

# ECONOMICS

A detailed black and white line drawing of a large, multi-story building with many windows and a central tower, representing the University of Colorado at Boulder.

University of Colorado at Boulder  
Department of Economics  
Graduate Program

## **GRADUATE STUDENT HANDBOOK**

(Link available online at: <http://www.colorado.edu/Economics/graduate>. Click on “Handbook”.)

Rev 8/15/2018

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Graduate Student Handbook

## GRADUATE STUDENT HANDBOOK

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### **OVERVIEW**

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

<https://www.colorado.edu/economics/graduate-program>

### **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 for student health insurance. The department is also able to offer appointments for research assistants, and, for those who qualify through financial aid, graduate work-study appointments. In order to qualify, students must complete the Free Application for Federal Financial Aid (FAFSA, <https://fafsa.ed.gov/>) annually.

Funding decisions for teaching appointments are based on a tiered ranking system. See the “Ranking System for Funding” section, below. Students in years 1-5 who have a cumulative GPA of 3.33 or higher are guaranteed full funding (full tuition, stipend and health insurance subsidy) as long as they meet expectations for progress through the program. This guarantee is also contingent on successful fulfillment of teaching responsibilities and maintenance of appropriate standards of professional conduct.

To be considered for any appointment, students must apply. The department will provide application information and instructions via email each semester.

In addition to the funding sources noted above, the department has endowments for fellowships and awards. Awards are determined based on stipulations made by grantors of the funds but are mostly based on academic, teaching and research excellence. Awardees are determined each Fall and announced at the department’s Fall welcome reception and awards ceremony. Monetary awards are credited to awardees’ student accounts that same Fall term.

The graduate school provides annual fellowship funding to the department. Most of these funds are awarded to incoming graduate students to assist with relocation and other costs associated with moving to and settling in Boulder. Remaining funds, if any, are awarded to students in the program prior to the end of the Spring term.

The graduate school offers additional awards, including funding for conference travel and other expenses. To learn more about graduate school funding opportunities, visit the graduate school funding page: <https://www.colorado.edu/graduateschool/graduate-student-funding>

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The department offers funding for travel to present papers. To inquire about these funds, contact Maria Oliveras, [maria.oliveras@colorado.edu](mailto:maria.oliveras@colorado.edu)

Information about additional sources of funding will be sent (via email) from the Graduate School, the PhD Program Manager, faculty and/or staff.

### RANKING SYSTEM FOR FUNDING

Funding decisions for teaching appointments are based on a tiered ranking system using such measures as timely completion of program milestones, cumulative grade point average and cumulative teaching evaluation averages (FCQs).

#### Milestone Expectations

By end of year	Students are expected to have
One	taken and passed all required coursework and qualify for all preliminary exams in August.
Two\i	taken and passed all three preliminary exams and passed advanced theory.
Three	completed all required coursework and passed the oral comprehensive exam by May 15.
Four	completed and passed the proposal defense exam by May 15.
Five	passed the final defense exam, submitted the dissertation and graduated.

#### Tier Placement

Going Into	Students will be placed as follows
1 <sup>st</sup> year	<p><b>Tier 1:</b> All admitted applicants. (International applicants must have a TOEFL speaking score of at least 24*.)</p> <p><b>Tier 2:</b> n/a</p> <p><b>Tier 3:</b> n/a</p> <p><b>Tier 4:</b> n/a</p> <p>*Under special circumstances, admitted International applicants with speaking scores of &lt;24 may be considered for funding if they undergo evaluation and special immersion training.</p>
2 <sup>nd</sup> year	<p><b>Tier 1:</b> Students with a cumulative GPA of at least 3.0 who passed all required first year coursework, qualify to take all three preliminary exams, have an overall FCQ average of “4” or more and (if international) have a “clear” rating for English.</p> <p><b>Tier 2:</b> All other students not in Tier 1, except those without a “clear” rating for English.</p> <p><b>Tier 3:</b> n/a</p> <p><b>Tier 4:</b> Students without a “clear” rating for English.</p>

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Going Into	Students will be placed as follows
3 <sup>rd</sup> year	<p><b>Tier 1:</b> Students with a cumulative GPA of at least 3.0, who passed all three preliminary exams and advanced theory, have an FCQ average of “4” or more and (if international) have a “clear” rating for English.</p> <p><b>Tier 2:</b> All other students not in Tier 1, except those with an overall FCQ average of &lt;4 or without a “clear” rating for English.</p> <p><b>Tier 3:</b> n/a</p> <p><b>Tier 4:</b> Students with an overall FCQ average of &lt;4; students without a “clear” rating for English.</p>
4 <sup>th</sup> year	<p><b>Tier 1:</b> (Assumes GPA of at least 3.0.) Students who passed their oral comprehensive exam by May 15 of their 3<sup>rd</sup> year and have an overall FCQ average of “4” or more. If international, have a “clear” rating for English.</p> <p><b>Tier 2:</b> All other students not in Tier 1, except those with an overall FCQ average of &lt;4 or without a “clear” rating for English.</p> <p><b>Tier 3:</b> n/a</p> <p><b>Tier 4:</b> Students with an overall FCQ average of &lt;4; students without a “clear” rating for English.</p>
5 <sup>th</sup> year	<p><b>Tier 1:</b> (Assumes GPA of at least 3.0.) Students who passed their proposal defense by May 15 of their 4<sup>th</sup> year and have an overall FCQ average of “4” or more. If international, have a “clear” rating for English.</p> <p><b>Tier 2:</b> All other students not in Tier 1, except those with an overall FCQ average of &lt;4 or without a “clear” rating for English.</p> <p><b>Tier 3:</b> n/a</p> <p><b>Tier 4:</b> Students with an overall FCQ average of &lt;4; students without a “clear” rating for English.</p>
6 <sup>th</sup> year +	<p><b>Tier 1:</b> n/a*</p> <p><b>Tier 2:</b> n/a</p> <p><b>Tier 3:</b> (Assumes GPA of at least 3.0.) Students who passed their proposal defense and have an overall FCQ average of “4” or more. If international, have a “clear” rating for English.</p> <p><b>Tier 4:</b> Students with an FCQ average of &lt;4; students without a “clear” rating for English.</p>

\*One exception: when a GPTI appointment opens up at the last minute before the start of a semester, a 6<sup>th</sup>+ year student with experience teaching the course (and at least average FCQs) may be appointed to step in if there are no other candidates in years 3-5 with reasonable qualifications to teach the course on such short notice.

Students in Tier 1 will receive offers of funding (they qualify for) before students in Tier 2. Students in Tier 2 will receive offers of funding (they qualify for) before students in Tier 3. Students in Tier 3 will receive offers of funding (they qualify for) before those in Tier 4.

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### **Ranking Within Tiers**

Within tiers, students are first ranked based on GPA then overall FCQ averages. Assignments to specific positions is at the discretion of the Associate Chair for Graduate Studies and the Associate Chair for Undergraduate Studies. They take into consideration additional factors including, but not limited to: availability based on course schedules, overall teaching experience, and course-specific teaching experience.

### **Additional Notes**

Students who do not complete a milestone by the Spring (May 15) deadline for Fall funding decisions, but complete that milestone in the Fall (by September 30), may qualify for Tier 1 for the purpose of funding decisions for the following Spring.

Students who miss a milestone deadline due to extenuating circumstances (generally limited to circumstances severely affecting the health and well-being of the student or their immediate family) must provide a written explanation of these circumstances to the director of graduate studies by May 15<sup>th</sup> (for Fall appointment decisions) or by September 30<sup>th</sup> (for Spring appointment decisions). The director of graduate studies has the discretion to take this information into account when determining the student's tier placement for appointment decisions.

For the purpose of ranking, but having no effect on the official transcript, the department will omit a single failing grade (below a B-) from the GPA calculation if the student has retaken and passed the course. The passing grade will be used instead. No more than one failing grade may be omitted from GPA the calculation.

Students whose overall GPTI FCQ average falls below 4.0 but maintain an overall FCQ average above 4.0, will not have their tier placement affected, but their performance as a GPTI will be taken into account when determining whether they receive an offer of GPTI or TA.

Students with a cumulative GPA of 3.33 or higher are not guaranteed full funding if they have not met expected milestones.

Teaching appointment decisions may be affected by displays of unprofessional behavior on the part of the student, whether in their role as graduate student, TA or GPTI. This includes, but is not limited to, violations of the university discrimination and harassment policy or honor code.

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### **Ranking for Summer Funding**

Because the department offers relatively fewer courses in summer, the associate chairs are careful to appoint accomplished instructors. Therefore, overall FCQ averages weigh more heavily in ranking for summer funding.

Starting at the top – after ranking by tier and cumulative GPA – appointments are made based on the following criteria:

For GPTI appointments:

1. Prior experience teaching the course with  $FCQ \geq 5$ .
2. Prior experience teaching the course with  $FCQ < 5$  or current experience teaching the course this Spring with  $FCQ \geq 5$  in prior courses. It's a judgement call if there are competing candidates in each of these categories.
3. Prior experience teaching other courses with  $FCQ \geq 5$ .
4. Prior experience teaching other courses with  $FCQ < 5$ .
5. No prior GPTI experience.

For TA appointments:

1. Prior experience as a TA for the course with  $FCQ \geq 5$ .
2. Prior experience as a TA with  $FCQ < 5$  or current experience as a TA for the course this Spring with  $FCQ \geq 5$  in prior courses. It's a judgement call if there are competing candidates in each of these categories.
3. Prior experience as a TA for other courses with  $FCQ \geq 5$ .
4. Prior experience as a TA for other courses with  $FCQ < 5$ .
5. No prior TA experience.

### **MATH CAMP (ECON 7800)**

Math Camp is an intensive, fifteen-day math review offered in August, beginning August 1<sup>st</sup>. All incoming students are required to take this course to help ensure math skills are sufficient for success in the first year of the program. Students must attain a grade of B- or better on the final examination. Students who fail the final examination must enter into extensive consultation with the Associate Chair of Graduate Studies.

Any student expecting to take a first-year graduate level course must attend and pass Math Camp. All students entering Math Camp must be prequalified to attend. Students admitted to the ECON PhD program are automatically prequalified and enrolled. No other action is necessary on their part. Any student that has not been admitted to the ECON PhD program must go through a prequalification process. These potential enrollees should contact the ECON PhD Program Manager for assistance in completing the qualifying process.

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### **TEACHING ASSISTANT (TA)**

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). Until a student has attained a masters' degree (or equivalent) in the program, teaching appointments are limited to 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, grading and/or other duties as assigned.

Some or all first-year TA appointments are awarded for the Academic Year but TA appointments for years two and up are offered semester-by-semester. All students are eligible to apply for open teaching positions each semester if they do not have an academic year appointment. TA positions are awarded based on achievement of expected milestones (TIER), cumulative grade point average (CGPA), and student instructor ratings (FCQs). For international students, adequate English intelligibility and comprehension are expected. International students may be required to undergo interviews, assessments and/or training until adequate speaking skills are achieved.

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 Tier 1 placement). Preference is given to students in years 1-5. Summer term appointments are more competitive and may rely more heavily on overall FCQ averages since fewer courses are offered. See section on Ranking for more information about how appointment decisions are made.

Compensation for Teaching Assistantships depends on level of the appointment. The Department of Economics generally offers three levels of TA appointments: 50%, 33% and 25%.

A 50% teaching assistant attends all lectures for the related course, usually teaches four recitations and works no more than 20 hours per week, including office hours. Some of these appointments may carry other duties as assigned. Compensation includes full tuition remission (9-18 credits). The stipend and health insurance subsidy for this position is determined annually and published in summer, prior to the start of the Academic Year.

A 33% teaching assistant attends all lectures for the related course, usually teaches three recitations and works no more than 13 hours per week, including office hours. Some of these appointments may carry other duties as assigned. Compensation for this appointment includes tuition remission of 6 credits. The stipend for this position is determined annually and published in summer, prior to the start of the Academic Year.

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A 25% teaching assistant attends all lectures for the related course, usually teaches two recitations and works no more than 10 hours per week, including office hours. Some of these appointments may carry other duties as assigned. This position carries tuition remission of 5 credits. The stipend for this position is determined annually and published in summer, prior to the start of the Academic Year.

Working more than 20 hours per week outside academic studies may negatively impact academic progress. Therefore, graduate students are required to seek written permission to exceed this limit. Consult with the ECON PhD Program Manager for assistance obtaining permission before any work in excess of 20 hours per week. 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 the PhD Program Manager and/or International Student Scholar Services (ISSS).

Stipends for Fall term are divided and paid at the end of each month during the term of work. For Fall, payments are made at the end of August through the end of December. The payment made at the end of August is ½ that of payments made at the end of September through December. For Spring, payments are made at the end of January through the end of May. The payment made at the end of May is ½ that of payments made at the end of January through April.

To ensure that our undergraduate students are receiving consistent information, TAs are required to attend all lectures given by 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.

Students are eligible to become a graduate part-time instructor (GPTI) when they have attained a masters' degree or equivalent (as described in the "Graduate Part-Time Instructor" section, below).

### **GRADUATE TEACHER TRAINING**

The week before Fall classes begin, the Graduate Teacher Program (GTP, <https://www.colorado.edu/gtp/>) holds a series of graduate teacher training seminars in their Fall Intensive training program. The Lead Graduate Instructor, an ECON graduate student who works with new graduate students to prepare them for teaching, will provide a schedule of required sessions for all new TAs and GPTIs. All students are required to undergo teacher training because most will teach for the department at some point – if not

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all the way through the program. Students are encouraged to attend training sessions beyond what is required. Additional training may qualify students for certificates in teaching and/or future faculty development. For more information, go to:

<https://www.colorado.edu/gtp/certificates>

International students are highly encouraged to attend as many seminars in the series as possible, particularly those geared toward adjusting to teaching methods that are different in the U.S. from those in their home country.

In addition to GTP training, the department's Lead Graduate Instructor will provide training and assistance to new and continuing TAs and GPTIs in the department and will coordinate ongoing seminars for graduate teacher certification training. Students may use the department teaching seminars as credit toward a graduate teaching certificate. Contact the GTP for more information about certificate requirements.

The department tracks attendance for the graduate teacher training seminars offered in the department. Attendance at these seminars is believed to help strengthen students' teaching skills. As such, training hours are sometimes used as an additional tool in determining fund ranking.

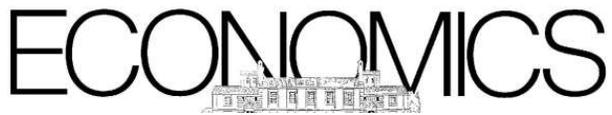
Students may earn a certificate in college teaching from the GTP by earning 20 hours of training through GTP sessions and 20 hours of training through ECON sessions. For more information, go to: <https://www.colorado.edu/gtp/certificates/certificate-college-teaching>

### **INTERNATIONAL STUDENTS/ENGLISH**

International students are expected to achieve and maintain an acceptable level of English intelligibility and comprehension to help ensure success in academics and teaching. Acceptable English intelligibility is taken into account when decisions are made about admission to the program and teaching appointments. As such, international applicants are required to submit TOEFL overall and speaking scores that must meet certain standards and, once admitted, may be required to undergo an English assessment and immersion training before they begin teaching. After completing assessments and training, some students may be required to complete a course in accent reduction. The department is typically able to obtain scholarships to cover the cost of this training.

The department uses the speaking section of the TOEFL exam as an indicator of English intelligibility. TOEFL speaking scores of at least 23 are required for admission. A TOEFL speaking score of at least 24 is required for funding. Under special

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circumstances, admitted International applicants with speaking scores of <24 may be considered for funding if they undergo special immersion training.

UCB's International English Center (IEC, <https://ce.colorado.edu/resources/the-international-english-center>) offers accent reduction, writing and speech classes. Clear Talk Mastery, <http://www.cleartalkmastery.com> offers assistance with pronunciation and accent reduction. The Department 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 faculty and peers as well as to better prepare for job market placement in an environment where advanced skill in English is expected.

### **AFTER HOURS ECON BUILDING ACCESS**

For after-hours access to the ECON building (between 10 p.m. and 7 a.m. weekdays and all day on weekends and holidays), students must have their BuffOne card activated by the ECON front office. Take your BuffOne card to Karen Kelly in ECON 212 or contact her for activation, questions or changes: [karen.a.kelly@colorado.edu](mailto:karen.a.kelly@colorado.edu)

To use your BuffOne card to enter the building after hours, swipe it (slowly) in the card reader on the box located outside the southwest entrance to the building. (There is another card reader at the handicap entrance on the northeast side of the building.) Once the card has been read successfully, a green light will appear on the box, indicating the door is unlocked.

### **COMPUTER LAB (ECON 6) ACCESS**

Graduate students in the Department of Economics have their own computer lab, located in the basement of the ECON building (ECON 6). In order to enter the lab, students must have their BuffOne card activated by the ECON front office. Take your BuffOne card to Karen Kelly in ECON 212 or contact her for activation, questions or changes: [karen.a.kelly@colorado.edu](mailto:karen.a.kelly@colorado.edu)

To use your BuffOne card to enter the lab, swipe it (slowly) in the card reader on the box located outside the door of ECON 6. Once the card has been read successfully, a green light will appear on the box, indicating the door is unlocked.

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### **GRADUATE CONFERENCE ROOM (218) CALENDAR**

The graduate conference room (218) is used mainly for students in the graduate program (oral comp, defense proposal, final defense, etc.) but may also be used, if available, for makeup exams, 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 graduate conference room online calendar: <https://www.colorado.edu/economics/calendars> to check for availability of the date/time needed. There is a link to this calendar on the graduate overview page.

Anyone may view the calendar but only certain staff members are able to make changes.

To make reservations for any undergraduate purpose, contact Joy Oge ([joy.oge@colorado.edu](mailto:joy.oge@colorado.edu)) with the following information to set up a reservation:

- 1) Day/Date
- 2) Total number of students/attendees (no more than 6)
- 3) The purpose of your event
- 4) Start/End time of your event

To make reservations for any graduate purpose, contact Patricia Holcomb ([patricia.holcomb@colorado.edu](mailto:patricia.holcomb@colorado.edu)) with the same information listed above.

Joy or Patricia will insert your event into the calendar and send you a confirmation email. Your reservation is not guaranteed until you receive this confirmation. Reservations are made on a first-come, first-serve basis.

If you need room for more than 6 attendees, contact Joy Oge, [joy.oge@colorado.edu](mailto:joy.oge@colorado.edu) Copy Patricia on this request if the event is for graduate purposes.

### **GRADUATE PROGRAM CALENDAR**

The graduate program calendar shows important dates, deadlines and events for ECON graduate students, including Math Camp, preliminary exams, final defense deadlines, commencement, etc.

To access the program calendar, go to the link provided on the graduate overview webpage or use this link: <https://www.colorado.edu/economics/calendars>

### **E-MAIL LISTSERVES**

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

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

For an email list of any other special demographic within the graduate program, students should contact Patricia Holcomb [patricia.holcomb@colorado.edu](mailto:patricia.holcomb@colorado.edu)

### **FIRST-YEAR COURSEWORK**

First-year coursework consists of three courses (9 credits) in the fall (Micro 7010, Macro 7020, Statistics 7818) and three courses (9 credits) in the spring (Micro 7030, Macro 7040, Econometrics 7828). Students must earn grades of B- or better to pass these courses. If not, the course must be repeated for a passing grade.

Preliminary examinations held in August following year one are based on material covered in first-year coursework. Students are not allowed to sit for an exam if they have not passed related coursework.

Students who transfer first-year credit into the program should work with the appropriate faculty member(s) to ensure adequate preparation for 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 remain in the program or 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 their cumulative GPA to 3.00 or above.

If a student's cumulative GPA is at or below 2.5 a dean's administrative stop is placed on the student's record and the student may be withdrawn from coursework for upcoming semesters. However, if there are extenuating circumstances, the department chair/program director may petition the Dean of the Graduate School showing compelling reasons for the student to be granted a chance to continue.

For more detailed information about expectations for students placed on academic probation, see p. 14 of the Graduate School Rules handbook:

[https://www.colorado.edu/graduateschool/sites/default/files/attached-files/graduate\\_school\\_rules\\_6.9.18.pdf](https://www.colorado.edu/graduateschool/sites/default/files/attached-files/graduate_school_rules_6.9.18.pdf)

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The Department will allow one failing grade to be replaced by a passing grade for the same course.

The Department will not award a doctoral degree unless the cumulative GPA is at least 3.0 on coursework applied toward the degree.

### **PRELIMINARY EXAMS**

Three written preliminary examinations – in microeconomics, macroeconomics and econometrics must be taken in August following the successful completion of related core coursework in year one. These exams are generally scheduled two weeks prior to the first start of fall term. Refer to the program calendar for exact dates, times and locations.

Past exams in each subject area are available for review online. Please contact the PhD Program Manager for access. Since review of these exams can be quite time consuming, it is suggested you begin to prepare as far in advance as possible – and work with others in your cohort. If you have difficulty understanding any of the practice 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 after passing both relevant courses.

A preliminary examination attempted and failed must be retaken and passed in the next scheduled examination period. Exams are held annually in August and January. The January round is typically held 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.

A student may petition the Graduate Curriculum Committee, *ex ante*, to be excused from taking a preliminary examination due to extenuating circumstances. If the petition is granted, the student may instead take the examination the next time offered without harm.

The petition must contain a letter, written by the petitioning student, addressed to the Graduate Curriculum Committee that describes the extenuating circumstance(s).

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Documentation of such circumstance(s) is highly desirable and will influence the Committee's decision.

Extenuating circumstances are factors that are outside of a student's control that may affect a student's performance. These circumstances must be unforeseen or not manageable by short-term arrangements. Such circumstances could involve illness, a loss or an incident that could have adversely impacted a student's performance on the preliminary exam.

In the case of extenuating circumstances that occur very close to the time of the preliminary exam, which do not allow for the petition to be made and responded to before the administration of the preliminary exam, students are allowed to:

- a) submit their petition as an *ex ante* petition, not subject to the restrictions for *ex post facto* petitions listed below
- b) take the prelim while awaiting the committee ruling, with no effect on the ruling of the committee, and
- c) retain a passing grade on the prelim taken (if earned) even if the committee later excuses the student from the exam.

If the student does not take the exam and the committee does not excuse their absence, this counts as a failure of the exam.

Guidelines for petitioning the Graduate Curriculum Committee *ex post facto* for a third Preliminary Examination:

- a) A student must have passed two of the three required preliminary examinations
- b) A student must have passed all first year courses (without re-take) or have a cumulative GPA of 3.0 on all economics graduate courses at the time of the petition. NOTE: department policy allows a single re-take grade to be substituted for one failing grade for the purposes of calculating GPA.
- c) A student must provide a petition letter as described above.

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 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 on coursework applied toward the degree.

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### **SECOND-YEAR COURSEWORK**

Second-year coursework consists of Advanced Economic Theory (7050) and two electives in the fall and three electives in the spring. Credit toward degree requirements for any graduate elective outside of economics must be approved by the Associate Chair of Graduate Studies and reported to the PhD Program Manager.

### **INDEPENDENT STUDY**

Independent study is an opportunity for students to work under individual direction with a faculty member on a topic of mutual interest in economics. Independent study is reserved for advanced specialties or for intermediate study in areas in which the Department does not normally offer course credit. At minimum, seventy-five hours of time is required for each course (25 hours per credit). Further:

1. **Graduate independent study in economics is only allowed in extraordinary circumstances.**
2. Faculty members are not obligated to sponsor students for independent study but may do so as their workload permits.
3. Graduate independent study in economics is generally reserved for situations in which a student must develop a skill set for dissertation research (e.g. calibration) that is not normally taught in the graduate curriculum and requires considerable time and faculty input beyond what is typically involved in dissertation research and advising.
4. Graduate independent study in economics should not be used for a student to read a literature related to their dissertation research. It is expected that all students will read a wide literature while conducting dissertation research in addition to their six elective field courses. Reading the literature for one's dissertation research should not replace one of the six elective field courses.
5. Graduate independent study should not be pursued, and will not be granted, simply because a student is not interested in the field course offerings in a particular semester.

To be eligible for independent study, students must have earned at least twelve (12) ECON graduate credit hours, must have a cumulative GPA of at least 3.0, and cannot have more than three (3) previous hours of graduate independent study credit.

The following rules govern the appropriateness of certain independent study experiences.

1. Internship-type experiences are prohibited.
2. Work in a University Department is prohibited.
3. Substitute for core coursework is prohibited.
4. Extra work performed in association with a regular class is prohibited.

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The maximum number of credits students may take in independent study is six (6) hours. No more (and no less) than three (3) credit hours are allowed in any one semester.

Students must follow this procedure to enroll in independent study coursework:

1. Obtain a Graduate Independent Study Contract (see "Contract" section, below).
2. Review and discuss The Contract with their faculty sponsor.
3. Reach an agreement with the faculty sponsor about a course plan.
4. Verify eligibility (see "Eligibility" section, above, and at bottom of page 1 of the contract). with the PhD Program Manager.
5. Complete the Graduate Independent Study Contract, attaching a detailed course plan.
6. Sign the contract, and initial where indicated under section 1 on page 3.
7. Have your faculty sponsor sign and initial the contract.
8. Obtain approval from the associate chair of graduate studies.
9. Take the complete and signed form to the PhD Program Manager who will set up the course and get you enrolled.
10. At the end of the semester, your faculty sponsor will submit a grade based on expectations outlined in the course plan.

### **Independent Study Contract**

A contract must be signed by you, your faculty sponsor and the associate chair for graduate studies. The contract must explain the topic, the nature of the project and the type of outcome expected (e.g. paper, presentation, etc.) See Item #1, page 1 in the contract. At minimum, seventy-five hours of time is required for each course (25 hours per credit).

A link to information and the independent study contract is located on the graduate webpage. Here is a direct link to the contract:

<https://www.colorado.edu/economics/sites/default/files/attached-files/independentstudycontract.pdf>

### **MASTER'S (M.A.) DEGREE**

After passing all first-year coursework, advanced theory and at least three field elective courses (a total of 30 credit hours), as well as passing at least two preliminary exams, students have earned master's degree equivalency. Students must apply online for their diploma at MyCUInfo: <https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html> . On the "Student" tab, select the "Apply for Graduation" link under "Academic Resources. This application must be completed if a student wishes to formalize the degree. It has no bearing on whether or not they plan to attend the department or university commencement ceremony.

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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 master's 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 (M.A.) DEGREE**

The Candidacy Application for Advanced Degree will be forwarded to students by the PhD Program Manager. So that the department has time to review, obtain necessary approvals and deliver the completed and signed form to the graduate school by deadline, students must complete the Candidacy Application for Advanced Degree and return it to the PhD Program Manager one week prior to the required graduate school deadline. The PhD Program Manager will provide information and deadlines to students each semester, via email.

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 (except failed courses). Include courses you are currently enrolled in but have not yet completed. *View a copy of your UCB transcript via your student account to assist you with accurate completion.* For courses currently in progress, leave the "Grade" section blank and write in the "Notes" section, "in progress". Any approved transfer coursework from another institution should be indicated in the top section of page 3. **(NOTE: Any transfer credit used to obtain a master's degree at another institution may not be used as credit toward your master's degree at UCB.)** 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 to the PhD Program Manager by the deadline provided.

### **APPLICATION FOR DIPLOMA – MASTERS DEGREE**

The Application for Diploma is available online at <https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html> . On the "Student" tab, select the "Apply for Graduation" link under "Academic Resources".

Students should apply for a diploma even if they are not sure they will graduate in the current term. Completion of the form will ensure that the student's degree is official and that they receive the necessary information about the department and university commencement ceremonies. An official diploma will be mailed to students sometime after commencement.

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If you complete an application for diploma for one term but are not able to graduate that term, simply complete another application in the following term.

### **GRADUATE PART-TIME INSTRUCTOR (GPTI)**

After attaining a master's degree (or equivalent) in the program, students qualify to be a graduate part-time instructor (GPTI). Duties of a GPTI include teaching an undergraduate level economics course.

GPTI appointments are awarded for one semester at a time. All students qualified to be a GPTI are eligible to apply each semester. GPTI positions are awarded based on qualification for the position. See the "Ranking System for Funding" section, above. Some students who qualify to be a GPTI may be awarded a TA position 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 summer, prior to the start of each Academic Year.

Graduate students are not allowed to work more than 20 hours per week without permission from the Graduate School as this may negatively impact their academic 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 divided and paid at the end of each month during the term of work. For fall, payments are made at the end of August through the end of December. The payment made at the end of August is  $\frac{1}{2}$  that of payments made at the end of September through December. For Spring, payments are made at the end of January through the end of May. The payment made at the end of May is  $\frac{1}{2}$  that of payments made at the end of January through April.

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

### **THIRD-YEAR COURSEWORK**

Third-year coursework consists of a one-year research colloquium (ECON 8209 and 8219), completion of any remaining field elective coursework (a total of 6 electives are required), and the beginning of dissertation research coursework (8999).

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Students may register online for dissertation research hours, making sure the faculty member selected as advisor for those hours is aware of and approves. The PhD Program Manager creates a report each semester that lists all students taking dissertation hours and their faculty advisors. This report is sent to faculty for review.

Dissertation hours are not given a grade until successful completion of the Final Defense, so ECON 8999 is considered a graded course, not “pass/fail”. Transcripts will show the grade for ECON 8999 as “IP”, until a grade is entered after a student’s final defense.

### **RESEARCH COLLOQUIUM (8209, 8219)**

Research Colloquium is a year-long series offered in Fall and Spring of the third year. Completion of this course should result in completion of students’ first paper, possibly the first of three required for the final dissertation. Ideally, this paper will be presented before a faculty committee, qualifying as a student’s oral comprehensive exam.

### **COMPREHENSIVE EXAM**

Students are expected to take and pass an oral comprehensive exam by the end of their third year. Students must take and pass this 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 (expected) or at a later date. Students must be admitted to PhD candidacy before they may obtain a doctoral degree. Students should work with their faculty advisor to determine when they are ready for this exam. Each semester, the PhD Program Manager will send detailed instructions via email with deadlines for completion of this exam.

If the exam is passed without conditions (typical), 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.

Students who pass the exam “with conditions” must meet those conditions before entering PhD candidacy. 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 qualifying coursework, passing all preliminary examinations and the oral comprehensive examination, as well as earning four semesters of residency (see the University of Colorado Catalog for details).

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After admission to Candidacy, students must register each fall and spring term for dissertation credit (ECON 8999) until attaining the degree. The accumulated credit for ECON 8999 must total at least 30 semester hours and at least 20 of these must be earned after entering PhD candidacy. You may register for 1 to 10 credits in 8999 per term.

Ideally, the application for PhD candidacy is completed in conjunction with a student's oral comprehensive exam. See "Comprehensive Exam" section, above.

### **FOURTH-YEAR COURSEWORK**

By the fourth year of study, it is expected that required coursework has been completed and students are taking dissertation research hours (ECON 8999) only. Students may register online for dissertation research hours, making sure the faculty member selected as advisor for these hours is aware and approves. The PhD Program Manager creates a report each semester that lists all students taking dissertation hours and their faculty advisors. This report is sent to faculty for review.

Dissertation hours are not given a grade until successful completion of the Final Defense, so ECON 8999 is considered a graded course, not "pass/fail". Transcripts will show the grade for ECON 8999 as "IP", until a grade is entered after a student's final defense.

### **PROPOSAL DEFENSE**

Students are expected to complete their Proposal Defense by the end of the fourth year. The proposal defense is administered internally in the department so there are no graduate school forms or approval required prior to taking this exam. Students planning to complete a PhD oral comprehensive exam at the same time as the defense proposal (rare but possible), will need to follow instructions for the proposal and for the comprehensive exam.

Each semester, the PhD Program Manager will send detailed instructions via email with deadlines for completion of this exam.

### **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 (having previously completed at least 45 hours coursework). Students may register for dissertation hours online at <https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html>

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Dissertation hours are not given a grade until successful completion of the Final Defense, so ECON 8999 is considered a graded course, not “pass/fail”. Transcripts will show the grade for ECON 8999 as “IP”, until a grade is entered after a student’s final defense.

If not completed prior to the fifth year, students should undergo their Proposal Defense during the fifth year, preferably the first semester. Completion of a Proposal Defense is required by November 15<sup>th</sup> for students planning to enter the job market.

### **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 November 15<sup>th</sup> 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.

Each year, the PhD Program Manager will send detailed information and instructions via email with job market placement meeting dates and deadlines, as well as a job market placement manual.

If students would like to see the job market placement manual at any time, they may contact the PhD Program Manager.

### **FINAL DEFENSE/DISSERTATION/GRADUATION**

Students work with their faculty advisor to determine when they are ready for their final defense but generally defend in the Spring term of their fifth year. The final defense 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.

Each semester, the PhD Program Manager will send detailed instructions and a graduation checklist, via email, with deadlines for completion of all graduation requirements.

Additional information is available on the graduate school website:

<https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/doctoral-graduation-information>

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As part of the graduation checklist, students are asked to provide a hard-copy of their dissertation for the ECON department library. An extra copy can be ordered during the online dissertation submission process.

We also ask that students:

- remove all personal items from their office and return office and mailroom keys.
- provide placement information.
- provide a forwarding (email) address.

Finally, CONGRATULATIONS!