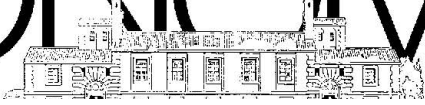


ECONOMICS

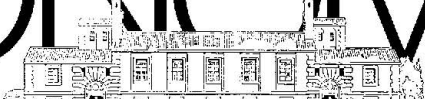


University of Colorado at Boulder
Department of Economics
Graduate Program

GRADUATE STUDENT HANDBOOK

(Available online at: http://www.colorado.edu/Economics/graduate/phd_handbook.pdf)

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University of Colorado at Boulder
Department of Economics
Graduate Program

GRADUATE STUDENT HANDBOOK

Table of Contents

Overview.....	Page 3
Financial Aid and Awards	Page 3
Math Camp (ECON 7800)	Page 3
Teaching Assistant (TA)	Page 4
Graduate Teacher Training	Page 5
English Intelligibility	Page 6
After Hours ECON Building Access	Page 6
Computer Lab Access	Page 7
Graduate Conference Room Calendar	Page 7
Graduate Program Calendar	Page 7
Email Listserves	Page 8
First-Year Coursework	Page 8
Grade Point Average (GPA) Requirement	Page 8
Preliminary Exams	Page 8
Second-Year Coursework	Page 9
Masters Degree (M.A.)	Page 10
Candidacy Application for Advanced (Masters) Degree	Page 10
Application for Diploma (Diploma Card) – Masters Degree	Page 10
Graduate Part-Time Instructor (GPTI)	Page 11
Third-Year Coursework	Page 12
Research Colloquium (8209, 8219)	Page 12
Comprehensive Exam	Page 12

ECONOMICS



Graduate Student Handbook

Table of Contents (cont.)

PhD Candidacy	Page 14
Fourth-Year Coursework	Page 14
Proposal Defense	Page 15
Fifth-Year Coursework	Page 16
Placement	Page 16
Final Defense/Dissertation/Graduation.....	Page 17

ECONOMICS



Graduate Student Handbook

OVERVIEW

For a brief program overview, visit our graduate website at:

<http://www.colorado.edu/Economics/graduate/index.html>

FINANCIAL AID and AWARDS

The department primarily offers financial aid in the form of Teaching Assistantships and Graduate Part-Time Instructorships. These appointments come with a stipend, partial to full tuition remission and a subsidy on student health insurance.

In addition to teaching appointments, the department has endowments from which they are able to make annual awards. Awards are determined and announced at the department commencement ceremony in the Spring term each year and funds are credited to awardees' student accounts at the start of the Fall term.

The graduate school provides fellowship funding to the department each year. Most of these funds are given to incoming graduate students to assist them with relocation and other costs associated with moving to and settling in Boulder. Any remaining funds from this source are awarded to students in the program prior to the end of the academic year.

The graduate school and the department offer funding to help with travel expenses for students presenting papers. To apply to the graduate school for these funds, visit this graduate school link: <http://www.colorado.edu/GraduateSchool/funding/student.html> . To apply for department travel funds, see Maria Oliveras, Room 212.

For other graduate school funding sources, visit:

<http://www.colorado.edu/GraduateSchool/funding/student.html> .

Information about additional sources of funding will be forwarded to students by Patricia Holcomb, Graduate Program Coordinator, via email.

MATH CAMP (ECON 7800)

An intensive, two-week math review course offered in August, approximately three weeks prior to the first week of Fall semester classes. All incoming students are required to take this course to ensure sufficient math skills for success in the program. Students must attain a grade of B- or better on the final exam. With permission, one re-take is allowed. Though this course is required, there is no credit and no tuition will be charged.

A few months prior to the start of Math Camp a letter from the instructor will be sent to all participants to help them prepare for the course.

ECONOMICS



Graduate Student Handbook

TEACHING ASSISTANT

The predominant form of student funding in the program comes from teaching appointments, either as a teaching assistant (TA) or as a graduate part-time instructor (GPTI). Before a student has attained a masters' degree (or equivalent) in the program, their teaching appointments are in the form of teaching assistantships. A teaching assistant assists an instructor with an undergraduate economics course. Duties include conducting recitation sections, consulting with students and assisting the course instructor with class preparation and grading.

Some first-year TA appointments are awarded for the Academic Year but most TA appointments are for one semester at a time. All students are eligible to apply for open teaching positions each semester if they don't have an academic year appointment. TA positions are awarded based on cumulative grade point average (GPA). For international students, English intelligibility may also weigh in on appointment decisions. Perfect intelligibility is not required but continuing improvement of English speaking skills is expected. International students may be required to undergo English speaking assessments until adequate speaking skills are attained.

Most students who apply for appointments will be awarded positions in Fall and Spring terms as long as they are performing satisfactorily (3.0 or greater GPA and adequate English speaking ability). Preference is given to students in years 1-5. Summer term appointments are more competitive since fewer courses are offered.

Compensation for Teaching Assistantships depends upon the level of the appointment. The Department of Economics generally offers three levels of TA appointments: 25%, 33% and 50%. Most of the positions are 33% or 50%. All three levels carry a stipend plus all or partial tuition remission and a 70% subsidy for student Gold Comprehensive health insurance.

A 25% teaching assistant usually teaches two recitations, has office hours and works about 10 hours per week. This position carries tuition remission of 5 credits. The stipend for this position is determined annually and published in the Summer, prior to the start of the Academic Year.

A 33% teaching assistant usually teaches three recitations, has office hours and works about 13 hours per week. This position carries tuition remission of 6 credits. The stipend for this position is determined annually and published in the Summer, prior to the start of the Academic Year.

ECONOMICS



Graduate Student Handbook

A 50% teaching assistant usually teaches four recitations, has office hours and works about 20 hours per week. This position carries full tuition remission (9-18 credits). The stipend for this position is determined annually and published in the Summer, prior to the start of the Academic Year.

Graduate students are not allowed to work more than 20 hours a week without permission from the Graduate School as this may adversely affect their scholastic progress. Due to federal visa regulations, international students are not allowed to work more than 20 hours per week under any circumstances while enrolled in classes. Questions about this policy should be directed to International Student Scholar Services (ISSS).

Stipends for Fall term are paid monthly, for 4 months, beginning at the end of September and ending at the end of December. Stipends for Spring term are paid monthly, for 5 months, beginning at the end of January and ending at the end of May. Overall, stipend pay for Fall and Spring terms of each academic year are the same but *monthly* pay varies between Fall and Spring terms of the same academic year since the total number of months of pay varies. (i.e. *monthly* pay for Fall term is greater than monthly pay for Spring term, though the overall amount of pay for each term is the same.)

To ensure that undergraduate students are receiving consistent information, Teaching Assistants are expected to attend lectures of the instructor they are assisting. Permission from the Associate Chair of Undergraduate Studies must be obtained for any TA not attending lectures. Teaching Assistants must attend all of their scheduled recitations. If they cannot attend recitations, they must inform the course instructor, the Lead Graduate Part-Time Instructor, the Associate Chair of Graduate Studies and, if no replacement is available, students in the section – as far in advance of their absence as possible.

GRADUATE TEACHER TRAINING

The week before Fall classes begin, the Graduate Teacher Program (GTP) (<http://www.colorado.edu/gtp/>) holds a series of graduate teacher training seminars in their Fall Intensive training program. Since most of the students in the program will be teaching at some point – if not all the way through their program – all students are encouraged to attend as many of these sessions as possible, particularly in their first term as a TA or GPTI.

International students should read the UCB-GTP International TA Manual: http://www.colorado.edu/gtp/PDFs/forms/ITAManual_Final_Fall_2006.pdf and **must** attend the International Graduate Teacher Cultural Intensive seminar the week of the Fall Intensive. In addition, international students are highly encouraged to attend as many as possible of the other International Graduate Teacher Workshops. For information, see: <http://www.colorado.edu/gtp/training/workshops/index.htm> .

ECONOMICS



Graduate Student Handbook

The department's Lead Graduate Instructor will also provide training and assistance to new and continuing TAs and GPTIs in the department and will coordinate ongoing seminars for teacher certification training.

ENGLISH INTELLIGIBILITY

If not achieved prior to joining the program, international students are expected to attain an acceptable level of English intelligibility to help ensure success in teaching and scholastics. Acceptable English intelligibility may be taken into account, in addition to GPA, when decisions are made about teaching appointments. As such, incoming international students may be required to undergo an English intelligibility assessment arranged by the department.

Now that the TOEFL exam has a speaking component, the department may be able to rely on this as an indicator of English intelligibility. We are looking for TOEFL speaking scores of at least 20, preferably 23 or higher. Until we know how accurate this is as an indicator, however, we may still require assessments.

There are several resources in Boulder for assistance in improving English skills. The International English Center (303.492.5547) offers writing and speech classes. Clear Talk Communication (<http://www.cleartalkcommunication.com/>) and the Clearly Speaking Program at UCB's Speech Language and Hearing Science Department on campus (303.492.5375) offer pronunciation and accent reduction courses. The English as a Second Language (ESL)/Multilingual Program in UCB's Student Academic Services Center (303.492.1405) offers pronunciation workshops. The Boulder Public Library (303.441.4941) has a free conversation group. The Graduate Program Coordinator will inform students of additional resources for English training as they arise.

English intelligibility is important when considering the quality of education provided to UCB's undergraduate students but International students should also consider that continuing to improve their English skills will help them better understand and communicate with their own professors and peers as well as to better prepare them for the job market when they graduate.

AFTER HOURS ECON BUILDING ACCESS

For after-hours access to the Economics building (between 10 p.m. and 7 a.m. and on weekends and holidays), students must have their BuffOne card activated by Patricia Holcomb. This will be arranged by Patricia for incoming students. Others must see Patricia if they obtain a new card.

To use your BuffOne card to enter the building after hours, swipe it in the card reader on the box located outside the southwest entrance to the building. Once the card has been read successfully, a green light will appear on the box and the door should be unlocked.

ECONOMICS



Graduate Student Handbook

COMPUTER LAB ACCESS/CODE

Graduate students in the Department of Economics have their own computer lab, located in ECON 6, in the basement. In order to enter the lab, students must enter an access code on the keypad outside the lab door. Each student is assigned their own individual code for access to the lab. Patricia Holcomb will arrange for codes to be issued for incoming students. Others must send an email to Patricia to request a code if they have forgotten theirs or for whatever reason, need a new one. Students should not share their computer lab access code with others but should treat it as they would a confidential password.

GRADUATE CONFERENCE ROOM (218) CALENDAR

The graduate conference room (218) is used mainly for students in the graduate program (oral comprehensive exams, defense proposals, final defense, etc.) but may also be used, if available, for administration of the grad program (admissions processing, orientation, etc.) and for departmental staff meetings. Occasionally, the conference room is used for other purposes, such as exams for special needs students, etc. To use the room for these purposes, graduate students must first have a room reservation, preferably as far in advance as possible. To make a reservation, go to the calendar link:

<https://webcal.colorado.edu/command.shtml?view=overview&calid=holcombp:GradConfRoom&tzid=America/Denver&security=1> to check for availability of the date/time needed. This calendar may also be accessed at any time from the link provided on the Department of Economics graduate webpage. Anyone may view the calendar but only the graduate program coordinator (Patricia Holcomb) is able to make changes. So, once the date and time of your event are determined, send an email to Patricia Holcomb, patricia.holcomb@colorado.edu with the following information:

- 1) Your name
- 2) Day/Date/Time of event
- 3) The purpose of your event
- 4) Start/End time of your event

Patricia will insert your event in the calendar and send you a confirmation email. Your reservation is not guaranteed until you receive this confirmation.

GRADUATE PROGRAM CALENDAR

The graduate program calendar shows important deadlines, dates and events for ECON graduate students, including registration dates and deadlines, add/drop deadlines, schedules for Math Camp, preliminary exam dates, deadlines for submission of diploma cards, final defense, dissertation submission, department and university graduation ceremonies, etc.

To access the graduate program calendar, go to the link provided on the Department of Economics graduate webpage or use this link:

ECONOMICS



Graduate Student Handbook

<https://webcal.colorado.edu/command.shtml?view=monthview&calid=holcombp:GradProgram&tzid=America/Denver&security=1>.

E-MAIL LISTSERVES

Students may use graduate email list distributions, in moderation, to communicate with select groups:

- econ-ugse@colorado.edu (all ECON graduate students)
- Econ-GPTI_TA@colorado.edu (all current ECON GPTIs and TAs)
- Econ-women@colorado.edu (all female grad students and female faculty)
- Econ-placement@colorado.edu (all ECON grad students currently on the job market plus the current faculty chair of the placement committee)

Contact Patricia Holcomb if you would like to communicate by email with a select demographic within the ECON graduate student population, other than those above.

FIRST-YEAR COURSEWORK

First-year coursework consists of three courses (9 credits) in the Fall (Micro 7010, Macro 7020 and Statistics 7818) and three courses (9 credits) in the Spring (Micro 7030, Macro 7040 and Econometrics 7828). Grades of B- or better must be attained all of these courses. Any course with a grade of less than B- must be repeated in year two.

Preliminary examinations held in August following year one will be based on material covered in first-year theory coursework. Students may not take preliminary exams relating to courses where grades earned were less than B- until those courses have been repeated with an outcome of B- or higher.

Students who transfer micro, macro or econometric theory credit into the program should work with the appropriate faculty member(s) to ensure adequate review for success on related preliminary exams.

GRADE POINT AVERAGE (GPA) REQUIREMENT

University of Colorado Graduate School policy states that a student must have at least a 3.0 overall GPA to receive a graduate degree. When a student's cumulative GPA falls below 3.00, he/she will be placed on academic probation. The student has two semesters in which to raise the cumulative GPA to 3.00 or above. See Section 5 of the Graduate School Policies at:

<http://www.colorado.edu/GraduateSchool/policies/docs/GraduateSchoolRules.pdf>.

PRELIMINARY EXAMS

Three written preliminary examinations – in microeconomic, macroeconomic and econometric theory – must be taken in August following the successful completion of related core courses in the first year. These exams are generally held two weeks prior to the first week of Fall term classes.

ECONOMICS



Graduate Student Handbook

Past exams in each subject area are available for review in either paper or electronic form. Please contact the Graduate Program Coordinator (Patricia Holcomb) with your request. Since review of these exams can be quite time consuming, it is suggested you request copies as far in advance of the exam as possible.

If you have difficulty understanding any of the test questions, you are strongly urged to consult with the appropriate faculty member for assistance.

Students who have not performed satisfactorily (a grade of less than B-) in any of the core courses are ineligible to take the preliminary examination in that subject area until they have retaken the course and attained a grade of B- or better. Students retaking courses must do so in the year following their first attempt and must attempt the relevant preliminary examination in the first scheduled examination period thereafter.

A preliminary examination attempted and failed in August must be taken again and passed in the next scheduled examination period the following January, one week prior to the first week of Spring term classes. Students are strongly urged to consult with the appropriate faculty member for assistance well in advance of their second attempt to help ensure success. A second failure will result in dismissal from the program, subject to appeal before the Graduate Curriculum Review Committee (GCRC), under extraordinary circumstances. In no case are attempts beyond the third granted.

Students must pass all preliminary examinations within two-and-one-half (2½) years of beginning the PhD program.

Students must pass all three preliminary exams if they plan to continue into the doctoral phase of the program. If they elect to withdraw from the program with only a masters' degree, they must have completed all required coursework (as described in the "Masters Degree" section, below), passed at least two of three preliminary exams and have a GPA of at least 3.0.

Students are not eligible to become a graduate part-time instructor (GPTI) until they have passed all three preliminary exams and attained a masters' degree or equivalent (as described in the "Graduate Part-Time Instructor" section, below).

SECOND-YEAR COURSEWORK

Second-year coursework consists of Advanced Economic Theory (7050) in the Fall term and five economics field course electives (two in the Fall and three in the Spring), unless a first-year course or courses must be repeated. Credit toward degree requirements for any graduate field course outside of economics must be approved by the Associate Chair of Graduate Studies.

ECONOMICS



Graduate Student Handbook

MASTERS DEGREE

Once all first-year coursework, all preliminary exams, advanced theory and five approved field elective courses (a total of 30 credit hours) have been completed satisfactorily, students have earned the equivalent of their masters degree. In order to officially obtain their Masters Degree, students must complete a Candidacy Application for Advanced Degree and Application for Diploma (Diploma Card) during the term these requirements are achieved. Graduate school deadlines for Masters' degree candidates will be forwarded via email each semester by the Graduate Program Coordinator.

Students must pass all three preliminary exams if they plan to continue into the doctoral phase of the program. If they elect to withdraw from the program with only a masters' degree, they must have completed all required coursework, passed at least two of three preliminary exams and have a GPA of at least 3.0.

CANDIDACY APPLICATION FOR ADVANCED (MASTERS) DEGREE

The Candidacy Application for Advanced Degree may be found by following this link: <http://www.colorado.edu/GraduateSchool/academics/docs/candap.pdf> . So that the department has time to review, obtain necessary approvals and deliver the completed and signed form to the graduate school by their deadline, students must complete the Candidacy Application for Advanced Degree and return it to the Graduate Program Coordinator (Patricia Holcomb) one week prior to the required graduate school deadline. See "Masters Degree" section, above, for link to graduation dates and deadlines for Masters Degree candidates.

When completing page 1 of this form, note that the Department of Economics uses a "Plan II" degree plan (non-thesis with final exam). Your preliminary exams constitute your final exam. On page 2, list all courses you have taken in the graduate program at UCB, even those you are currently enrolled in but have not completed. ***Print out a copy of your UCB transcript from CUConnect to assist you in accurate completion.*** For courses currently underway, leave the "Grade" section blank and write in the "Notes" section, "currently enrolled, no grade yet". Any approved transfer coursework from another institution should be indicated in the top section of page 3. Also note any dissertation coursework on page 3, in the appropriate section.

At the bottom right of page 3, please sign, date and print your name where indicated. Retain a copy of this form for your records and return the original, with your transcript attached, to the graduate program coordinator (Patricia Holcomb) one week prior to the required graduate school deadline.

APPLICATION FOR DIPLOMA (DIPLOMA CARD) – MASTERS DEGREE

ECONOMICS



Graduate Student Handbook

The Application for Diploma (aka Diploma Card) is not yet available in electronic form. See the Graduate Program Coordinator (Patricia Holcomb) to obtain the form. You may complete this form when you deliver your candidacy application.

The diploma card should be completed even if you are not sure you will graduate in the current term. Completion of the form will ensure that your degree is official, you will be provided with the necessary information about both the university and department commencement ceremonies, and an official diploma will be mailed to you after graduation.

If you complete a diploma card for one term and are not able to graduate that term, simply complete another diploma card for the next term.

GRADUATE PART-TIME INSTRUCTOR (GPTI)

The predominant form of student funding in the program comes from teaching appointments, either as a teaching assistant (TA) or as a graduate part-time instructor (GPTI). Before a student has attained a masters' degree (or equivalent) in the program, their teaching appointments are in the form of teaching assistantships. After attaining a masters degree (or equivalent) in the program, students qualify to be a graduate part-time instructor. Duties of a GPTI include teaching an undergraduate level economics course.

GPTI appointments are awarded for one semester at a time. All *qualifying* students are eligible to apply for open GPTI positions each semester but preference is given to students in years 3-5. GPTI positions are awarded based on cumulative grade point average (GPA). Some students who qualify to be a GPTI may be awarded a TA position, based on ranking, if there aren't enough GPTI appointments for all those who apply.

Compensation for Graduate Part-Time Instructors is always at the 50% level. A 50% GPTI usually teaches one class, has office hours and works about 20 hours per week. This position carries full tuition remission (9-18 credits). The stipend for this position is determined annually and published in the Summer, prior to the start of the Academic Year.

Graduate students are not allowed to work more than 20 hours a week without permission from the Graduate School as this may adversely affect their scholastic progress. Due to federal visa regulations, international students are not allowed to work more than 20 hours per week under any circumstances while enrolled for classes. Questions about this policy should be directed to International Student Scholar Services (ISSS).

Stipends for Fall term are paid monthly, for 4 months, beginning at the end of September and ending at the end of December. Stipends for Spring term are paid monthly, for 5 months, beginning at the end of January and ending at the end of May. Overall, stipend

ECONOMICS



Graduate Student Handbook

pay for Fall and Spring terms of each academic year remain the same but *monthly* pay varies between Fall and Spring terms of the same academic year since the total number of months of pay varies. (i.e. *monthly* pay for Fall term is greater than *monthly* pay for Spring term, though the overall amount of pay for each term is the same.)

The lead GPTI will work with new GPTIs, providing information about training offered through the Graduate Teacher Program (GTP).

THIRD-YEAR COURSEWORK

Third-year coursework consists of research colloquium (8209, 8219) in Fall and Spring, completion of any remaining economics field elective coursework (a total of 7 are required), and the beginning of dissertation research coursework (8999).

In order to register for dissertation hours, students must contact the Graduate Program Coordinator, Patricia Holcomb, patricia.holcomb@colorado.edu each semester, preferably via email, with the name of their faculty advisor and the term for which they plan to register. Patricia will then provide the student with the call number necessary to complete their registration. Note that these numbers change each semester and cannot be reused.

Students should register dissertation hours (ECON 8999) as “with grade” not “pass/fail”. Although transcripts will show the grade for ECON 8999 as “IF”, all dissertation hours will be awarded a grade following a student’s final defense.

RESEARCH COLLOQUIUM (8209, 8219)

Research Colloquium is offered in Fall and Spring of the third year and should result in completion of a graduate student’s first paper. Ideally, this paper will be presented before a faculty committee at the end of the third year. This presentation constitutes a student’s oral Comprehensive Exam.

COMPREHENSIVE EXAM

Students must take and pass an oral comprehensive examination before admission to PhD candidacy, at which time tuition and fees may be reduced. This examination may occur either at the time of the student’s research presentation in ECON 8219 or at a later date. Students must be admitted to PhD candidacy before they can obtain a doctoral degree. Students should work with their faculty advisor to determine when they are ready for this exam. Students should then follow these steps:

1. **Consult the graduate conference room calendar:**
<https://webcal.colorado.edu/command.shtml?view=monthview&calid=holcomb>:

ECONOMICS



Graduate Student Handbook

[GradConfRoom&tzid=America/Denver&security=1](#) to determine a date and time for the comprehensive exam.

- 2. Confirm availability of faculty committee members for the date and time selected.** The committee should consist of five total department faculty members. If you have only three members, you may add Professor Donald Waldman and Professor Nicholas Flores as your fourth and fifth members. If either of these two (or both) are part of your initial committee, consult with Professor Waldman (donald.walman@colorado.edu) about alternates for your fourth and/or fifth members.
- 3. Send an email to the Graduate Program Coordinator, Patricia Holcomb** (patricia.holcomb@colorado.edu) with the date and time of your exam. Add ½ hour to the start of your reservation to allow time to set up but indicate in your email both the start time of the reservation and the start time of the exam. Patricia Holcomb will send a confirming email back to you once your exam date and time have been confirmed. (First-come, first-serve.)
- 4. Once the committee is confirmed, complete a PhD Comprehensive Exam Form:** <http://www.colorado.edu/GraduateSchool/academics/docs/docexam.pdf> . Enter information at the top of the form. Then, in the left-hand column of the table on the exam form, list your committee chair first, followed by your other committee members. Make sure you leave space for signatures that will be entered in the column to the right. Return the exam form to Patricia Holcomb (via email: patricia.holcomb@colorado.edu) three (3) weeks prior to your exam. Ideally, you will return this form with your Candidacy Application (#5, below.) Patricia Holcomb will obtain the necessary departmental approval for your committee, make a copy for your department file and arrange for delivery of your exam form to the graduate school for their approval two (2) weeks prior to your exam (their due date) so that they can approve your committee and get the approved form back to the department prior to your exam.
- 5. As soon as possible, but no later than 3 weeks in advance of your exam, complete a Candidacy Application for Advanced (PhD) Degree.** The application can be found at the graduate school website: <http://www.colorado.edu/GraduateSchool/academics/docs/candap.pdf> . Fill in all the coursework you have taken to date, including your current classes (even if you do not yet have the grade). Dissertation hours are recorded on page 3 of the form. Sign and date the form on page 3, attach a copy of your transcript (obtained from your CUConnect account) and take the form and transcript to your advisor for signature. Once your advisor's signature has been obtained, return the transcript and completed application to Patricia Holcomb three (3) weeks prior to your exam, preferably along with your PhD Comprehensive Exam form (#4, above). Patricia Holcomb will review and approve the form, make a copy for your

ECONOMICS



Graduate Student Handbook

department file and get the original over to the graduate school when due, two (2) weeks in advance of the exam.

6. **Reserve an LCD projector from the front office as soon as possible** prior to your exam. Ask for front desk assistance to be sure you are reserving the right equipment and that it has not been reserved previously. Faculty have priority. If there is no projector available, call 5-HELP (ITS) to reserve equipment. They need at least 24 hours advance notice.

On the day of your comprehensive exam, Patricia Holcomb will have the fully approved exam form ready for the committee chair, along with instructions for completion of the form once the exam is over.

Patricia Holcomb will send the final, signed exam form to the graduate school. If the exam was passed without conditions, the graduate school will process a change in the student's status to "PhD" and will forward a letter to the student informing them of the change. If you don't receive this letter within 30 days after your exam, contact Patricia Holcomb, patricia.holcomb@colorado.edu for assistance.

Students who do not pass their comprehensive exam on the first attempt will be given a second chance the following semester.

PHD CANDIDACY

Students are formally admitted to Candidacy for the PhD degree after completing all course requirements and all preliminary and comprehensive examinations and earning four semesters of residency (see the University of Colorado Catalog for details). After admission to Candidacy, they must register each fall and spring semester for dissertation credit (ECON 8999) until attaining the degree. The accumulated credit for the thesis must total at least 30 semester hours. A student must present a dissertation proposal, prepare a written dissertation and successfully pass an oral defense examination before a dissertation committee and other interested persons before receiving the degree. The minimum residence requirement for the PhD degree is six semesters of scholarly work beyond the bachelor's degree.

Application to Candidacy for the PhD degree is completed in conjunction with a student's oral comprehensive exam. To apply for admission to PhD candidacy, see Item #5, under the "Comprehensive Exam" section, above.

FOURTH-YEAR COURSEWORK

By the fourth year of study, most students' coursework consists of dissertation research hours (8999). In order to register for dissertation hours, students must contact Patricia Holcomb, patricia.holcomb@colorado.edu each semester, preferably via email, with the

ECONOMICS



Graduate Student Handbook

name of their advisor and the term for which they plan to register. Patricia Holcomb will then provide the student with the call number necessary to complete their registration. Note that these numbers change each semester and cannot be reused.

Students should register dissertation hours (ECON 8999) as “with grade” not “pass/fail”. Although transcripts will show the grade for ECON 8999 as “IF”, all dissertation hours will be awarded a grade following a student’s final defense.

If not completed prior to the fourth year, students generally present their Proposal Defense during the fourth year.

PROPOSAL DEFENSE

The proposal defense is administered internally in the department so you **won’t** find forms or instructions at the **graduate school** website. If you are planning to do your PhD oral **comprehensive** exam at the same time as your defense proposal (rare), you will need to follow these instructions **and** the instructions for the **Comprehensive** Exam, above.

1. Work with your advisor to determine your committee. The proposal requires 4 committee members (departmental faculty) but if you have 5 (5th being an outside member – as you’ll need for your final defense), that’s fine.
2. Once you’ve determined your committee, determine a date and time. Look at the grad conference room (218) calendar first to get some open dates/times: <https://webcal.colorado.edu/command.shtml?view=monthview&calid=holcomb:GradConfRoom&tzid=America/Denver&security=1> .
3. Confirm the date and time with your committee chair. Once they’re okay, send an email to Patricia Holcomb, patricia.holcomb@colorado.edu with the date/time, adding ½ hour before the actual start time for setup. Let Patricia know the reservation start time and the actual exam start time. She will enter your reservation (first-come, first-serve) on the graduate conference room calendar tentatively and send an email confirmation to you.
4. Once you have confirmed all your committee members for the tentative date and time, send an email to Patricia Holcomb to finalize the reservation. Patricia will send a confirmation email in return.
5. If the date and/or time changes, inform Patricia so that she can make the appropriate change to the calendar.
6. Reserve a projector, if need be, from the front office. Again, this is first-come, first serve so the earlier the better.
7. On exam day, see Patricia (Room 222) to let you into the room if it’s locked. If the door is not locked, let Patricia know you’ve arrived. If the door is locked and Patricia is not in her office, get a key from the front office (Room 212).
8. Patricia will provide the Proposal Defense signature page for your committee.

ECONOMICS



Graduate Student Handbook

FIFTH-YEAR COURSEWORK

By the fifth year of study, most students' coursework consists of dissertation research (8999), with a total of 30 credit hours required to graduate. In order to register for dissertation hours, students must contact Patricia Holcomb each semester, preferably via email, with the name of their advisor and the term for which they plan to register. Patricia Holcomb will then provide the student with the call number necessary to complete their registration. Note that these numbers change each semester and cannot be reused.

Students should register dissertation hours (ECON 8999) as "with grade" not "pass/fail". Although transcripts will show the grade for ECON 8999 as "IF", all dissertation hours will be awarded a grade following a student's final defense.

If not completed prior to the fifth year, students should present their Proposal Defense during the fifth year, preferably the first semester. This is required, if not already done, for those going on the job market.

PLACEMENT

Students generally enter the job market in the Fall term of their fifth year. Students should work with their faculty advisor to determine whether or not they are ready. Students are only ready if:

1. They are scheduled to defend their dissertation proposal no later than mid-November of the year they go on the job market. (This is a by-law of the Graduate Program in Economics.)
2. They have at least one major paper/chapter finished by the end of October, AND
3. Their faculty advisor expects them to defend their dissertation no later than August of the following year.

Once a student determines they are ready to go on the job market, they should:

1. Request a placement packet from Patricia Holcomb, patricia.holcomb@colorado.edu. The packet includes a detailed job market program calendar, forms and instructions for the entire job search process.
2. Ask 3 faculty members to write letters of recommendation for them. The letters should be emailed to Patricia Holcomb, no later than the third week in October.
3. Join the American Economics Association (ASSA).
4. Arrange to attend the ASSA annual meeting in January. Make hotel reservations early. Plan to stay in a hotel room near where most of the job interviews will occur.

If you are an international student, be honest (not strategic) with your advisor about the conditions under which you would want to stay in the U.S. and the conditions under which you would want to return to your home country.

ECONOMICS



Graduate Student Handbook

FINAL DEFENSE/DISSERTATION/GRADUATION

Students work with their faculty advisors to determine when they are ready for their final defense but generally defend in the Spring term of their fifth year. This is a presentation of the student's completed dissertation and one of the final steps in preparation and fulfillment of requirements for the doctorate degree.

Students should follow these steps to defend and finalize their PhD:

1. Register full-time during the term you defend. If you are defending between terms, you need to be registered full-time during the term preceding your defense, although you will officially graduate in the term immediately following your defense.
2. Submit an Application for Diploma (aka Diploma Card). This form is not yet available in electronic form. See the Patricia Holcomb to obtain this card. Students should complete the card even if they are not sure they will graduate in the current term. Completion of the diploma card will ensure that you receive all the necessary information from the department, the graduate school, and the university to officially graduate and participate in the department and university commencement ceremonies. Completion of the card should also ensure that your diploma certificate is sent to you after graduation. If you complete a diploma card for one term and are not able to graduate that term, simply complete another diploma card for the next term.
3. Submit your **dissertation title, along with a completed dissertation leaflet** form <http://www.colorado.edu/GraduateSchool/academics/docs/leaflet2.pdf>, via email to Patricia, patricia.holcomb@colorado.edu with a copy to the graduate school: genevieve.borst@colorado.edu. The department will provide a graduation checklist in advance, with due dates based on the term you intend to defend and graduate.
4. Organize your **dissertation defense committee**, consisting of your committee chair and 4 other committee members (a total of 5 members), one of which needs to be outside the department (outside of Economics but, preferably, on the UCB campus).
5. Schedule your final defense date and time. Check the graduate conference room (218) calendar to be sure your date and time are open.: <https://webcal.colorado.edu/command.shtml?view=monthview&calid=holcombp:GradConfRoom&tzid=America/Denver&security=1>
6. Send an email to Patricia to get your tentative defense date on the calendar.
7. Make sure all your committee members are available to meet at the scheduled time on the scheduled date. Send an email to Patricia to confirm your final date/time (remembering to add ½ hour to the begin time to allow for setup). Let Patricia know what time the reservation begins as well as the exam start time.
8. Patricia will send an email to confirm your reservation.

ECONOMICS



Graduate Student Handbook

9. As soon as your defense date is confirmed, see the front office (Room 212) to reserve an LCD projector for your presentation.
10. Complete a dissertation defense (PhD final exam) form http://www.colorado.edu/GraduateSchool/academics/_docs/docexam.pdf . List your committee chair first, followed by other committee members and your outside (5th) member last. Please return this form to Patricia no later than 3 weeks prior to your confirmed defense date so that there is time to obtain department and graduate school approval of your committee prior to your defense. To save time, you should email your completed form to Patricia.
11. Patricia will forward to you a dissertation signature page for completion. Once complete, return it to Patricia (unsigned) no later than 2 weeks prior to your defense date.

On your dissertation defense date, Patricia will have the following forms ready for your chair and committee: a) your final, approved exam form (ready for committee-member signatures), b) your final grade card (ready for your grade and your chair's signature) and c) your dissertation signature page (ready for signatures). Once you complete your exam satisfactorily, Patricia will return the signed exam form and final grade card to the graduate school. Once you complete your dissertation satisfactorily, Patricia will return the signed dissertation signature page to the graduate school.

Once you complete your final defense and your final dissertation, you will need to submit your dissertation to the graduate school. Final dissertations are emailed to this address: <http://dissertations.umi.com/colorado/>, but you should review information and a virtual graduation packet located at this site: http://www.colorado.edu/GraduateSchool/academics/doctoral_graduation_packet.html .

Once you have completed your final defense and submitted your final dissertation (see instructions in the virtual graduation packet webpage, cited above), you will be asked to provide a hard-copy of the dissertation for the department library. You will also be asked to return any office or mailroom keys, provide placement information (when known) and a forwarding address.

We would also like to stay in touch from time to time after you leave to let us know where you are and what you are doing. Please send this information to the graduate program coordinator, Patricia Holcomb at patricia.holcomb@colorado.edu, or complete the department's online form located at: http://www.colorado.edu/economics/survey_page.html.