International students will be evaluated on their performance on the SPEAK test. SPEAK test scoring is:

- Certified (score of 55)—able to teach classes with supervision
- Certified with qualification (score of 50)—able to meet with students
- Not certified (score of 40 or 45)—able to grade, but not meet with students

A score of “Certified” successfully meets the language requirement. International students must meet the following benchmarks, each of which has financial repercussions:

**Middle of the First Year:** The student must achieve a SPEAK test outcome of at least “Certified with Qualification.” If the student is not “Certified with Qualification,” the summer stipend will be reduced 66.7%.

**End of the First Year:** The student must achieve a SPEAK test outcome of “Certified” by August 1.

- If, by August 1, the student is “Certified with Qualification” but not “Certified,” he/she will have a 25% reduction in stipend until the semester after he/she achieves “Certified” status.

- If, by August 1, the student is neither “Certified with Qualification” nor “Certified,” he/she will have a 50% reduction in stipend until the semester after he/she achieves “Certified with Qualification” or “Certified” status.

**Second Year and Beyond:** The student must achieve a SPEAK test outcome of “Certified”.

- If, by August 1, the student is “Certified with Qualification” but not “Certified,” he/she will have a 50% reduction in stipend until the semester after he/she achieves “Certified” status.

- If, by August 1, the student is neither “Certified with Qualification” nor “Certified,” he/she will lose all financial support (including tuition waiver, fee waiver, and health insurance) until the semester after the student achieves “Certified with Qualification” or “Certified” status.

**ITA Training Seminar:** International students are encouraged to register for the ITA Training Seminar to improve their language skills. Note that availability is limited and it is the student’s responsibility to
**Mentoring**

All first and second year students will be assigned a faculty mentor. The mentor will serve as a faculty resource for the student until a dissertation supervisor is selected.

**Financial Aid: Teaching and Research Assignments**

Financial aid is typically provided for five years. No student should expect financial support beyond the fifth year.

All students on assistantship should refer to the ASU TA/RA Handbook at [http://graduate.asu.edu/forms/rata_handbook](http://graduate.asu.edu/forms/rata_handbook)

Each student’s performance as a TA/RA is evaluated at least once annually and may be evaluated at any time.

All assignments are for **20 hours per week** for the full semester, including final exam week. Each assistant is being compensated for working 20 hours per week. No change in assignments will be considered unless an assistant is regularly working more than the appropriate number of hours. (One or two weeks do not qualify—heavier weeks may be offset by lighter ones.)

**NOTE:** If you will be out of town for any reason during the semester (including final exam week), please request approval from the Director of Graduate Studies as far in advance as possible (only travel with an academic purpose will be considered—personal travel will not be approved). If travel is approved it will be your responsibility to find a replacement for your assignment during that period. **Unapproved travel will result in immediate loss of all financial support** (including tuition waiver, fee waiver, and health insurance).

Failure to meet all assigned responsibilities on time and at a high quality level will result in immediate reduction of compensation. The reduction will range from 10% to 100%, depending on the severity and frequency of the problem. Quality teaching and grading assistance are essential to the operation of the Department. There will be no “second chances.”

**Course Load**

For information on minimum and maximum required course load, all students (whether on financial assistance or not) should refer to the Graduate Catalog at [http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf](http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf)

Please note that the International Student and Scholars Office has full authority to determine course load rules and requirements for international students as it relates to their visas.
**Office Space**

Only minimal office space can be provided to teaching and research assistants. No space is available to students not receiving financial aid. Always secure offices upon leaving. No unaccompanied guests may be left alone or permitted to use student office space. (This includes lending a key to someone else.) Any violation of this rule will result in the immediate revocation of office privileges.

**Job Placement**

The Director of Graduate Studies coordinates the placement activity of Ph.D. students. Early in the fall semester, students interested in entering the job market must attend an organizational meeting. At the organization meeting, students are given information on job market planning, coordination and development of an individual placement package. Online applications are encouraged, but the Department pays for a single mailing of the package to universities, colleges, government agencies, and other institutions that do not accept online applications. The academic placement package includes a vita, three letters of recommendation, the job market paper and a teaching portfolio.
Graduate Committee and Student Appeal Procedures

The principal departmental committee affecting the Ph. D. students is the Graduate Committee. The committee has initial jurisdiction over all matters relating to the graduate program. On departmental policy issues, it is advisory to the Chair of the Department. Also see related College (Graduate College and W. P. Carey School) and University policies.

If a student has a grievance concerning any policy under departmental control:

- An initial attempt should be made to resolve the problem with either the instructor or supervisor.
- If no acceptable resolution is obtained, the grievance should be raised with the Director of Graduate Studies, who may obtain input from the Graduate Committee. A recommendation will then be made to the Department Chair for a determination.
- Depending on the form of the grievance the decision of the Chair may be final (e.g., in the case of financial assistance) or the student may have the opportunity to appeal to the School Committee (e.g., in the case of grade appeals) or to appeal to the Graduate College (e.g., on a recommendation for dismissal).

- Note that if a student feels that meeting with the instructor or supervisor might prove prejudicial to his or her interests, the problem should be raised initially with the Director of Graduate Studies.

Statement on Plagiarism

Students are cautioned that in presenting their work—whether in the form of homework, papers, theses, or other presentations—it is important that they distinguish clearly between material for which they claim authorship and material that has originated with others. Students who do not properly make this distinction risk a charge of plagiarism. Plagiarism occurs when one uses the language or ideas of another without proper attribution. Accordingly, when using the work of others, it is imperative that one take special care to identify formally the sources of that work and to set off in quotations marks or through italics or indentation any language that is not one's own. The penalties for plagiarism vary with the severity of the offense and can result in expulsion from the program. Arizona State University has established a formal Student Academic Integrity Policy to which all students should become familiar. This policy is available at: http://provost.asu.edu/academicintegrity
Summer Teaching

The primary basis for summer teaching is to assign teaching assistants who will provide our students with a high-quality educational experience. Note that satisfactory progress in the program will be considered in the assignment of summer teaching positions.

Students who have passed both qualifying exams and who have not yet received a summer teaching assignment: Each student will work with the TA Training Coordinator to develop a sample class. This will allow the TA Training Coordinator to assess the student’s ability to communicate effectively and to present a cogent argument within a limited time frame. This will typically occur prior to March 1. The TA Training Coordinator will provide an assessment of the sample class to the Associate Chair, who will make the determination of whether the student will or will not be given a summer teaching assignment. This will typically occur prior to March 31.

Students who have taught one or more times: Successful prior performance teaching is a necessary but not sufficient requirement for having the opportunity to teach. (Success will be based on student feedback and teaching evaluations.) Additional considerations are (i) satisfactory progress in the program and (ii) departmental needs. Any student who is not provided a summer teaching opportunity will not be provided financial support in the summer.

Travel Reimbursement

The Graduate Committee will evaluate applications for funding to participate in a conference or summer school. To obtain funding for a conference, the student must participate as a job candidate, presenter, or discussant.

Each application should include (a pre-travel authorization form):

- the name and date of the conference/summer school;
- the purpose of attending: e.g., job market, presenter, discussant, summer school;
- a letter from the student’s dissertation advisor in support of funding; and
- an approximate budget for total expenses.

Applications are evaluated twice a year. They are due on November 1 and April 15. Conferences that arise outside this time frame will be considered on a case by case basis. (Note, if knowledge of the event was available in sufficient time to meet the deadline but the student did not apply on time, the Committee is likely to reject the request.)

As a general rule, if the request is approved:

- the registration fees will be covered in full and
- up to half of travel and lodging expenses (excluding meals) will be covered, with a maximum of $2,000 per conference/summer school.

Please remember that additional travel funding might be available from the Graduate College (http://graduate.asu.edu/travelawards) or other ASU organizations.
Below are links to University and Graduate College documents that will provide details about requirements as you proceed through the program. It is essential that you understand the policies that underlie your time at ASU. Note the Economics Department must adhere to the policies the University and Graduate College develop. It is your responsibility to be aware of these policies. Please refer to them at least once a semester, and see the Graduate Program Coordinator or the Director of Graduate Studies.

**Graduate Policies and Procedures** contains details about enrollment (course loads, continuous enrollment, leave of absence, withdrawal), academic progress, degree requirements (plan of study, petitions) and doctoral milestone events (time limits, committees, comprehensive examinations, prospectus defense, dissertation defense). Please pay particular attention to the plan of study and time limit requirements. Please refer to [http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf](http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf)

The **TA/RA Handbook** contains details about appointment and enrollment policies, benefits and university policies. Please refer to [http://graduate.asu.edu/forms/rata_handbook](http://graduate.asu.edu/forms/rata_handbook)

The web site **Graduate College Forms** contains links to the numerous forms that must be submitted during your program, including the Masters in Passing, the Comprehensive Examination, the Prospectus Defense, the application for graduation and the Dissertation Defense. Some of these tasks are time sensitive (deadlines to schedule dissertation defense for instance) so be sure you are aware of what you need to submit and when you need to submit. Please refer to [http://graduate.asu.edu/forms/index.html](http://graduate.asu.edu/forms/index.html)

The **Interactive Plan of Study (iPOS)** is available through MyASU. If you have questions, please see the Graduate Student Services Support Coordinator.

The **International Student and Scholars Office (ISSO)** web site provides information about issues unique to international students, such as visa information, health insurance, travel, etc. Please note that the Economics Department has no input on your visa (F-1 vs. J-1) status, so all questions or policy decisions will be made by the ISSO. Please refer to [http://global.asu.edu/current](http://global.asu.edu/current)

Satisfactory progress requirements for international students detailed above include a language component consisting of results on the **SPEAK test**. Information on examination dates and the ITA Training Seminar may be found at [http://global.asu.edu/aecp/speaktest](http://global.asu.edu/aecp/speaktest)
Coursework

No specific primary area of emphasis is required. Students should seek breadth in their studies. Students may take coursework in economics and related departments (e.g., sustainability, finance, mathematics).

Sample Plan of Study

All courses are for 3 credit hours except where noted in ( )

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td>Total Hours Year 1 = 21</td>
<td></td>
</tr>
<tr>
<td>ECN711</td>
<td>ECN713</td>
<td>Qualifying Exams</td>
</tr>
<tr>
<td>ECN712</td>
<td>ECN714</td>
<td>ECN791 (1)</td>
</tr>
<tr>
<td>ECN770</td>
<td>ECN725</td>
<td></td>
</tr>
<tr>
<td>ECN594—Workshop (2)</td>
<td></td>
<td></td>
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</tbody>
</table>

| **YEAR 2** | Total Hours Year 2 = 25 |  |
| ECN726 | Course 3 | Draft Written Comprehensive Exam |
| Course 1 | Course 4 | ECN791 (1) |
| Course 2 | Course 5 |  |
| ECN594—Workshop 1 (1) | ECN594—Workshop 1 (1) |  |
| ECN594—Workshop 2 (1) | ECN594—Workshop 2 (1) |  |
| ECN791—Seminar (1) | ECN791—Seminar (1) |  |

| **YEAR 3** | Total Hours Year 3 = 21 |  |
| ECN792 (5 if optional course is taken, 8 otherwise) | ECN792 (5 if optional course is taken, 8 otherwise) | Prepare Dissertation Proposal |
| Optional Course (3) | Optional Course (3) | ECN792 (1) |
| ECN594—Workshop (1) | ECN594—Workshop (1) |  |
| ECN791—Seminar (1) | ECN791—Seminar (1) |  |
| Comprehensive Exam (Written) | Comprehensive Exam (Oral) |  |

| **YEAR 4** | Total Hours Year 4 = 19 | Total Hours Years 1–4 = 86 |
| ECN799 (6) | ECN799 (6) | ECN792 (1) |
| ECN792 (1) | ECN792 (1) |  |
| ECN594—Workshop (1) | ECN594—Workshop (1) |  |
| ECN791—Seminar (1) | ECN791—Seminar (1) |  |

| **YEAR 5 (if necessary)** |  |  |
| ECN792 (6) | ECN792 (6) |  |

*(see next page for important notes regarding course hours and information)*
A student with a graduate, research or teaching assistantship needs to register for a minimum of 6 credit hours in Fall and Spring semesters.

A student is required to register for 1 credit hour in each summer session during which he/she is compensated.

A student is required to complete Courses 1-5 by the end of their second year, but not necessarily as presented above.

No more than 12 credits of ECN799 may be included on the Program of Study.

Seminars are available in Economic Theory, Applied Economics and Macroeconomics. Workshops are available in Macroeconomics and General Economics.

A student who desires to substitute an equivalent course for one listed must obtain written advance approval of the Director of Graduate Studies.
Department policy is to grade all omnibus courses (584, 590, 591, 593, 594, 784, 790, 791, 792, 799, etc.) pass/fail. Students wishing to take an omnibus course for a letter grade must have written approval of the Director of Graduate Studies.

*Various titles including Advanced Microeconomics II and III, Game Theory [future ECN718] and Applied Game Theory [future ECN720]*
The Department of Economics is currently re-evaluating the MS Economics Program. No students will be admitted for enrollment at this time. For clarification or more information, please contact the Student Services Support Coordinator.

**M.S. (Thesis or Applied Project)**

*Available ONLY to Ph.D. students who fail both Micro and Macro Qualifying Exams*

1. Economic Theory
   - ECN711 - Macroeconomic Analysis I
   - ECN712 - Microeconomic Analysis I

2. Econometrics: ECN725 - Econometrics I (or equivalent)

3. Thesis ECN599 - Thesis (6 hours) or ECN593 – Applied Project (3 hours)

4. Additional coursework to bring the total to 30 hours. The student may choose up to 6 hours of related coursework outside of economics with approval of the Director of Graduate Studies. A maximum of 6 hours of 400 level courses and 6 hours of thesis or 3 hours of applied project can be included in the 30 hour total.

The program is usually completed in three regular semesters.

**M.S. in Passing**

*Available ONLY to Ph.D. students who pass a Qualifying Exam*

1. Economic Theory
   - ECN711, 713 - Macroeconomic Analysis I & II
   - ECN712, 714 - Microeconomic Analysis I & II

2. Econometrics: ECN725 - Econometrics I (or equivalent)

3. Additional coursework to bring the total to 30 hours. The student may choose up to 6 hours of related coursework outside of economics with approval of the Director of Graduate Studies. A maximum of 6 hours of 400 level courses can be included in the 30 hour total.

4. In addition to the 30 hours of coursework, the student must pass one of the two Ph.D. Qualifying Examinations in micro and macro.

*The M.S. in Passing can only be obtained by students who have been admitted into the Ph.D. program.*
M.S. (other) NOT AVAILABLE AT PRESENT TIME

Graduation Procedures

1. Plan of Study
   a. Master's Degree Plan of Study
   b. Application for Masters in Passing

2. Culminating Experience
   a. Thesis. Note that the Graduation Office has strict deadlines that will be enforced, so get copies of the calendar ASAP.
   b. Applied Project

3. Graduation. One form is required.