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UNIVERSITY OF GEORGIA

ECONOMICS
PHD STUDENT HANDBOOK

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1. Program Overview

The PhD program in Economics provides in-depth, rigorous training in the theory and application of Microeconomics, Macroeconomics, and Econometrics. Entering students aim for research and teaching careers in academia or research-oriented positions in government, consulting, or private industry. Faculty members work closely with PhD students, generating a collaborative, stimulating intellectual environment.

Students complete basic coursework during the first two years. In the first year, students take core courses in Microeconomics, Macroeconomics, and Econometrics. The second year is devoted to field courses, and students begin to develop their own research ideas through this coursework. Students' independent research begins by the summer after the second year when they work on their "second-year" paper, which is typically the first step in building a dissertation. After the second year, students have the opportunity to teach their own class, building additional core knowledge and developing important teaching and pedagogical skills.

After the first year, students participate in our departmental and student seminar series. Many students also choose to participate in brown bag workshops and reading groups. There is ample opportunity to present on-going research both to obtain critical feedback and develop important presentation skills. Students are expected to be proactive and take advantage of these opportunities.

Students are required to complete two fields of specialization. The department offers fields in advanced macroeconomics, health economics, industrial organization, and labor economics.

2. Plan of Study

To earn a PhD a student must:

- Complete a minimum of 54 semester hours of coursework, including required courses in microeconomic and macroeconomic theory, econometrics, and research skills.
- Pass two out of three written comprehensive (core) exams in microeconomic theory, macroeconomic theory, and econometrics in their first summer (at the end of their first year).
- Complete two fields of specialization.
- Complete a second-year paper assignment.
- Form an advisory committee and complete an Advisory Committee Form, which is typically done by the fall of the third year and must be done before the oral examination.
- Complete a Final Program of Study Form, which is typically done by the fall of the third year and must be done before the oral examination.
- Pass the oral examination by the end of the third year. Once a student passes the oral examination and completes the Admission to Candidacy Form, they will be formally admitted into candidacy.
- Regularly present their research in the graduate student workshop.
- Write and defend an acceptable dissertation.

Coursework

Students enrolled in the PhD program in Economics are required to complete a set of core and selected field courses of specialization. The core curriculum consists of the following courses: Mathematical Analysis for Economists (ECON 8000), Microeconomic Theory (ECON 8010 and 8020), Macroeconomic Theory (ECON 8040 and 8050), Statistics for Econometrics (ECON 8070), and Introduction to Econometrics (ECON 8080).

In addition, to satisfy the university's research skills requirement, students must attend the workshops and seminars sponsored by the department (ECON 8980), and successfully complete Research Methods in Economics (ECON 8090).

Students are required to complete two fields of specialization. The department offers fields in advanced macroeconomics, health economics, industrial organization, and labor economics. Three field sequences are offered per academic year on a set rotation. A field is completed after passing two courses in an area of specialization with a minimum average grade of 3.0.

Written Comprehensive Examinations

At the end of the first year, students are expected to have completed the Microeconomic Theory (ECON 8010 and ECON 8020), Macroeconomic Theory (ECON 8040 and ECON 8050), and Econometrics sequences (ECON 8070 and 8080) and to take the Microeconomic Theory, Macroeconomic Theory, and Econometrics core exams. Students must take all three exams and must pass two out of the three exams during the summer after their first year to maintain satisfactory academic progress towards their degrees. The core exams are given in June after the first year, and exam retakes typically occur in July. The exams are assessed on a pass/fail basis.

Research Focus

Students' development towards becoming independent researchers continues with the second-year paper. By the summer after their second year of coursework, students form a second-year paper committee of three faculty members and propose a topic for their second-year paper. Over the next six months, students work under the supervision of this committee to craft a completed economic research paper. By January of their third year, successful students will have completed a paper having the potential for publication in a scholarly journal.

Progress towards becoming an independent researcher culminates in a student's dissertation. Students should establish a thesis committee of at least three graduate faculty members by the spring of their third year. The completed dissertation must demonstrate original research, independent thinking, scholarly ability, and technical mastery. Its conclusions must be logical, its literary form acceptable, and its contribution to knowledge should merit publication.

Other Duties

By the start of each semester, the Graduate Coordinator assigns each student who holds an assistantship to one or more faculty members to serve as a graduate assistant. The Graduate Coordinator solicits preferences from students and faculty and uses those preferences as an input when making graduate assistantship assignments. Graduate assistants serve in teaching and research assistant roles and are expected to devote approximately 16 hours per week toward their assistantship duties. After the second year, students have the opportunity to teach their own class. It is generally expected that students acquire teaching experience and students usually teach twice as an Instructor of Record during their time in the program. In semesters where students teach their own class, they do not serve as graduate assistants.

3. First Year

Timeline

Before Fall Semester Starts
- Complete TA Orientation
- ECON 8000 Mathematics for Economists

Fall Semester Coursework
- ECON 8010 Microeconomic Theory I
- ECON 8040 Macroeconomic Theory I
- ECON 8070 Statistics for Econometrics
- GRSC 7001 GradFIRST Seminar

Spring Semester Coursework
- ECON 8020 Microeconomic Theory II
- ECON 8050 Macroeconomic Theory II
- ECON 8080 Introduction to Econometrics
- ECON 8980 Department Seminars

June
- Microeconomics Theory Comprehensive Exam
- Macroeconomic Theory Comprehensive Exam
- Econometrics Comprehensive Exam

July
- Microeconomics Theory Comprehensive Exam Retake
- Macroeconomic Theory Comprehensive Exam Retake
- Econometrics Comprehensive Exam Retake

Overview

Before the fall semester of the first year, the Graduate Coordinator assigns each student to one or more faculty members to serve as a graduate assistant. The Graduate Coordinator solicits preferences from students and faculty and uses those preferences as an input when making graduate assistantship assignments. Graduate assistants serve in teaching and research assistant roles and are expected to devote approximately 16 hours per week toward their assistantship duties. By the start of the fall semester, each student must complete TA Orientation. Completion of TA Orientation is required before a student may perform any teaching assistant duties. Details on TA Orientation can be found here.

Students take the coursework outlined above in their first year. In June after the first year, students take written core exams in Microeconomic Theory, Macroeconomic Theory, and Econometrics. Students must take all three exams, which are usually spaced a week apart. The exams are assessed on a pass/fail basis and students must pass two out of the three exams before the start of their second year to maintain satisfactory progress towards their degrees. Exam results will be released after all three exams have been graded. Students should not ask faculty about the results of exams before grades have been released. If a student fails two or more exams on the first attempt, they may retake the exams in the failed subject areas later in the summer, usually in July. It is very strongly recommended that students retake the exams in *all* failed subject areas. If a student elects not to retake a particular failed exam when second attempts take place, they forgo the opportunity to retake the exam in that subject area. The results of exam retakes will be released after all exams have been graded, and students should not ask faculty about the results before grades have been released.

4. Second Year

Timeline

Fall Coursework

- ECON 8110 Econometrics I
- Part one of three field sequences from among the following areas:
    - Advanced Macroeconomics
    - Health Economics
    - Industrial Organization
    - Labor Economics

Spring Coursework

- ECON 8120 Econometrics II (optional but very strongly encouraged)
- Part two of three field sequences from among the following areas:
    - Advanced Macroeconomics
    - Health Economics
    - Industrial Organization
    - Labor Economics
- GRSC 7770 Graduate Teaching Seminar

June

- Form a second-year paper committee
- Submit a 5-page proposal for the second-year paper to the Graduate Coordinator, signed by three faculty members who agree to serve on the student's committee and approve the proposal

Overview

Students are required to take ECON 8110 Econometrics I during the fall of their second year. Students are very strongly encouraged to take ECON 8120 Econometrics II during the spring of their second year. Students who plan to do empirical work should take ECON 8120. Students who are considering *not* taking ECON 8120 should first consult with the Graduate Coordinator.

In addition to econometrics courses, students take field courses during their second year. The department offers fields in advanced macroeconomics, health economics, industrial organization, and labor economics. Three out of four field sequences are offered each academic year on a set rotation, and students are expected to take all three field classes offered in the fall and spring semesters of their second year. By the end of the third year, students must successfully complete two fields of specialization among advanced macroeconomics, health economics, industrial organization, and labor economics. A field is successfully completed after passing two courses in an area of specialization with a minimum average grade of 3.0. Students can take courses outside the Economics Department with the permission of the Graduate Coordinator, but both fields of specialization should be satisfied by courses offered in the Economics Department. Only in exceptional cases and subject to the Graduate Coordinator's approval can a student fulfill a field of specialization by taking courses outside the Economics Department. If one of the student's fields of interest is not offered by the Economics Department until their third year, the student may complete that field in their third year. However, students holding assistantships should keep in mind they must take a minimum of 12 credits per semester to fulfill minimum course load requirements set by the Graduate School as outlined here.

Students may take GRSC 7770 Graduate Teaching Seminar during their second year and must take it by the end of their third year. The course provides knowledge of pedagogical approaches, relevant UGA policies, and available support systems for teaching at UGA. Students must successfully complete GRSC 7770 as well as the requirements outlined here prior to teaching as an Instructor of Record. Students should take GRSC 7770 in the spring of their second year if they wish to be an Instructor of Record in the summer after the second year or in the fall of their third year. The earlier one takes GRSC 7770, the more opportunities there are to be an Instructor of Record.

In the second year, students are very much expected to regularly attend departmental seminars as well as graduate student seminars. Students are also encouraged to present in the graduate student seminar in the spring of their second year.

During the second year, students are again assigned by the Graduate Coordinator to one or more faculty members to serve as a graduate assistant. The Graduate Coordinator solicits preferences from students and faculty and uses those preferences as an input when making graduate assistantship assignments. Graduate assistants serve in teaching and research assistant roles and are expected to devote approximately 16 hours total per week toward their assistantship duties.

Students' independent research begins by the summer after the second year when they work on their "second-year" paper, which is typically the first step in building a dissertation. More details on the second-year paper are provided below.

Second-Year Paper Information

Each Economics PhD student must form an advisory committee of three faculty members to supervise the completion of a second-year paper. It is the student's responsibility to approach faculty members and ask if they are willing to serve on the committee.

The standard for satisfactory completion is that the second-year paper must have potential for publication in a scholarly journal. To show potential for publication, the paper must contain sufficient content presented in a sufficiently complete form to assure that, with at most one semester's further work, the paper could be published in a scholarly journal. It is acceptable for this paper to be co-authored with faculty.

Each student must submit a research paper to their committee on the timeline described below and receive a satisfactory grade:

> <u>By June 1 (of a student's second year):</u>
> PhD students must form a second-year paper committee and submit to the Graduate Coordinator a five-page proposal for the paper topic. The title page of the proposal must include the names and signatures of three faculty members who agree to serve on the committee and who judge the proposal to be feasible for completion in the time allotted. The student, in consultation with the committee, will designate a committee chair. The makeup of the second-year paper committee is subject to the Graduate Coordinator's approval.
>
> <u>By September 1 (of a student's third year):</u>
> Students must submit a completed paper to their second-year paper committee and to the Graduate Coordinator. The second-year paper committee will provide prompt feedback so the student can prepare a revised draft if necessary.
>
> <u>By December 31 (of a student's third year):</u>
> Students must submit the final draft of their second-year paper to their committee and to the Graduate Coordinator.
>
> <u>By January 15 (of a student's third year):</u>
> The second-year paper committee will determine whether the student's paper passes the paper requirement. The chair of the committee will inform the Graduate Coordinator as to whether the second-year paper has passed. The Graduate Coordinator will inform students, in writing, of the decision and will provide a copy of this letter to the committee chair.

Failure to meet any of these deadlines constitutes reason for dismissal from the program.

If a student believes there are extenuating circumstances which warrant an extension to any deadline on the above timetable, they must submit a written request to the Graduate Coordinator at least two weeks before the deadline.

5. Third Year

Timeline

Fall Coursework

- ECON 8090 Research Methods
- ECON 9000 Research Hours
- GRSC 7770 Graduate Teaching Seminar (if not taken in second year)

Spring Coursework

- ECON 8980 Department Seminars
- ECON 9000 Research Hours

September

- Submit a completed paper to the second-year paper committee and to the Graduate Coordinator

December

- Submit the final draft of the second-year paper to the second-year paper committee and to the Graduate Coordinator

May (or Earlier)

- Form an advisory committee for the oral exam and submit the Advisory Committee Form as well as the Final Program of Study Form to the Graduate School

Summer (or Earlier)

- Schedule the oral exam, allowing for the Graduate Coordinator to announce the exam at least 2 weeks in advance
- Pass the oral exam and submit the Report of the Written and Oral Comprehensive Examination Form as well as the Application for Admission to Candidacy Form to the Graduate School

Overview

In the third year, students are expected to successfully complete their second-year paper and fully transition into research. More details on the completion of the second-year paper are provided in Section 4. Students also form an advisory committee (or dissertation committee), including the student's major professor, who serves as the chair of the committee. Typically, the chair of the advisory committee is a faculty member from the student's field of specialization. It is the student's responsibility to approach faculty members and ask if they are willing to serve on the advisory committee. The members of the advisory committee may differ from those of the second-year paper committee. Students prepare for their oral exam throughout the third year, and the oral exam must be completed successfully by the summer after the third year.

Students should pay careful attention to the Graduate School deadlines and required forms associated with the oral exam. Details on forms can be found here and Graduate School dates and deadlines here. According to the Graduate School rules, the oral exam must be public and open to all faculty. Therefore, it is necessary to schedule the exam well in advance and to submit the appropriate forms to the Graduate School so they can announce the exam at least two weeks in advance. Once a student has agreed on a date with their advisory committee, the student should submit a room reservation request to the department's Administrative Associate at least 25-30 days in advance of the exam date. The student must email the Administrative Associate and Graduate Coordinator the oral exam date, time, and room with sufficient notice such that they can submit the exam information to the Graduate School at least two weeks before the exam date. The Graduate Coordinator will not approve the results of oral exams that were not announced by the Graduate School.

During the third year, students may still take courses in Economics, such as a field course that was not offered during their second year, as well as courses in other departments that may be useful to their research. Students who did not take GRSC 7770 Graduate Teaching Seminar in their second year should take it in the fall of their third year. Students must enroll in ECON 8090 in the fall semester and ECON 8980 in the spring semester of their third year. As part of ECON 8090 and ECON 8980, students are required to regularly attend departmental seminars as well as graduate student seminars. Students are also expected to present once per semester in the graduate student seminar and are required to present at least once per academic year.

Students are again assigned by the Graduate Coordinator to one or more faculty members to serve as a graduate assistant. The Graduate Coordinator solicits preferences from students and faculty and uses those preferences as an input when making graduate assistantship assignments. Graduate assistants serve in teaching and research assistant roles and are expected to devote approximately 16 hours total per week toward their assistantship duties. Students may also teach their own class as an Instructor of Record, typically ECON 2105 Principles of Macroeconomics or ECON 2106 Principles of Microeconomics, in their third year as long as they have successfully completed GRSC 7770 as well as the requirements outlined here. Students are not assigned to a faculty member as a graduate assistant during semesters when they teach as an Instructor of Record.

Completion of Second-Year Paper

If a student has not received a passing grade on the second-year paper by the beginning of the third year, the student will adhere to the timetable referenced in the prior section on the second-year paper. Importantly, failure to receive a passing grade by January 15 of the third year will result in dismissal from the program.

Oral Comprehensive Exam Information

The Graduate School requires all PhD students to pass an oral comprehensive examination after selecting an advisory committee and determining the final program of study but before being admitted to PhD candidacy. The purpose of the exam is to probe whether the student has sufficient command of the field to complete the dissertation and doctoral degree. The precise format and content of the exam and criteria for passing are entirely up to the advisory committee. In practice, the oral exam is generally a presentation by the student of their original research and an interrogation by the assembled committee and other participants of the concepts, methods, literature, and issues raised therein. Satisfactory completion of the oral exam is judged by the student's advisory committee and reported to the Graduate Coordinator. For an oral examination to be deemed successful, the student's advisory committee must judge the student as having mastered their field of research and as being ready to undertake a dissertation in that field.

It is anticipated that students will generally present research arising out of their second-year paper and that their advisory committee will be the same as their second-year paper committee. However, neither of these is required. Furthermore, faculty serving on a student's second-year paper committee are not obliged to serve on the advisory committee. Per the Graduate School, the advisory committee must consist of a minimum of three graduate faculty members. Provisional graduate faculty may serve in the same capacity as regular graduate faculty but cannot serve as chair or co-chair of the committee. Additional voting members may be on the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, there must be greater than 50% graduate faculty representation. More details on advisory committee requirements can be found here.

Timeline for satisfactory completion of the oral exam:

> By May 1 (of a student's third year):
> Since success of the oral exam is to be judged by the student's advisory committee, the advisory committee must have been formed by this time and its membership approved by the Graduate School by completing the required form.
>
> By the day before the first day of classes in the fall of a student's fourth year:
> Students must pass the oral exam (two attempts permitted in total).

Failure to meet these deadlines constitutes reason for termination of funding or dismissal from the program.

6. Fourth Year and Beyond

Timeline

Fall Coursework

- ECON 8980 Department Seminars
- ECON 9000 Research Hours

Spring Coursework

- ECON 8980 Department Seminars
- ECON 9000 (or ECON 9300 Research Hours in terminal semester)

Spring or Summer of Terminal Year

- Schedule dissertation defense, allowing for the Graduate Coordinator to announce the defense at least 2 weeks in advance
- Submit the Approval Form for Doctoral Dissertation and Final Oral Examination
- Submit dissertation to the Graduate School for final approval no later than 2 weeks prior to graduation for the current semester
- Pay attention to deadlines established by the Graduate School to graduate during a given semester

Overview

Research continues in years four and beyond.

Students enroll in ECON 8980 in both the fall and spring semesters of the fourth and fifth years of the program. As part of ECON 8980, students are required to regularly attend departmental seminars as well as graduate student seminars. Students are also required to present at least once per semester in the graduate student seminar.

In years four and five, students are again assigned to one or more faculty members to serve as a graduate assistant. The Graduate Coordinator solicits preferences from students and faculty and uses those preferences as an input when making graduate assistantship assignments. Graduate assistants serve in teaching and research assistant roles and are expected to devote approximately 16 hours total per week toward their assistantship duties. Students may also teach their own class as an Instructor of Record, typically ECON 2105 Principles of Macroeconomics or ECON 2106 Principles of Microeconomics. Students are not assigned to a faculty member as a graduate assistant during semesters when they teach as an Instructor of Record.

To finish the program, students must defend a dissertation, which typically consists of three completed research papers. It is the responsibility of the student to set up the time and date of the defense so that every advisory committee member can participate.

Students should pay careful attention to the Graduate School deadlines and required forms associated with the dissertation submission, the dissertation defense, and graduation. According to the Graduate School rules, the dissertation defense is open to the public. Therefore, it is necessary to schedule the defense well in advance and to submit the appropriate forms to the Graduate School so they can announce the defense at least two weeks in advance. Once a student has agreed on a defense date with their advisory committee, the student should submit a room reservation request to the department's Administrative Associate at least 25-30 days in advance of the defense date. The student must email the Administrative Associate and Graduate Coordinator the defense exam date, time, and room as well as the dissertation title and list of committee members with sufficient notice such that they can submit the defense information to the Graduate School at least two weeks before the defense date. The Graduate Coordinator will not approve the results of dissertation defenses that were not announced by the Graduate School.

7. Job Market Year

Students are expected to go on the job market in their final year of the program, which is typically the fifth year. Here is a brief overview of how events unfold during the job market year.

Summer before the Job Market

To go on the job market, students must have at least one strong completed paper (the "job market paper"). By the summer before the job market (typically between May and July), students should consult with their advisor(s) and obtain their agreement to go on the market. The most important factor in the decision to go on the market is the strength and potential of the job market paper (as well as ongoing projects/papers).

As students approach the end of the summer, they need to determine (in consultation with their advisor(s) and committee members) what types of positions and institutions are a good fit. This is also a good time to create a webpage that can host the student's CV, research, and information about their teaching experience. It is very important that students secure a set of 3 or 4 letter writers at this time. These are ideally members of the student's dissertation committee or other individuals who can provide detailed and critical comments on the student's potential and achievements in research, teaching, and service and communicate that to potential employers.

Fall before the Job Market

By this time, ideally, the job market paper is in the final stages of preparation and polishing and is ready to distribute (e.g., by posting on the student's website, etc.). Aside from putting the final touches on the job market paper, students practice presenting their research internally (e.g., in the graduate student workshop) and/or at conferences. Also, this is the time when students (by now "job market candidates") search and apply for jobs listed on the Job Openings for Economists (JOE) listings and various other job listing sites (e.g., HigherEdJobs, USAJOBS). It is important that students clearly and transparently communicate their potential list of positions with their advisor(s) and letter writers at this stage and incorporate their feedback in their job application process.

Late November/Early December

Most job applications are submitted by this point. By late November, students should have prepared and polished a short (5 to 10 minute) verbal summary of their research as well as responses to common interview questions. Students should participate in several mock interviews with faculty members to prepare for the actual interviews. Most employers contact their prospective candidates in late November and throughout December to schedule interviews, which usually take place virtually.

Interviews

The timing of initial interviews has changed in recent years in light of interviews moving to a virtual format. Students can expect that interviews may begin in late November and continue through January (and even February). Each interview usually lasts 20 to 30 minutes and covers the candidate's current and ongoing research and future research plans. Topics discussed in the interview include but are not limited to the candidate's research and teaching interests and experience. The interview is also an opportunity for employers to communicate information about their institution and their position with the prospective candidates.

After the Interviews

After completing initial interviews, employers compose a shortlist of their candidates. During the months of January and February (and sometimes March), the shortlisted candidates are invited for a day visit to give a "job market seminar." This is an opportunity for candidates to visit the institution, meet with a large number of faculty, researchers, and students, and discuss their research and teaching ideas. Successful candidates receive their job offers during this period (after their in-person visit) and have the opportunity to discuss terms before they accept an offer.

More Information

A Guide and Advice for Economists on the U.S. Junior Academic Job Market

A Guide to the Job Market for New Economics PhDs

Communications from the American Economic Association (AEA) Committee on the Job Market

8. Obtaining the Master's Degree

Students may choose to terminate their study in the PhD program and apply for an MA degree in Economics. There are two MA options—a thesis option and a non-thesis option. The table below outlines the requirements for the two options.

MA with Thesis	**MA without Thesis**
All courses are 3 credits unless otherwise specified.	
Core (15 credits) ECON 8010: Microeconomic Theory I ECON 8020: Microeconomic Theory II ECON 8040: Macroeconomic Theory I ECON 8050: Macroeconomic Theory II ECON 8080: Introduction to Econometrics Thesis (9 credits) ECON 7000 (6 credits) ECON 7300 Electives (6 credits) Any 2 other 8000-level courses	Core (15 credits) ECON 8010: Microeconomic Theory I ECON 8020: Microeconomic Theory II ECON 8040: Macroeconomic Theory I ECON 8050: Macroeconomic Theory II ECON 8080: Introduction to Econometrics Thesis (0 credits) Electives (15 credits) Any 5 other 8000-level courses (excluding ECON 8090)
Minimum Total Credit Hours = 30	Minimum Total Credit Hours = 30

Furthermore, to obtain the MA degree, students must meet the minimum grade averages specified by the Graduate School. More details can be found here.

Students who intend to get the MA degree while pursuing the PhD degree should discuss this with the Graduate Coordinator *immediately* upon beginning the PhD program. All forms for the MA degree must be submitted by published deadlines for approval by the Dean of the Graduate School prior to the conferral of the MA degree.

9. Financial Support

All applicants to the PhD program are automatically considered for financial assistance. The Terry College of Business offers a variety of teaching and research assistantships, scholarships, and fellowships. Qualified incoming graduate students typically receive 9-month (academic-year) teaching or research assistantships from the college, as recommended by the department. The department provides these assistantships to continuing PhD students for five years of study. All assistantships carry a tuition waiver. Teaching and research assistants are expected to devote approximately 16 hours per week toward their assistantship duties, which are determined by the faculty member or members to whom the student is assigned. Renewal of funding is contingent on making satisfactory progress through the PhD program. There is no guarantee of funding beyond the fifth year of study.

The department has funds available to support student research and conference travel. There are also funds available to support conference travel through the Graduate School. More details are available here. Please follow the steps below to request funds for research and conference travel.

1. Before applying for a conference or workshop, the student must obtain their advisor's approval. This is to make sure the work is at a stage where it is appropriate to submit and that students aim for high-quality conferences.

2. The student should forward their advisor's approval to the Graduate Coordinator and the department's Administrative Associate. In that email, the student should provide the name of the conference or workshop, travel dates, and an estimated travel budget (transportation, hotel, etc.).

3. The Graduate Coordinator will make a preliminary decision about whether to approve the request for funding.

4. Once the student learns they are accepted to the conference or workshop, submit the abstract of the paper, formal notification of acceptance, and a travel budget to the Graduate Coordinator and the department's Administrative Associate. The student will have already done the latter in step (2) but sometimes costs change so update as appropriate.

5. Together with the Department Head, the Graduate Coordinator will make a final funding approval decision. The Graduate Coordinator will also use the materials and information provided in steps (2) and (4) to apply for funds from the Graduate School, which provides travel grants for graduate students. Be mindful of the deadlines to apply for those funds (here), which are based on travel dates.

6. If the travel request is approved, the student must work with the department's Administrative Associate to submit a Travel Authorization request, which is needed for reimbursement.

10. Dismissal Policy

PhD students may be dismissed from the PhD program in the Department of Economics when any of the following have occurred:

1. The student's cumulative graduate course average falls below 3.0 for three consecutive terms. As outlined in the Graduate Coordinator's Handbook, "Students with a cumulative graduate course average below 3.0 will receive a warning letter from the Graduate School explaining the probation procedure. If a student's graduate course average is below 3.0 for two consecutive terms, the student will be placed on academic probation by the Graduate School. The student must maintain a 3.0 graduate course average each semester while on probation. Probation status ends when the student's cumulative graduate course average reaches at least 3.0. If the semester graduate course average drops below 3.0 while on probation, the student will be dismissed from the Graduate School."

2. The student is found guilty of academic dishonesty or other misconduct by Student Conduct in the Division of Student Affairs. As outlined in the Graduate Coordinator's Handbook, "Hearing on alleged violations of university conduct regulations fall within the jurisdiction of Student Conduct in the Division of Student Affairs. Violations of conduct regulations include but are not limited to academic honesty, falsification of university records, unauthorized entry into or use of university facilities, and theft. When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her department head. The head of the department and the faculty or staff member should contact Student Conduct regarding the alleged incident. Student Conduct, following its own procedures, will hear the case and send written notification of the decision to the department, the faculty or staff member, and the Graduate School."

3. At the end of the first year, students are expected to have completed the Microeconomic Theory (ECON 8010 and ECON 8020), Macroeconomic Theory (ECON 8040 and ECON 8050), and Econometrics (ECON 8070 and ECON 8080) sequences and to take the Microeconomic Theory, Macroeconomic Theory, and Econometrics core exams. The core exams will be given in June after the first year and students must take all three exams. If a student fails two or more exams on the first attempt, they may retake the exams in the failed subject areas later in the summer. Students who do not pass two out of three exams during the summer after their first year will be dismissed.

4. Each Economics PhD student must form an advisory committee of three faculty members to supervise the completion of a second-year paper. Each student must submit a research paper to this committee on the timeline described in Sections 4 and 5 of this handbook. Failure to achieve any of these deadlines is cause for dismissal.

5. The Graduate School requires all PhD students to pass an oral comprehensive exam to be admitted to PhD candidacy. Students must pass the oral exam (two attempts permitted in total) prior to the first day of the fall semester of the student's fourth year. Failure to meet this deadline is cause for dismissal.

11. Other Resources and Useful Information

Students should familiarize themselves with the Graduate School website, the Graduate School Policies and Procedures, as well as Terry College of Business Policies and Procedures.

The Graduate School website contains information on a range of important topics, such as:

- Dates and Deadlines
- Demonstrating English Language Proficiency
- Enrollment Policy (including information on minimum enrollment and leave of absence)
- Financial Information
- Forms
- Policy for Teaching Assistants

The Graduate School also has a useful FAQ and list of resources for graduate students, including well-being resources.

International students can find helpful information at the International Student Life website, the Office of Global Engagement's International Students website as well as their Immigration Services website.

Our PhD and MA programs are designated under code 45.0603 Econometrics and Quantitative Economics in the National Center for Educational Statistics Classification of Instructional Programs (CIP). This classification is included in the Department of Homeland Security's STEM Designated Degree Program List, which means graduates can qualify for the STEM OPT extension of an F-1 visa.