GRADUATE STUDY GUIDE

Department of Economics

Indiana University

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The purpose of this guide is to describe the requirements and procedures established by the Graduate School and the Department of Economics governing a student's progress toward a graduate degree in Economics. Many of the detailed requirements of the Graduate School are not reproduced here. For those, the student should consult the Graduate School Bulletin.

TABLE OF CONTENTS

I.	General Information	2
	A. Admission Requirements	2
	B. Transfer of Credit	2
	C. Registration and Counseling	2
	D. Undergraduate Courses and Graduate Credit	3
	E. Financial Assistance	3
	F. Graduate Student Association	5
	G. Graduate Studies Committee	5
	H. Academic Probation	5
	I. Academic Dishonesty	5
II.	Requirements for the Ph.D. Degree	6
	A. General	6
	B. Course Work	6
	C. Third Year Paper Requirement	6
	D. Tool Skill Options	7
	E. Departmental Workshops	7
	F. Fields and Qualifying Examinations	8
	G. Nomination to Candidacy	9
	H. Thesis Research	9
	I. Satisfactory Progress and Continuing Enrollment	11
III.	Requirements for the M.A. Degree	12
	A. General	12
	B. Tool Skill and Thesis Options	12
	1. Thesis	12
	2. Tool Skill	
IV.	Other Degrees	13
	A. Ph.D. in Economics and Business	13
	B. Master of Arts for Teachers	13
V.	Graduate Minor in Economics	13
VI.	Appendices	
	A. Third Year Paper Procedures and Schedules	14
	B. Sexual Harassment	16
	C. Preparation for the Ph.D. (Becker, Gardner, Spulber)	18

I. GENERAL INFORMATION

A. ADMISSION REQUIREMENTS

The following are required for either the M.A. or Ph.D. program: (1) 25 hours of social science, including intermediate economic theory; (2) a mathematics background in calculus and linear algebra (see following paragraph); (3) submission of acceptable scores on the Graduate Record Examination (verbal, quantitative, and analytical sections); (4) three letters of recommendation, transcripts of course work, and other materials as required by the Graduate School and International Admissions Office.

Students are advised to take at least 3 semesters of differential, integral, and multivariate calculus plus one semester of linear algebra before entering the graduate program. The corresponding Indiana University courses are numbered M211-M212 (Calculus I and II), M303 (Linear Algebra), and M311 (Calculus III) in the Department of Mathematics. Note that M211, M212, M303, and M311 do not carry graduate credit.

B. TRANSFER OF CREDIT

After completing one semester in residence at Indiana University with the approval of the director of graduate studies (DGS), candidates for the M.A. or M.A.T. degrees may offer up to 8 hours of graduate credit from other institutions; Ph.D. candidates may transfer up to 30 hours of graduate credit. The student must obtain the written consent of both the Graduate Studies Committee of the Department of Economics and the Graduate School Dean before credit earned at other institutions will be added to his or her record. Courses offered for transfer of credit must have been completed with a grade of B or better.

C. REGISTRATION AND COUNSELING

Prior to admission to Ph.D. candidacy, the counseling is available through the Graduate Studies Committee (see section G). Specific sources of counseling are the following:

1. The director or members of the Graduate Studies Committee on matters pertaining to status, progress, and financial assistance;

2. Faculty members associated with fields in which students expect to write qualifying examinations for the Ph.D. degree.

The Graduate Studies Committee will review the work of each graduate student every year until the student is admitted to candidacy. The student will be notified if there are any problems with respect to his or her status as a graduate student in good standing.

After admission to Ph.D. candidacy, a student's thesis research committee will be his/her primary source of guidance (see part II, section H).

New Students

New students will meet with the DGS in the Department of Economics regarding their course selections. The graduate secretary will schedule these meetings and can answer many questions. New international students are required to take the Indiana English Language

Proficiency Examination administered by the IU Intensive English Program prior to registration. Based on this test second language studies courses may be recommended. The Graduate School will not award an M.A. degree or admit to Ph.D. candidacy anyone who has not undertaken the courses recommended.

Continuing Students

Ph.D. students who have not yet passed both core exams should consult with the DGS. The graduate secretary will schedule meetings. M.A. students and Ph.D. students who have passed the core exams are encouraged to consult the DGS concerning their course schedule. You may not register for more than 12 hours without approval by the DGS.

In order to facilitate course scheduling, the continuing students are required to pre-register for the following semester at the Department's office. Pre-registration will take place in October and March.

D. UNDERGRADUATE COURSES AND GRADUATE CREDIT

Undergraduate courses which have been approved by the Graduate School for graduate credit are listed in the Graduate School Bulletin. However, the final decision to admit a graduate student to such a course is left with the instructor. Students planning to register for one of these courses should consult with the instructor and the DGS.

E. FINANCIAL ASSISTANCE

The Department offers a variety of types of financial aid to students in its Ph.D. program. These include: **Graduate Fellowships, Associate Instructorships, Graduate Assistantships, all of which usually include Fee Remissions**. The Department attempts to provide financial aid to all continuing Ph.D. students in their second through fifth years who are making satisfactory progress toward the Ph.D. degree, whose overall performance in the program is strong, and who are able to serve as an Associate Instructor or Graduate Assistant. Satisfactory progress is defined below (Section II.I). Financial aid beyond the fifth year depends on student progress toward the Ph.D. degree and is made on a case by case basis, depending on Departmental need. M.A. students are not generally funded.

Graduate Fellowships

Graduate fellowships are offered to a small number of exceptional students. The stipends attached do not require specific duties, and the amount of the fellowship actually used to pay the cost of tuition, course fees, and course-related books, supplies, and equipment is excludable from taxable income. All fellowship recipients must be enrolled full time (see below). Students may receive a graduate fellowship in addition to an assistantship appointment or a fee scholarship.

Teaching Assistantships and Associate Instructorships

Teaching Assistantships (TAs) and Associate Instructorships (AIs) are the primary form of financial assistance for continuing students. TAs assist a faculty member in teaching introductory courses like E201/E202 and are responsible for leading discussion sections. Experienced AIs have full responsibility for teaching sections of Principles (E201/E202) or lab sections of Statistics (E370). All Ph.D. students who want to be considered for TA or AI

positions must take E502 Teaching Undergraduate Economics prior to a TA or AI assignment and complete the course with a grade of B- or better. In addition, students whose native language is not English cannot be TAs or AIs until they pass the Test of English Proficiency for Associate Instructor Candidates (TEPAIC) or G530 Teaching in the US Classroom.

We strongly encourage incoming students to take the TEPAIC in August. Students who fail the exam are expected to enroll in the Accent Reduction Program early in the fall semester. Those who have not passed the exam by the start of the second semester will be allowed to take E502 *provided they immediately* enroll (or continue) in the Accent Reduction program or in G530. E502 and G530 are each three hours of graduate credit. These hours cannot be used to satisfy the minimum hours requirement in Economics for the Ph.D.

Graduate Assistantships

Graduate Assistants are assigned to aid specific faculty in their teaching and research. As a rule, the Department limits appointments to GA positions to at most 3 years.

Fee Remissions

Continuing graduate students are eligible for a fee remission if they are (I) enrolled in the Ph.D. program, (ii) in good academic standing, (iii) making satisfactory progress toward the Ph.D. degree, and (iv) appointed as an AI or GA at .375 FTE or greater. Satisfactory progress is defined in Section II.I below. Priority will be given to students in their first five years in residence. Students who have accumulated 90 hours or more and who have completed all course requirements are not eligible for fee remissions, but may enroll in G901 (see below). The Department will award fee remissions to students who have completed five or more years in residence in very special cases and only after intense scrutiny by the Graduate Studies Committee.

It is our understanding that fee remissions and fee scholarships are not taxable. Summer fee remission and fee scholarship awards are restricted to a maximum of six hours. Fee remissions and fee scholarships are restricted to a maximum of 30 hours in any 12-month period.

<u>Additional Rules</u>

AI/GA Appointments. The stipends attached to AI and GA appointments are considered graduate student support and compensation for the academic duties assigned, and as such are taxable income.

The following enrollment requirements apply: a) All graduate students on academic appointment at or above .375 full time equivalent (FTE) must enroll for at least 6 credit hours each semester on appointment. Students on summer appointments have the option of enrolling to be exempt from FICA payments. b) Students appointed at less than .375 FTE must enroll for at least 1 credit hour each semester on appointment.

Post 90-hour Assistantships. All doctoral candidates who have accumulated 90 hours or more in course work and deferred dissertation credits and who are offered a graduate academic appointment at or above .375 FTE must enroll in 6 credit hours each semester. If all course requirements have been completed, candidates may enroll in G901 (Advanced Research) which carries a value of 6 credit hours. There is a fee of $150 for this course.

Course Loads and Employment. The normal course load for a graduate student who is not employed is 12 hours. Full time status requires enrollment in at least 9 credits. Permission of the DGS is required for any student who wishes to take more than 12 credits. University regulations limit the appointment of graduate students in all work activities to .50 FTE. Approval from the Department and the Dean of Faculties for an FTE overload must be obtained by the student prior to accepting a position that creates the overload. Approval for FTE overloads will be granted only in exceptional circumstances.

Summer Appointments. A limited number of summer AI and GA appointments are available. These funds are allocated on the basis of scholarly, research and teaching performance.

F. GRADUATE STUDENT ASSOCIATION (GSA)

This organization invites your participation. GSA provides information on a variety of topics from curriculum to housing, and is a means for interaction among students. Members of GSA are involved in Department and University governance, and play a crucial role in student and faculty recruitment. This is your special interest group--take advantage of it!

G. GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee includes the Director of Graduate Studies and two other members of the faculty.

The duties of the Graduate Studies Committee are:

1. To develop, implement and review the graduate study programs and policies of the Department of Economics.

2. To rule on applications for admission to graduate programs in Economics.

3. To review the progress of active degree candidates.

4. To rule on requests for financial assistance of the continuing graduate students.

H. ACADEMIC PROBATION

When the grade point average of a student falls below 3.0, or the student is not making sufficient progress toward the degree, the dean will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average, or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue in the University Graduate School.

I. ACADEMIC DISHONESTY

Academic integrity is fundamental to any graduate program. The Department Chair and the DGS will determine specific penalties for any acts of academic dishonesty. The Graduate Studies Committee has established the following rules for disciplinary action in cases of flagrant cheating or plagiarism.

1. Cheating or Plagiarism in Course Work and Field Exams: A failing grade is recommended (instructor's discretion). The student's eligibility for financial aid will

be permanently terminated. In addition, the student may be expelled from the program.

2. Cheating or Plagiarism in writing Master's and Ph.D. Theses: The student will be expelled from the program without a degree.

The Graduate Program in Economics follows Indiana University policies and procedures concerning the cases of academic dishonesty such as *plagiarism*, *cheating,* and *fraud*. Information on Indiana University policies and procedures on these matters can be found in the IU Academic Handbook and the Indiana University Code of Students Rights, Responsibilities and Conduct.

II. REQUIREMENTS FOR THE PH.D. DEGREE

A. GENERAL

The Ph.D. degree is conferred upon the successful completion of an advanced course of study that includes 90 hours of graduate credit and a successful defense of a Ph.D. thesis. An average grade of B (3.0) must be maintained. Failure to maintain a GPA at 3.0 or above will result in Academic Probation (see Section I.H above). Courses completed with grades below a C (2.0) are not counted toward degree requirements, but are used in GPA calculations. There is a minimum requirement of 60 hours of course work. At least 57 hours of course work must be taken in economics. Those who wish to transfer graduate work from other institutions may submit a request to the Graduate School, via the Graduate Studies Committee of the Department, after one semester in residence at Indiana University. With approval, a student may transfer up to 30 hours of credit. The minimum residence requirement for the Ph.D. is two consecutive semesters during one academic year on the Bloomington campus.

B. COURSE WORK

Core Theory

Ph.D. students are required to take E520, E521, E522, E621, E622 (or equivalent) and pass examinations in macroeconomic and microeconomic theory. The macroeconomic and microeconomic core exams will ordinarily be taken at the end of the first year in residence. The exams are given in May with a retake in August. A maximum of two attempts will be permitted on each exam. Passing both exams is a prerequisite for continuation in the Ph.D. program. Unless there are extenuating circumstances, failure to sit for a core theory examination as scheduled will result in failure of the examination.

Statistics and Econometrics

E571, E572 and E671 are required for all Ph.D. students.

C. THIRD YEAR PAPER REQUIREMENT

Ph.D. students are required to write a substantial research paper by the end of their third year in the Program. The goal should be that this paper is of sufficient quality to be the first essay of

the dissertation. Please read carefully the detailed procedures and schedule for the implementation of the paper requirement outlined in Appendix A. ***Third Year Paper Procedures and Schedules.***

A student must select a topic for the third year paper and, in consultation with the DGS, form a Preliminary Advisory Committee during the fall semester of his/her third year in the program. The Committee will oversee the student's progress on the paper and will ultimately evaluate it. The Committee must have at least three members, including the chairperson.

A preliminary draft of the paper should be essentially ready in April and presented at the annual departmental *Jordan River Conference*. The final draft of the paper should be submitted to the Committee, which will assign a grade no later that by the end of the first summer session (see Appendix A for details of the schedule).

A failing grade will indicate the student's failure to make *satisfactory progress towards the degree*. The options to do remedial work during his/her 4th year in the program as well as consequences of failure for the department's financial aid commitment are laid out in Appendix A. Students who do not pass the Third Year Paper requirement by the end of their 4th academic year in the Ph.D. program will be disqualified from continuation in the program.

D. TOOL SKILL OPTIONS

The Department of Economics strongly recommends that Ph.D. students plan to complete their tool skill requirement during the third year. Proficiency must be demonstrated in one tool skill, which may be either Econometrics/Applied Statistics, Mathematics, Operations and Decision Technologies or Computer Science. A student must choose one of these fields and obtain at least 9 credits in it. Courses used to fulfill a tool skill requirement do not carry graduate credit. Tool skill courses must be passed with a grade of B or better.

1. *Econometrics/Applied Statistics*: Students whose primary and supporting fields are not in Econometrics, can use econometrics classes beyond E571, E572 and E671 for the tool skill option. Applied statistics classes outside of the Department of Economics can be used with the approval by the DGS.

2. *Mathematics*: Classes at the 400 level or above may be used. Mathematics may be offered both as a tool skill and as an outside minor provided the same courses are not offered in fulfilling both requirements. Mathematics may not be used to meet the minimum requirement of two primary fields.

3. *Operations and Decision Technologies*: If Operations and Decision Technologies is offered as a tool skill, it cannot also be offered as a field for the qualifying exam.

4. *Computer Science*: Classes chosen in collaboration with the DGS.

E. DEPARTMENTAL WORKSHOPS

The Department offers a series of workshops each year. Most of these workshops will be on a continuing basis, but some may not be offered every year. The current workshops are: Microeconomics, Macroeconomics, Econometrics, and Economic History.

Workshop schedules are available at the Department of Economics web site: http://www.indiana.edu/~econweb.

The purpose of the workshops is to enhance the research environment of the Department. For students, a workshop is a forum in which to develop a research topic and to present a thesis proposal. Properly used, a workshop will enable a student to reach the thesis phase of graduate training much more smoothly than would otherwise be the case. Procedures for student participation in workshops are as follows:

1. Students are required to join a workshop of their choice after passing their core theory exams. They are expected to remain associated with a workshop as long as they are in residence. In addition, starting in their third year students have to formally enroll in a workshop course for 3 semesters. The courses corresponding to each workshop are:

Microeconomics	E724.1	Seminar in Economic Theory	3 credits
Macroeconomics	E724.2	Seminar in Money	3 credits
Econometrics	E724.3	Seminar in Econometrics	3 credits
Economic History	E724.4	Seminar in Economic History	3 credits

   These classes will be offered regularly. The goal of the workshop courses will be to give students a more hands on view of research, including discussions of research techniques and specific ongoing research projects. The course grade will be based on a substantial written project.

2. Workshop association may be changed at the beginning of any semester, or at other times with permission from the DGS.

3. In addition to their primary workshop, students are strongly encouraged to attend other departmental workshops.

F. FIELDS AND QUALIFYING EXAMINATIONS

The Ph.D. candidate must successfully complete at least three fields: one primary field and two supporting (secondary) fields. However, students are allowed to pursue two fields as primary, in which case one supporting field will be required. With approval of the DGS, one of the three fields may be taken outside the Department of Economics. All field selections, along with the course work to satisfy them, must be approved in advance by the DGS.

Qualifications for all fields, primary and supporting, require coursework according to the Department's guidelines listed below. To qualify for a field, the student must obtain grades of B or higher in all the corresponding courses. A course cannot be counted by a student toward more than one field. Similarly, courses taken to satisfy the field in Econometrics cannot be simultaneously used to meet an optional tool skill requirement in Econometrics. Students contemplating qualification in a particular field are urged to consult with faculty members teaching in that field. With the approval of the DGS and the relevant faculty a student can choose a customized supporting field by combining courses from two different fields (for example: Monetary Economics and Macroeconomics).

Qualification for the primary field also requires a qualifying examination. A maximum of two attempts is permitted for each primary field.

In order to meet the criteria of *satisfactory progress* toward the degree (see part I.) a student must complete all field requirements by the end of his/her third year in the program.

Note. If all courses required for the student's primary field are offered while the student is in his/her second year in the program, the student is expected to complete the coursework in that year. As a rule the student must then take the qualifying exam when scheduled at the end of the academic year. Exceptions to this rule can be considered at the initiative of the involved faculty and require approval by the DGS. If some of the required courses for the primary field are not offered during the student's second year of studies, and therefore must be taken during his/her third year, then the chair of the preliminary committee evaluating the student's third year paper can consider the following option. If the student writes the third year paper in his/her primary field, and shows in the committee's judgment significant progress and promise, the committee chair can offer to the student the possibility of substituting an excellent performance on the paper for the qualifying exam requirement. To ultimately qualify for such substitution, the student will need a "high pass" grade on the paper. A lower grade will reinstitute the exam requirement.

Fields offered by the Department of Economics and the corresponding coursework:

Advanced Economic Theory: E624, E625, E724. At least two of these three courses should be taken.
Development Economics: E591, E592.
Development and Economics of Transition: E591, E698.
Econometrics: E672 and E673.
Economic History: Students are expected to take E529 and to be associated with the Workshop in Economic History for a minimum of two semesters. In addition students should take at least one of the following: E810; a graduate level Economic History course in the History Department or in the Business School.
Games and Experimental Methods: E626 (Game Theory), E627 (Experimental Economics).
Growth Theory: E628 and E724 (with the focus on Growth Theory).
Industrial Organization: G601, G604. (These courses are offered by the Business Economics and Public Policy Department in the Kelley School of Business.)
International Trade: E530 and E630.
Macroeconomics: E628, E629.
Monetary Economics: E550, E551.
Public Economics: E660, E661.
In addition, Finance is offered as a field in partnership with the Kelley School of Business.

G. NOMINATION TO CANDIDACY

A student will be nominated to Ph.D. candidacy after fulfilling all the course work and field requirements for the degree. This includes: (i) 60 credits of graduate course work, (ii) 57 credits in Economics, (iii) the tool skill requirement, (iv) successful completion of qualifying examinations in primary field(s) and successful completion of the supporting field(s), and (v) passing the third year paper requirement. The effective starting date of candidacy will be the date of passing the last primary field exam or the date of passing the third year paper requirement, whichever comes the latest. A course will not count toward degree requirements if it has been taken more than seven years prior to the date of candidacy. Nomination to candidacy signifies that a student has completed all the requirements for the Ph.D. except the

dissertation. A completed dissertation must be delivered to the Graduate School within seven years of the date of candidacy.

H. THESIS RESEARCH

The material below outlines the components of your thesis research. In addition, you should read the attached appendix *Preparation for the Ph.D.* by Professors R. Becker, Gardner, and Spulber.

1. *Dissertation research*. Based on the Preliminary Advisory Committee (see part C above as well as Appendix A) a student must put together his/her full Ph.D. dissertation research committee in consultation with the DGS at least one month in advance of the official presentation of the dissertation proposal. The committee must have at least four members including the chairperson, all of whom are members of the graduate faculty and at least half of whom have the *Economics Department's endorsement to chair Ph.D. dissertation committees*. As a general rule, the committee chair must have the endorsement; exceptions can be made on a case-by-case basis and require consultation with the DGS and the approval of the Dean of the University Graduate School. If a Business field is offered, there must be an outside member of the committee representing that field. Upon presentation of the thesis proposal, the committee must be endorsed by the Department chair and approved by the Dean of the University Graduate School. Any substitutions in the committee membership must get all of the above endorsements and approval.

   Note. A student must be nominated to Ph.D. candidacy (see section G above) prior to the Department's endorsement of his/her dissertation committee.

2. *Thesis proposal*. Working with his or her chairperson and the other members of the committee, a student will prepare a thesis proposal and present it at the appropriate Departmental workshop. The proposal should cover the following items to the extent that they are relevant:

   a. Topic and literature review
   b. Analytical and/or theoretical methods
   c. Tests to be conducted
   d. Available sample data
   e. Relevance to theoretical or policy literature
   f. Committee composition

   The written proposal should be distributed to the workshop participants prior to presentation. The proposal stage is completed when the proposal has been presented and the committee members have signed the dissertation committee form. A title and summary of the proposal must be sent to the Graduate School along with the dissertation committee form.

3. *Thesis defense*. All members of the committee are to be informed of progress on the thesis as it is written so that they may be involved in the preparation, and familiar with the work at the time of defense. A complete draft of the thesis must be presented to each committee member prior to the scheduling of a defense. Any substantive difficulties with the work should be resolved at this time. All members of the

committee should sign a Request for Defense. The Graduate Studies Committee will schedule a defense when all signatures have been obtained by the graduate studies secretary. Any faculty member who withdraws at this stage should do so in consultation with the committee chairperson and the student. If differences cannot be resolved, an explanation should be given to the DGS. The announcement of the defense must be submitted to the Graduate School thirty days prior to the date of the defense. At the defense, the committee conducts a final oral examination primarily over the content of the thesis. Following a successful defense, the completed thesis is submitted to the Graduate School.

An approved thesis must be delivered to the Graduate School within seven years from the day of admission to candidacy. Failure to meet this requirement will result in the termination of candidacy and of the student's enrollment in the degree program. Please consult with the Department's graduate secretary concerning details of deadlines and requirements of the Graduate School for the thesis and oral defense. The defense must be at least eight months after the last field exam is passed, and six months after formal appointment of a thesis committee.

I. SATISFACTORY PROGRESS AND CONTINUING ENROLLMENT

The following timetable of the Department of Economics defines satisfactory progress toward the Ph.D. degree. Failure to make satisfactory progress toward the Ph.D. degree and maintain good academic standing (GPA at 3.0 or above) will result in academic probation and may lead to the loss of financial aid.

First year: Complete E520, E521, E621, E522, E622, E571, E572.
Pass micro and macro core exams.
Non-native English speakers: For consideration for TA or AI positions, pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) no later than January.

Second year: Complete E671.
Complete course work for two fields.
Join a workshop.

Third year: Begin enrolling in a workshop course.
Form preliminary committee (fall).
Complete all field coursework.
Pass primary field qualifying exam(s).
Complete tool skill requirement.
Complete third year paper requirement.

Fourth year: Present thesis proposal (fall).
Have at least one thesis chapter finished by the time of the national meetings.

After admission to candidacy, the Graduate School requires that a student enroll each fall and spring semester for thesis or research credit until the degree is completed (see Continuing Enrollment section in the University Graduate School's Academic Bulletin). If 90 hours of graduate credit have been completed, the student must enroll in G901, an Advanced Research

class, each fall and spring semester until the degree is completed. Summer enrollment is not generally required unless the student graduates in June, July, or August. Failure to meet the continuing enrollment requirement will automatically terminate the student's enrollment in the degree program. Note: Enrollment in G901 is limited to a total of six semesters. In rare circumstances when completion of a degree requires additional time a student should consult graduate secretary for instructions concerning course enrollment to ensure continuing registration until the degree is completed.

III. REQUIREMENTS FOR THE M.A. DEGREE

A. GENERAL

A candidate for the M.A. degree must present a minimum of 30 hours of graduate credit in which he has received at least a C (2.0), with an average of B (3.0). A minimum of 24 hours of work must be taken in the major subject area. This requirement must be met with courses taken in the Department of Economics. A minimum of 18 credit hours of course work or at least six courses in Economics (excluding thesis) must be numbered 500 or above. All work offered for the M.A. degree must be completed within 5 consecutive years.

1. Specific courses required by the Department of Economics are:

   E520 Optimization Theory (3 cr. hrs)
   E521 Microeconomics (3 cr. hrs.)
   E522 Macroeconomics (3 cr. hrs.)
   E471 or E571 Econometrics (3 cr. hrs.)
   E472 or E572 Econometrics (3 cr. hrs.)

   The 400-level courses are intended only for terminal M.A. candidates.

2. E502 (Teaching Undergraduate Economics) carries Economics graduate credit for the M.A. Enrollment in E502 requires permission from the DGS and the course instructor.

B. TOOL SKILL AND THESIS OPTIONS

The M.A. candidate has the choice of either writing a thesis or completing 6 hours of course work in a tool skill to fulfill the tool skill requirement. Courses used to fulfill a tool skill requirement do not carry graduate credit. Tool skill courses must be passed with a grade of B or better.

1. *Thesis*: The Department will allow up to 6 hours of graduate credit for thesis research (E808) in meeting the requirements for the M.A. degree. Arrangements should be made through a thesis director appointed in consultation with the DGS. There are two additional readers for the thesis.

2. *Tool Skill*: The Master's student may take 6 hours of course work in Operations and Decision Technologies, Mathematics, Computer Science or Econometrics beyond E572.

IV. OTHER DEGREES

A. PH.D. IN ECONOMICS AND BUSINESS

A special degree of Ph.D. in Economics and Business may be earned by qualification in Core Theory and two Economics fields, plus qualification in two fields from the School of Business. Exams are required in the Economics fields. The student is admitted to the Department of Economics. A minimum of 35 hours of course work must be taken in the Department of Economics. For course work and qualifying examinations in the Business fields, the student must consult the Kelley School of Business. All combinations of fields must be approved by the Graduate Studies Committee of the Department of Economics. The thesis committee must have a minimum of four members with two from Economics and two from the School of Business. The chairperson may be from either unit.

B. MASTER OF ARTS FOR TEACHERS

The Department of Economics offers an M.A.T. degree. The Graduate School requires 36 hours beyond the baccalaureate degree with at least 20 hours in the major teaching field. All degree requirements must be completed within 5 consecutive years.

Each candidate must possess a teacher's certificate by the time the degree is conferred, with the exception of foreign students for whom the Department of Economics will request a waiver unless they intend to teach in the United States. No thesis or foreign language proficiency is required. The Department will arrange an individual study program for each candidate, normally including only courses that may be taken for graduate credit. A comprehensive written examination covering course work in Economics will be given during the student's last semester in residence.

V. GRADUATE MINOR IN ECONOMICS

A candidate for a graduate degree in another department who elects to take Economics as an outside minor must take 12 hours of Economics from Indiana University Bloomington, including at least 6 hours of economic theory. Within these 12 hours, you must take at least one semester each of Ph.D.-level microeconomic theory and macroeconomic theory. Within these 12 hours, you must also take six additional hours of courses which carry credit for graduate degrees in Economics as listed in the Graduate School Bulletin. These courses must be selected in consultation with the director of graduate studies. All courses taken to satisfy the requirements for an outside minor in Economics must be passed with a grade of B (3.0) or better. A separate written or oral examination will not be required.

APPENDIX A

THIRD YEAR PAPER PROCEDURES AND SCHEDULES

1. *Starting a research project.*
A topic for the third year paper should be selected during the year's fall semester at the latest. The best framework for this can be interaction with the faculty in the student's field or other advanced graduate courses as well as the workshop course of his/her choice (as outlined in part II.E. *Departmental Workshops* of the Study Guide).

2. *Preliminary advisory committee.*
During the fall semester the student must form a preliminary committee, which will oversee the student's progress on the paper and will ultimately evaluate it. The student must first select the committee chair among the graduate faculty and then, in consultation with the chair and the DGS, form the committee.

The preliminary committee must have at least three members, including the chairperson, at least one of whom must have the *Economics Department's endorsement to chair Ph.D. dissertation committees*. As a general rule, the committee chair must have the endorsement; exceptions can be made on a case-by-case basis and require approval of the DGS. If the research project belongs to a Business field, the committee must include an outside member representing that field. In other cases where a cross-disciplinary project may benefit from the inclusion in the committee of a faculty member from another school or department, this will require the approval of the DGS in consultation with the committee chair.

The preliminary committee should normally serve as a basis for the formation of a full dissertation committee by the time the student prepares his/her Thesis Proposal. The dissertation committee must have at least four members, including its chair; and at least a half of the dissertation committee including its chair must have the *Department's endorsement* (see part II. H. *Thesis Research* of the Study Guide for more details).

By the last week of the fall semester of the student's third year the preliminary committee must be officially formed: the student must present an abstract and research plan for the paper, secure signatures of the members confirming their agreement to serve on the committee, and receive the approval of the DGS.

3. *Intermediate progress.*
Students should interact with their committees throughout their work on the paper. They are also encouraged to present their preliminary findings in the workshop courses (see part II. E. *Departmental Workshops* of the Study Guide). A preliminary draft of the paper should be essentially ready in April and presented at the annual departmental *Jordan River Conference*. At least two weeks before the conference, the student must submit the draft to his/her committee for comments and approval. The paper along with the conference presentation will constitute an intermediate progress report.

4. *Completion and final grade.*
Following the intermediate progress report and taking the committee's comments into account, the student will complete the paper for final submission to the committee at least two weeks before the end of the first summer session. The committee will assign the grade, due by the end of the first summer

session, using the following scale: “high pass,” “pass,” or “fail.” Papers receiving “high pass” will be automatically entered in the *Best Third Year Paper* competition for financial awards.

All passing students should consult with their committees on the feasibility and additional work required for using the paper as a basis of a dissertation chapter, and to formulate a plan of research toward preparing a thesis proposal – as laid out in part II. H. *Thesis Research* of the Study Guide.

5. *Consequences of a failing grade*.
A failing grade will indicate the student’s failure to make *satisfactory progress towards the degree* (see part II. I. *Satisfactory Progress and Continuing Enrollment* of the Study Guide for definitions). However, the student will have an option to do remedial work during the summer and part of the following fall semester in close consultation with the committee. The final make-up grade will be due at the end of the first eight weeks of classes in the fall. The student must present the final version of the paper to the committee at least two weeks ahead of that deadline. The grading options at this stage will be “pass/fail.” A failing grade will be judged as a major failure to make satisfactory progress towards the degree. This will result in the department removing its commitment of financial aid, as of the following spring semester, to the student, if any was made at the time of admission. The student will still be considered for financial aid, on a semester-by-semester basis, but will have to compete based on academic merit with other needy students in the program for any available funds.

A student receiving a failing grade on the third year paper will have options, in consultation with his/her committee and the DGS, to either continue to pursue the same or amended topic in the same field of study, or to choose a different field and reconstitute the committee altogether. In any event, students who do not pass the Third Year Paper requirement by the end of their 4th academic year in the Ph.D. program will be disqualified from continuation in the program.

APPENDIX B

ACADEMIC HANDBOOK - Indiana University - June 1997

Sexual Harassment

Harassment on the basis of sex is a violation of Title VII. Indiana University does not tolerate sexual harassment of students or employees and responds to every complaint, providing proper remediation when harassment is determined.

Provisions

Employees and students have the right to raise the issue of harassment, and are protected by faculty and staff personnel policies and student codes. Sexual harassment can be a grievous action having serious and far-reaching effects on the careers and lives of individuals. False accusations can have similar impact. Thus the charge of sexual harassment is not to be taken lightly by a charging party, a respondent, or any other member of the University community.

Prevention is the best tool for the elimination of sexual harassment. Each dean, director, department chairperson and/or administrative officer is responsible within his/her area of jurisdiction for the implementation, dissemination, and explanation of this policy. It is the obligation of each faculty, staff, or student member of the University to adhere to this policy.

Definition

Unwelcome sexual advances - requests for sexual favors and other verbal or physical conduct of a sexual nature - constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. Such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. (Sex Discrimination Guidelines, EEOC, March 30, 1972)

Complaint Procedures

Individuals who believe that they have been sexually harassed should notify either their supervisor, an academic or student services dean or official, and/or the campus affirmative action officer. Because of the sensitive and discriminatory nature of charges of sexual harassment, complaint procedures will observe the following principles.

1. Efforts will be made to restrict access to the investigative and grievance procedures to the complainant, the respondent, and those immediate persons involved in processing the matter.
2. The Offices of Affirmative Action shall serve as a resource with regard to interpretation of sexual harassment guidelines. That office, or its designated agent, will advise and consult with either or both parties to the complaint.
3. In the event of a formal investigation of a complaint, the Campus Affirmative Action Officer or the Director of Affirmative Action, as lines of authority indicate, will conduct and/or ascertain that proper investigation and grievance procedures are followed.

4. Investigations will be conducted as quickly as possible, and results will be reported to both parties involved.
5. In the event that a complaint is found valid, action will be taken through appropriate channels of the University to rectify the situation and to assure that such incidents do not occur in the future. University grievance channels for appeal will be open to either the charging party or the respondent. (University Faculty Council, April 6, 1988)

APPENDIX C

PREPARATION FOR THE PH.D.

By Robert A. Becker, Roy J. Gardner, and Nicolas Spulber

TO HELP GRADUATE STUDENTS TO BRIDGE THE GAP BETWEEN THEIR COURSE WORK AND THE DISSERTATION PHASE OF THE GRADUATE PROGRAM, WE LIKE TO OFFER THE FOLLOWING SET OF GUIDELINES.

The Course Work for the Ph.D.

The proper time to think about the Ph.D. dissertation is immediately after the passing of the core exam. The preparation of a dissertation involves indeed not only the choice of a dissertation topic, but also a methodic course work program for properly handling that topic. The avoidance of taking a hodge-podge of graduate courses just for the fun of it, or just because these courses are given at "convenient" hours, distinguishes the serious student from the unprepared improviser.

The Choice of an Appropriate Topic

A workable Ph.D. topic involves choices of:

(a) an economic problem amenable to theoretical treatment;
(b) a hypothesis as to its possible solution(s);
(c) an appropriate way of empirically testing your hypothesis and your theoretical approaches to its solution.

Note:
- Not every economics topic, nor every title in economics represents a thesis topic. You must select a problem about which you would be able to take a stand as to its solution; i.e., about which you could develop a thesis as to its possible outcome.
- Not all theories are appropriate: don't drag in theory to show economic literacy; what you need is a theory with which you can examine meaningfully the hypothesis you advance concerning a possible answer to your problem.
- Be sure that you have a valid, serious, well-thought-through reason for choosing your topic.
- Start thinking about a thesis topic early in your graduate studies and build as much knowledge as possible around it.

The Preparation of a Research Design

1. Discuss carefully your topic with a faculty advisor. Be sure that your choice is recognized by him/her as valid and significant.

2. When you have accumulated the necessary credits, prepare in agreement with your advisor a Research Design (or Project Description) specifying:

(a) the title of your proposed thesis;
(b) your purpose and hypothesis;
(c) the possible outline of the dissertation by chapters;
(d) your methodological problems;
(e) your eventual sources.

The Choice of the Ph.D. Committee

1. Be sure that the professor you ask to chair your committee is interested in your topic, works in that field, and has known you as his student.

2. In choosing the committee be sure:

   (a) that the committee members can help you in respect to some specific aspect of the dissertation;
   (b) that they will be able to help (with recommendations and suggestions) after your graduation;
   (c) that they can work harmoniously with you and with the chair of your committee.

The Timetable for the Thesis

1. Present to and discuss with all members of your Ph.D. committee, your Research Design.

2. After the discussions, and with approval of the chair of your committee, present your proposal to a department workshop.

3. Prepare, in accordance with your chair, a timetable for the thesis work, chapter by chapter.

   Note: A dissertation is not an expanded term paper. It is a work of a completely different caliber and scope: remember that a thesis must make some kind of contribution to your discipline--be it in the form of an advance in theory or in the form of a new and intelligent application of a theory already formulated.

Time Requirements for the Dissertation

1. Experience shows that the final preparation of a Ph.D. dissertation involves at a minimum, over a year of constant and serious work.

2. The end product (usually around say, 120 pages of text plus a tabular appendix of varying size) should be checked and rechecked for both content and style by your committee as well as by a professional editor.

   Note: There's no turnpike route to the end of a thesis. Remember that a thesis is supposed to be the crowning work of your schooling years. It is supposed to prove that you deserve to be henceforth treated as an equal among the members of your profession.