ARIZONA STATE UNIVERSITY

DEPARTMENT OF ECONOMICS
PHD PROGRAM GRADUATE HANDBOOK
AY 2026-2027

ASU W. P. Carey School of Business
Arizona State University

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PREFACE

Link to ASU Charter

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

Mission

The Department of Economics consists of a faculty dedicated to both the teaching and research missions of the university, a staff dedicated to providing the level of services needed to ensure success, and students dedicated to becoming the leaders of tomorrow. The W. P. Carey PhD in Economics equips students for research and teaching and positions at top institutions of higher education in the world as well research positions in public agencies or private organizations. The program is relatively small in size, with about 40 full- time doctoral students in residence at any time. A low student-to-faculty ratio allows us to provide greater faculty attention and mentoring than larger programs. All PhD students are an integral part of the department involved in research, teaching and actively participating in seminar/workshop series. They are financially supported through teaching and research assistantships for five years. Stipends are highly competitive with any graduate program in the world.

Non-discrimination 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 veteran status. 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 the Office of Equity and Inclusion, University Center Building, A (UCNTRA), PO Box 871304, Arizona State University, Tempe, Arizona, 85287-1304, (480)965-5057

Admission Requirements and Recommended Background for Applicants

An undergraduate degree in Economics is not required to enter and successfully completethe PhD program. In past years, most applicants recommended for graduate admission had the following profile:

- Proven independent research ability (e.g., honors thesis).
- GPA of 3.5 or higher with consideration for the degree of difficulty of the course work.
- Upper level mathematical course work, including real analysis, mathematical analysis, linear algebra, differential equations, advanced calculus and statistics with grades of A- minus or better.
- GRE Quantitative scores ranging from the 85th to the 99th percentile.
- Grades of A-minus or better in intermediate level theory courses (microeconomics, macroeconomics, econometrics) with a strong preference for honors or mathematical track versions of all three courses.
- Advanced undergraduate or graduate-level course work in economics.

PhD Application Process

Applications can be submitted beginning September 1 and the deadline for funding consideration is January 15, when the admissions committee may start reviewing completed files. All funding offers will be made before April 15th at 11:59pm, as part of the Counsel of Graduate Schools Resolution.

Documents submitted in the application reviewed by the Graduate Admissions Committee:

1. Minimum of three letters of recommendation
2. CV/Resume
3. Personal Statement
4. GRE Scores
5. Transcripts (GPA)

Applicants may be contacted directly by a member of the Graduate Committee or the Graduate Program Coordinator for writing samples or other pieces of information. Please do not submit this information unless requested.

Tuition Costs, Fees and Residency Requirements

The Department of Economics offers research and teaching assistantships to qualified full- time PhD students for five years. Our stipends are very competitive, both nationally and internationally. These assistantships provide opportunities to work closely with faculty in theirresearch and teaching activities, including participation in original research leading to academic recognition through co-authored publications.

Typically, a first-year student will receive a research assistantship, including summer support. In addition, a limited number of supplemental fellowships may be available and top applicants will take priority in consideration for our most-attractive assistantship packages. Students will be responsible for mandatory university fees each semester, which can range from $500-$800, depending on the semester.

Students on Graduate Assistantships from the Economics Department will also receive paid health insurance benefits. At this time, spouses and dependents are not covered under this insurance benefit.

Admitted international students will work closely with the International Students and ScholarsCenter (ISSC) to ensure the appropriate steps are followed to secure and maintain their student visa throughout the program. As an international graduate student on a fullgraduate assistantship (50% FTE), there is a minimum of six credit hours one must be enrolledin.

ECONOMICS PHD PROGRAM OVERVIEW

Approved Dissertation Committee Member/Chair List

The following Economics Department faculty members have been approved to serve as dissertation committee members and chairs. Please visit the Graduate College website for more detailed information and additional members. Graduate Faculty Finder link

Ahn, Seung (Min)- Chair
Aucejo, Esteban- Chair
Bishop, Kelly- Chair
Brooks, Wyatt- Chair
Calvo, Paula- Member
Datta, Manjira- Chair
Ferraro, Domenico- Chair
Gentry, Matt- Chair
Hanemann, Michael- Chair
Hong, Long- Member
Ketcham, Jonathan- Chair
Krasikov, Ilia- Member
Kovrijnykh, Natalia- Chair
Kuminoff, Nicolai-Chair

Larroucau, Tomas- Member
Malgieri, Cedomir-Member
Manelli, Alejandro- Chair
Mann, Lukas- Member
Mehra, Rajnish- Chair
Murphy, Alvin- Chair
Reffett, Kevin- Chair
Renou, Ludovic- Chair
Schlee, Edward- Chair
Ventura, Gustavo- Chair
Vereshchagina,Galina-Chair
Vreugdenhil, Nicholas-Member
Wilson, Jeffrey- Chair
Whitmeyer-, Mark- Member
Young, Samuel- Member

Program Advisors and Staff

Department Chair	Alejandro Manelli
Director of PhD Studies	Galina Vereshchagina
Graduate Committee	TBA
Job Placement Director	TBA
Training In-Charge	Kelvin Wong
Business Operations Manager	Tamra Eaton
Graduate Program Manager	Laura Talts
Operations Coordinator Sr.	Callie Harriman

Program Requirements for Satisfactory Progress

The Director of Graduate Studies (DGS) evaluates each student twice a year: mid-year and end-of-year Progress Review, to determine whether or not each student is making satisfactory progress towards completion of their Ph.D. degree. A student may be evaluated without notice at any other time of the year. Every student must:

- Satisfactorily meet the **Grade Requirement** (All Years)
- Satisfactorily complete the **Course Load Requirement** (All Years)
- Satisfactorily complete the **Qualifying Exam Requirement** (Summer after Year 1)
- Satisfactorily complete the **Comprehensive Exam Requirement** (Fall & Spring Year 3)
- Satisfactorily complete the **Dissertation Prospectus Defense and WorkshopPresentation Requirement** (Year 4)

- Satisfactorily complete the **Language Requirement** (International Students Only- End of Year 1)

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

Grade Requirement

GPA (Grade Point Average)

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Cumulative GPA and Overall GraduateGPA). Students whose GPA drops below a 3.0 will be automatically placed on academic probation with the Graduate College and University.

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS.
2. Cumulative ASU GPA represents all courses completed at ASU.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non- degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Courses with grades below a "C" (2.0) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS. (page 12 of the ASU Graduate Policies and Procedures PDF)

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual degree programs as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their programbased on the academic unit's recommendation to Graduate College at which time the Dean for Graduate College makes the final determination.

These as well as all other Graduate College policies can be found on the Graduate College Policies, Forms and Deadlines webpage.

1. Maintain a minimum 3.0 for all GPA's (grade point average).
2. Satisfy all requirements of the graduate degree program.
3. Satisfy the maximum time limit for graduation from the student's graduate degree program (six years for masters, ten years or five years from comprehensive exams (whichever comes first); for doctoral, see "Time to Degree" section.
4. Successfully pass English proficiency exams, comprehensive exams, qualifying exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience (Dissertation Defense).
6. Graduate students must remain continuously enrolled in their degree program. Failing to do so without a Graduate College approved request to Maintain Continuous Enrollment (page 15) is considered to be lack of academic progress.

⇨ Failure to meet the 3.0 (B) minimum grade requirement after the second and subsequent semesters in the program will result in a reduction of stipend to the **minimum allowable amount.** The original stipend will be reinstated in the semester after the GPA rises to 3.0 (B) or better.

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

Qualifying Exam Requirement

Each student must take the Macroeconomic and the Microeconomic Theory qualifying exams at the end of the second semester. Typically, these qualifying exams are offered inthe first week of June.

A student who fails one (or both) of the exams in June may retake the failed exam/s duringa second round of exams offered before the third semester, typically, in the first week of August.

⇨ If a student fails to pass either the macro or the micro exam 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.** The student will be given an opportunity to recieve an M.S. Economics Degree if possible.
- There will be a recommendation for dismissal from the program.

Qualifying exams con't

Grading Committees and Grading Procedures: The Macroeconomic and MicroeconomicTheory Qualifying Examination Committees each consists of 3 faculty members appointedby the Director of Graduate Studies. These committees are responsible for formulating andgrading the examinations. Students are given 4 hours to complete each examination. 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

There are seven core courses: 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). Students must earn an average grade of "B"(3.0) in ECN 725 and ECN 726. All students beyond their first year in the program must take theRequired PhD Seminar (ECN 791) for 1.5 credits every semester.

By the end of the fourth semester, students must take six, three-credit hour courses that may be listed on their Ph.D. plan of study. At least five of these courses must be distinct from the "required" or "core" courses (or any course substituted for a "required" or "core" course withapproval), and they cannot include any seminar or workshop classes. These courses need not be from the Economics Department but should be approved by the Director of GraduateStudies.

⇨ Failure to complete this requirement by the end of the fourth semester will seriously impede your academic progress in the third year and adversely affect performance in the Comprehensive Exams.

All students should refer to https://graduate.asu.edu/policies-procedures for more information. The International Students and Scholars Center also has authority to determine course load rules and requirements for international students as it relates to their visas. **Typically, international students on an F-1 or J-1 visa are required to enroll in a minimum of 9 credits per semester if they are on an assistantship.**

Comprehensive Exam Requirement

Advising/Grading Committee: By May 1st in 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 a written (fifth semester) and oral presentation (sixth semester) requirement. A passing grade on the written research paper will serve as satisfactory performance on the written portion of the comprehensive examination.

Written Examination Requirements: The written exam consists of an original research paper with an aim toward publishing the paper in a peer-reviewed academic journal.The paper must be submitted to the grading committee by **September 15 of the fifth semester**. The student may receive a result of pass, fail, or revise/resubmit. Failure to submit a paper by September 15 will result in an automatic fail. If the student receivesa revise and resubmit, the student must resubmit the final paper by **December 15 of the fifth semester**, after which the student will receive a result of either pass or fail.

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

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

- 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.
- Failure to satisfactorily complete the oral exam by the first day of final exams of the sixth semester will result in a stipend reduction to the **minimum allowable amount.** The original stipend will be reinstated in the follwing semester if the requiret is met.
- 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 Defense and Workshop Requirements

Each student in their fourth year is expected to choose a field of specialization, defend a dissertation prospectus or proposal and fulfill a Workshop requirement by the first day of final exams in the eighth semester.

Fields of specialization currently offered in the department are:

- Macroeconomics
- Economic Theory
- Applied Microeconomics
- Environmental and Resource Economics
- Financial Economics
- Econometrics

The dissertation prospectus and workshop requirements can generally be fulfilled by satisfactorily presenting a "second" paper in a department workshop. This paper must be "significantly distinct" from the paper presented for the oral component of the comprehensive exam. *The dissertation advisor determines the nature of dissertation prospectus requirement and whether the paper is â€œsignificantly distinctâ€ presented for the oral component of the comprehensive exam.*
To qualify, the workshop presentation must be open to all faculty members.

⇨ The Dissertation Prospectus/Proposal, Field and the Workshop Presentation requirement must be met by the first day of final exams of the eighth semester. Failure to complete these requirements will result in a stipend reduction. to the **minimum allowable amount**. The original stipend will be reinstated in the semester after the proposal and presentation requirements are met.

International Students Only- English Language Requirement

The website of the International Students and Scholars Center (ISSC) provides informationabout 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 ISSC. Please refer to https://issc.asu.edu/travel/student/apply-visa.

Graduate Education and the Department of Economics require that all graduate assistants whose native language is not English take the English Test Verification for Foreign Graduate Assistants (SPEAK/TSE) as soon as possible. The test determines whetheryou can be assigned as a teaching assistant or research assistant. A score of 55 or betteris required for certification. More information is available at the website: https://learnenglish.asu.edu/international-teaching-assistant.

The department will pay the cost for the first exam only and students cannot be reimbursed, so please see the Graduate Coordinator before registering. If not passed onthis first try, the student is responsible for any fees after the first exam. Satisfactory progress requirements for international students include a language component consisting of results on the SPEAK test. Information on examination dates and the ITA Training Seminarmay be found at the bottom of the above webpage.

There are four ways a student can fulfill the English language requirement. Any of the following will fulfill the language requirement:

1. Take and pass the SPEAK test with a score of 55 or higher. The SPEAK test is administered on ASU's Tempe campus by Global Launch at least 24 times a year. Only SPEAK scores from Global Launch are allowed.
2. Take the iBT (Internet-based TOEFL) test and receive a score of 26 or higher on the oral portion of the test.
3. Take the IELTS test and receive a score of 8 or higher on the speaking portion of the test.
4. Successfully complete the ITA Teacher Training Course with a score of **'certified.'**

A score of **certified** successfully meets the language requirement. International students must meet the following benchmarks, each of which has financial repercussions.
Failure to achieve a **certified** by August 1 may result will result in a stipend reduction to the **minimum allowable amount.** The original stipend will be reinstated in the semester after the SPEAK test outcome of **certified** is achieved.

SPEAK Test Workshops: Global Launch is pleased to offer a complimentary service to bolster students' success on the SPEAK test. There is no need to pre-register for the workshop and all students are welcome to attend any session of the workshop. For more information, contact: GlobalLaunch.ITA@asu.edu.

Job Market and Placement

Either the Placement Director (to be announced annually) or the Director of Graduate Studies will coordinate 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 this meeting, students are given information on job market planning, coordination, and development of an individual placement package. Online applications are increasingly more common and encouraged. The Department pays for a single mailing of the package to universities, colleges, government agencies, and other institutions that do not accept online applications. Academic placement package includes a curriculum vitae, three letters of recommendation, a job market paper, a research statement, and a teaching portfolio.

Dissertation Defense

By rule of the Graduate College, a PhD candidate has 10 years from the date of admission to defend their dissertation. The Graduate Assistantship is a 5-year offer of funding. Any funding beyond will require permission from the department chair and graduate director. You may also lose office privileges, will be required to register for 1 credit of continuing registration at the student's expense, and any other department funding may be lost. Please see the Graduate College website for dates and deadlines.

Maintaining Enrollment

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

- A student with a graduate, research, or teaching assistantship needs to registerfor a minimum of 9 credit hours in fall and spring semesters. Dropping below this can affect visa status and program enrollment.
- Students are required to complete courses 1-5 by the end of their second year, unless discussed with Graduate Director.
- The Required PhD Seminar for 1.5 credits is mandatory every semester, for every student in their second year and beyond.
- A student is required to register for 1 credit hour (ECN 784/791/792) in the summer **only** if they are taking qualifying or any other exams, doing an internship, defending dissertation or on a summer stipend in exchange for research assistance (hourly waged students are not included in this). Registration is not needed in the summer, otherwise.
- 12 credit hours of ECN799 are required on the Plan of Study, no more, no less.
- A minimum of 84 credit hours of graduate work is required for the doctorate degree at ASU.
- A PhD iPOS must be submitted before completing 50% of the credit hours (approximately in the fourth semester) and taking comprehensive exams.
- Seminars and Workshops are available in Economic Theory, Applied Economics, and Macroeconomics.
- A student who desires to substitute a listed course with another equivalent one must obtain email approval from the Director of Graduate Studies in advance.
- Registration for classes must be completed according to the deadlines or the University will charge late fees. Students will be responsible for these fees unless it is due to a last minute change by a Committee Advisor, DGS or Professor of the course.

All students should refer to https://graduate.asu.edu/policies-procedures for more information. The International Students and Scholars Center also has authority to determine course load rules and requirements for international students as it relates to their visas. Typically, international students on an F-1 or J-1 visa are required to enroll in aminimum of 9 credits per semester if they are on an assistantship.

Possible Courses for PhD Students*

*not all courses are available every year

Mathematics for Economists
Workshop
Macroeconomic Workshop*
General Economics Workshop*
Microeconomic Analysis I
Macroeconomic Analysis II
Microeconomic Analysis II
Advanced Macroeconomic Analysis
Advanced Economic Theory I
International Macroeconomics
Labor Economics I
Labor Economics II
Econometrics I
Econometrics II
International Trade
Theory Public Economics
Game Theory
Topics in Advanced Econometrics
Topics in Aggregate Analysis
Topics in Applied Economic Theory
Topics in Economic Theory
Research Methods
Macroeconomic Analysis I
Mathematics for Economists
Internship
Reading & Conference
Required PhD Seminar
Applied Economics Seminar*
Economic Theory Seminar*
Macroeconomic Seminar*
Environmental Economics I
Financial Economics
Financial System Design
Mathematical Economics
Applied Game Theory
Topics in Environmental Economics
Topics in Labor Economics
Research
Continuing Registration
Dissertation

Economics PhD Plan of Study

FALL	SPRING	SUMMER
YEAR 1	Total Hours Year 1 = 28	
ECN711 Macroeconomic I (3) ECN712 Microeconomic I (3) ECN 725 Econometrics I (3) ECN770 Math for Economists (3) ECN594—Math Workshop (1) P/F	ECN713 Macroeconomic II (3) ECN714 Microeconomic II (3) ECN726 Econometrics II (3) *create iPOS	• Qualifying Exams *Must be registered for ECN791 (1)
YEAR 2	Total Hours Year 2 = 22-28	
Course 1 (3) Course 2 (3) Course 3 (3) ECN791— Required PhD Seminar (3) ECN594—Workshop (1) ECN791—Seminar (1)	Course 4 (3) Course 5 (3) Course 6 (optional) ECN791— Req,d. PhD Seminar (3) ECN594—Workshop (1) ECN791—Seminar (1)	• Select 3rd YR advisor, update iPOS • Discuss paper committee • Draft Written Comprehensive Exam (due Sept 15)
YEAR 3	Total Hours Year 3 = 16	
ECN791— Required PhD Seminar (3) ECN792 Research (3) ECN594—Workshop (1) ECN791—Seminar (1) Comprehensive Exam (Written) due Sept 15	ECN791— Req,d. PhD Seminar (3) ECN792 Research (3) ECN594—Workshop (1) ECN791—Seminar (1) Comprehensive Exam (Oral Presentation)	• Dissertation Proposal Preparation (discuss with advisor) • Summer teaching (maybe)
YEAR 4	Total Hours Year 4 = 18	
ECN791— Required PhD Seminar (3) ECN792 Research (1) ECN799 Dissertation (3) ECN594—Workshop (1) ECN791—Seminar (1)	ECN791— Req,d. PhD Seminar (3) ECN792 Research (1) ECN799 Dissertation (3) ECN594—Workshop (1) ECN791—Seminar (1)	• Job Market Preparation (1st meeting in September) • Summer teaching (maybe) • possible 6th year funding (DGS) decision based on budget
YEAR 5	Total Hours Years 1-5 = 94+	
ECN791—Required PhD Seminar (3) ECN792 Research (2) ECN799 Dissertation (3) ECN 594-Workshop (1)	ECN791— Req,d. PhD Seminar (3) ECN792 Research (2) ECN799 Dissertation (3) ECN594-Workshop (1)	• move out of office :(• start new job, • make money

- Electives-students may take optional courses in economics and other fields related to their dissertation.
- All credit hours except are noted in ( ). Please see the Graduate Coordinator if you have questions regarding your POS or credits.
- International student on a graduate assistantship should have a minimum of 6 credits to remain in status.
- 6th year students should not register for dissertation credits. Req'd PhD (3), Workshop (1), Seminar (1), Research (1). 5th and 6th years in their final year can apply for a *Reduced Course Load*. See Graduate Coordinator or ISSC website for details.

Graduate Assistantship: Teaching and Research Assignments

Graduate assistantships are 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 https://graduate.asu.edu/ta-ra-handbook. Each student's performance as a TA/RA should be evaluated at least once annually, and in addition, 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 as heavier weeks may be offset by lighter ones.)

⇨ 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.

⇨ 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 advanceas possible (Only travel with an academic purpose will be considered. Personal travel will not be approved unless there is an emergency). 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).

Teaching Courses

The main criterion for teaching assignments is to provide our students with a high-quality education. The DGS will consider satisfactory progress in the program when assigning teaching positions. If you receive a teaching assignment, you may not miss any class timedue to any travel or conferences, no exception. You must plan accordingly. Most teaching assignments are for the summer. Some assignments will be for the regular semesters; in that case the teaching assignment will count as your TA position for that semester.

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'sability to communicate effectively and to present a cogent argument within a limited timeframe. This will typically occur before March 1. The TA Training Coordinator will provide an assessment of the sample class to the Assistant Chair and DGS, who will makethe determination of whether the student will or will not be given a teaching assignment.This will typically occur before March 31 for summer courses.

Students who have taught one or more times: Excellent past teaching performance is a necessary but not sufficient condition for teaching assignments. Performance will be judged on student feedback and teaching evaluations. Additional considerations are satisfactory progress in the program and departmental needs. A student who is not offered a teaching opportunity may not be provided financial support in the summer.

DEPARTMENT PROCEDURES

Office Space

Only minimal office space can be provided to teaching and research assistants. Office space may not be available every year and please note, students who are no longer funded by the department or are on 6th year funding may be required/asked to give up their office to students who have several years left in the program. Especially if they are working RA/TA jobs for our faculty.

Please secure offices upon leaving. ASU is not responsible for any items taken out of unlocked offices or cabinets. Unaccompanied guests and non-economics students may not be left alone or permitted to use student office space. (This includes lending a key to someone else). Any violation of this rule may result in the immediate revocation of office privileges. Offices are shared spaces, cleanliness and respect of other students' time and property is the expectation. This policy also applies to communal spaces such as the large PhD office, conference rooms, kitchens and balconies. **No smoking is permitted anywhere on campus, 4th floor balcony or building stairwells.**

Travel Reimbursement

The DGS will evaluate applications for funding to participate in a conference or summerschool. To obtain funding for a conference, the student must participate as a job candidate, presenter, or discussant. Process for travel reimbursement:

1. Email Graduate Coordinator asking for the Pre-Travel DocuSign Form, which will request permission to travel and options for funding from the department. Includethe Following:
   - The name, dates and estimated costs of the travel
   - The purpose of attending: e.g., job market, presenter, discussant, summer school
   - Proof of funding request from the Graduate College and GPSA. If you missed the deadlines, please note this on your form.
   - Form will go through the following approval chain- 1. Committee Advisor, 2. DGS,then 3. Department Chair.
2. Once approved, Graduate Coordinator will complete a trip request in the Concur Travel System (see Grad Coordinator for directions).
3. Funding is not guaranteed after travel unless pre-approved by the Department Chair.

You should also be aware of Graduate College and CSG Travel Award Deadlines. You can find more information about these awards on the Graduate College webpage.

DISCONTINUATION OF PHD PROGRAM

M.S., no Thesis

⇨ This option is available ONLY to a Ph.D. student who passes at least ONE Qualifying Exam. Passing the exam qualifies for a culminating event.

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 credit hours of 400-level coursework can be includedon an iPOS. 400-level courses taken prior to admission and 400-level courses graded as "Pass/Fail" are not acceptable.

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

Graduation Procedures for M.S., no thesis:

1. Create a Plan of Study (iPOS)
   a. ask your Graduate Coordinator to submit a Master's in Passing Request to the Graduate College.
   b. Complete the Master's Degree Plan of Study (iPOS)

2. Culminating Experience is your passed Qualifying Exam.

3. Apply for Graduation.

⇨ Please note: Any course with a grade that is below a C (2.0) may not appear on your iPOS. Please work with the Director of Graduate Studies to find courses equivalent to those you cannot include. These courses must be completed in the third semester, and

passed with a B (3.0) or better. Your overall iPOS GPA must be a 3.0 to graduate with any degree. This most likely means taking extra classes to bring the GPA up.

Note: The Graduation Office has strict deadlines that will be enforced, so get copies of the calendar ASAP at https://graduate.asu.edu/completing-your-degree and click on the Graduation Deadlines and Procedures tab. Any late fees incurred are at your own expense.

⇨ *M.S. (Thesis or Applied Project)*

This option is available to a Ph.D. student who fails ONE of or BOTH the Macro and Micro Qualifying Exams and includes a culminating event opportunity. The goal of this revision is to give an opportunity to students who fail only one of the qualifying exams to graduate with a Master degree in a Thesis-based program (which is required for admission and/or funding by some PhD programs).

1. Economic Theory ECN 711, 713 - Macroeconomic Analysis I & II (or equivalent as recommended by DGS). ECN 712, 714 - Microeconomic Analysis I & II (or equivalent as recommended by DGS)

2. Econometrics: ECN725, 726 - Econometrics I & II (or equivalent)

3. Thesis ECN599 - Thesis (6 hours) or ECN593 – Applied Project (3 hours) (consult with DGS on which option is best for you)

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 credit hours of 400-level coursework can be includedon an iPOS. 400-level courses taken prior to admission and 400-level courses graded as "Pass/Fail" are not acceptable.

The program is usually completed in three regular semesters.

Graduation Procedures for M.Sc.

1. Plan of Study
   a. Ask your Grad Coordinator to submit an M.S. degree plan to the Graduate College.
   b. Master's Degree Plan of Study (iPOS)
2. Culminating Experience
3. Register for Thesis (ECN 599- 6 hcredit ours) or Applied Project (ECN 593-3 credit hours)
4. Apply for Graduation.

⇨ *Please note: Any course with a grade that is below a C (2.0) may not appear on your iPOS. Please work with the Director of Graduate Studies to find courses equivalent to those you cannot include. These courses must be completed in the third semester, and passed with a B (3.0) or better. Your overall iPOS GPA must be a 3.0 to graduate with any degree. This most likely means taking extra classes to bring the GPA up.

Note: The Graduation Office has strict deadlines that will be enforced, so get copies of the calendar ASAP at https://graduate.asu.edu/completing-your-degree and click on the Graduation Deadlines and Procedures tab. Any late fees incurred are at your own expense

Voluntary Withdrawal

For any reason, a voluntary withdrawal is available to a student. Please note though thatthis cannot be revoked once submitted and processed by Graduate Education. Doctoral students have ten years from admission to the program to complete their degree program requirement and defend. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits. Any student who withdraws will have to re-apply for admission during the allotted time for the admission cycle (9/1 through 1/15). Admission is not guaranteed.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Arizona Board of Regents Student Code of Conduct

The aim of education is the intellectual, personal, social, and ethical development of theindividual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change,and respect for the rights of all individuals. Self -discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at Arizona State University.

The Student Code of Conduct sets forth the standards of conduct expected of studentswho choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development,to protect the university community, and to maintain order and stability on campus.

All Students are expected to adhere to the ABOR Student Code of Conduct.
https://eoss.asu.edu/dos/srr/codeofconduct

Academic Integrity and 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 withothers. 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 quotation marksor 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 with which all students should become familiar. You can find graduate specific detailed information on the Graduate College website.

Automatic Low GPA Probation

Graduate College will conduct a GPA audit at the end of each semester. Any graduatestudent with a cumulative GPA below 3.00 will automatically be placed on academic probation. Students will receive an alert on MyASU and an email notifying them that theyhave been placed on academic probation and that they must contact their AcademicUnit. Automatic Low GPA Probation does not replace a Probation Notice from the Academic Unit. For first year students, the Economics Department DGS will meet and discuss this probation notification with the student in December.

If the GPA probation continues at the end of spring semester (semester two), written notice with the consequences will be given in the end-of-year review, sent out in May.

If you cannot raise all three GPA's above a 3.0 by the end of the third semester, the DGS or Department Chair will recommend you for dismissal.

AI Guidelines- https://ai.asu.edu/digital-trust-guidelines

Departmental 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, the committee is advisory to the Chair of the Department. Also, see related College (Graduate College and W. P. Carey School of Business) 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 the Graduate College (e.g., on a recommendation for dismissal).

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

University Harassment Policies

Anyone who believes that he or she has been subjected to discrimination, harassment,or retaliation in violation of this policy, or who believes that this policy has been violated,

should report the matter immediately to the Office of Equity and Inclusion. Additionally, any individual has the right to contact local law enforcement to file a criminal report.

If an individual wishes to have a confidential conversation about an allegation of sexual harassment, that individual can do so by seeking an appointment with a licensed counselor or health care professional. The university provides such services at the HealthServices, Employee Assistance Office, or ASU Counseling Services located on each campus. Also, consistent with state law, the ASU Police Department Victim's Advocate isa person with whom an individual can hold a confidential conversation about an allegation of sexual violence, including sexual assault.

If an individual wishes to remain anonymous, that individual can make a report to the ASU Hotline at 877/786–3385.

If an individual requests anonymity after a report is filed, the Office of Equity and Inclusion/Title IX Coordinator will take into account the request, the due process rights ofall parties involved, the severity of the alleged harassment, and the potential risk of a hostile environment for others in the community in order to determine whether the request can be honored. The requesting party will be advised of the determination.

Legal Definitions

Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status thatis protected under applicable law or policy. Protected status includes race, color,religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Harassment is a specific form of discrimination. It is unwelcome behavior, based on a protected status, which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in university-sponsored programs or activities.

Sexual Harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature (including unwelcome sexual activity) that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs oractivities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in university-sponsored programs or activities. Sexual harassment is also unwelcome behavior or conduct of a sexual nature (including unwelcome sexual advances or activity), which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in university-sponsored programs or activities.

Sexual Violence includes attempted or actual physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol, due to an intellectual or other disability, or due to age is also a form of sexualharassment. This can include rape, sexual assault, sexual battery, sexual coercion, domestic and dating violence, and stalking.

Retaliation occurs when an adverse action (e.g., termination, denial of promotion, refusalto hire, unjustified discipline or evaluation, etc.) is taken against an individual for complying with this policy, opposing conduct reasonably believed to constitute a violation of this policy, filing a report under this policy, seeking an accommodation underthis policy, or participating in any manner in an investigation or proceedings related to this policy. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited.

Report Allegation(s) of a violation of this policy that is/are made to any manager, supervisor, administrator, or the Office of Equity and Inclusion or the Dean of Students, Office of Student Rights and Responsibilities.

Unwelcome Sexual Activity Engaging in sexual activity with a person, whom you reasonably should know or do know, has not consented or is incapable of giving consent.

- consent in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity
- consent may not be inferred from:
    1. silence, passivity or lack of resistance
    2. a current or previous dating or sexual relationship,
    3. acceptance or provision of gifts, meals, drinks, or other items
    4. previous consent to sexual activity
- consent may be withdrawn during sexual activity, consent to one form of consensualsexual activity does not imply consent to any other form of sexual activity
- consent must not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury
- consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that violates this policy

  and

- consent cannot be given by someone who, by virtue of age, circumstances or otherfactors, is deemed by law to be incapable of giving consent.

The Economics Department does not tolerate harassment of any kind.

LINKS TO UNIVERSITY AND GRADUATE EDUCATION DOCUMENTS

Below are links to University and Graduate Education documents that will provide detailsabout requirements as you proceed through the program. It is essential that youunderstand the policies that underlie your time at ASU. Note that the EconomicsDepartment must adhere to the policies that the University and Graduate Education 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 if you have questions.

The Graduate Policies and Procedures Handbook contains details about enrollment (course load, 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, dissertationdefense). Please pay particular attention to the plan of study and time limit requirements: https://graduate.asu.edu/policies-procedures.

The TA/RA Handbook contains details about appointment and enrollment policies, benefits, and university policies. Please refer to https://graduate.asu.edu/ta-ra- handbook.

The Graduate Education website 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 thedissertation defense for instance), so be sure you are aware of forms you need to submitand when they need to be submitted.

Academics and Professional Development

Libraries

Writing centers

Professional development workshops and opportunities

Student support services

International Student Services Center

Housing

Health , 24-7 Counseling Services & Graduate Wellness Resources , Graduate Student Wellbeing

Best Practices for Graduate Student Wellbeing

Disability Resources

Veterans

Graduate and Professional Student (now GSG)

Business and Finance services

Parking and transit Parking on campus can be very costly. There is helpful information onthe Public Transit page for more affordable options.

Student accounts Due to privacy laws, most often SBS will not discuss finances with thedepartment staff and students may have to contact the business office directly.

ID cards

International Tax Help

On Campus amenities

ASU Bookstore

Sundevil Dining- options on campus

Banks and ATMs

Contact information

Provost's Office

Graduate College

WPC TSO Office- BA 319