

**Washington State University**

**School of Economic Sciences**

**Graduate Studies Manual**

**September 21, 2021**

## TABLE OF CONTENTS

Preface.....	iii
Welcome .....	iii
Learning Outcomes .....	iii
Introduction.....	1
New Student Information.....	1
General Information .....	2
Requirements for Advanced Degrees.....	3
Master of Science in Applied Economics .....	3
I.    Economic and Quantitative Foundation Requirements.....	3
II.   Core Area (12 credits).....	3
III.  Application Areas (12 credits) .....	3
IV.  Additional Elective for Non-Thesis (3 credits) .....	3
V.   Thesis or a Special Problem and Additional Graduate Course (6-7 credits).....	3
Research Methods .....	3
Thesis Option .....	3
Non-Thesis Option.....	4
Transfer Credit .....	4
Credits Earned as an Undergraduate.....	4
Residence Requirement.....	4
Seminar Requirement.....	4
Final Examination .....	5
Doctor of Philosophy .....	5
Course Requirements .....	5
Ph.D. Research Seminar.....	6
Foundation Classes .....	6
Residence Requirement.....	6
Transfer Credit .....	6
Seminar Requirement.....	7
Teaching Experience.....	7
Written Core and Preliminary Examinations .....	7

Dissertation .....	7
Course Offerings .....	7
Procedural Steps in the M.S. and Ph.D. Programs.....	8
Enrollments, Second Degrees, and Time Limitations.....	8
Enrollments, Minimum and Maximum .....	8
Change of Majors.....	9
Second Degree .....	9
Coordination of Concurrent Ph.D. Programs in Agricultural Economics/Economics and Master's Program in Statistics .....	9
Time Limitations.....	10
Graduate Assistantship Awards and Expectations.....	10
Academic Standards and Performance Review .....	12
General Standards .....	12
Procedure for Disenrollment.....	13
Specific Academic Standards.....	14
Grades .....	14
Grades in Theory Courses.....	15
Written Examination Grades.....	15
Coursework on Pass-Or-Fail Basis .....	15
Transfer Credit and Credit Restrictions .....	15
Other Graduate Schools .....	15
Doctoral Core Courses.....	16
Correspondence and Special Examinations .....	16
Extension Courses.....	16
Cooperative Courses with the University of Idaho.....	16
Examinations.....	16
Final Master's Examination.....	16
Written Doctoral Examinations.....	17
Research Proposal and Seminar.....	17
Preliminary Doctoral Examination.....	18
Final Doctoral Examination .....	19

Examinations.....	19
Graduate Committee and Thesis/Dissertation Requirements.....	19
Temporary Advisor and Filing of Program.....	19
Master's Advisory Committee.....	20
Doctoral Advisory Committee.....	20
Graduate Committee Chair.....	20
Committee Changes.....	20
Manuscript Format for Theses and Dissertations.....	21
Responsibilities and Procedures for Processing Theses and Dissertations.....	21
Miscellaneous.....	21
Academic Honesty.....	21
Exceptions to Policy.....	22
Computer Policy Statement.....	22
Grievances.....	23
Appendix.....	24
SES MS Student Check List.....	25
Worksheet for Planning a Master's Program in Applied Economics <sup>a</sup> .....	27
SES PhD Student Check List.....	28
Worksheet for Planning a PhD Program in Economics or Agricultural Economics.....	30
Annual Progress Review for Graduate Students.....	31
TA Evaluation Form.....	33

## PREFACE

This manual is a guide to graduate study in the School of Economic Sciences at Washington State University. Graduate students will be governed by the rules that are in effect at the beginning of the semester graduate studies are initiated, for the degree to which they were admitted in the School of Economic Sciences (SES) at Washington State University. The graduate programs in SES are under the rules and regulations of the Graduate School. This manual does not contain all policies and procedures of the Graduate School, and the policies and procedures are continually being revised, so this manual may not be current. When situations or problems develop that are not mentioned in this manual, the student should contact his or her advisor, the Chair of the Graduate Studies Committee, the Director of the School of Economic Sciences, or the Graduate School at Washington State University.

## WELCOME

Welcome to the School of Economic Sciences. The School provides a strong core in microeconomics, macroeconomics and quantitative methods. Several fields courses are offered to allow students to apply economic skills to specific areas of interest. Students will gain substantial experience through collaboration with faculty members on research projects. Our degrees prepares students for professional careers in academia, government, international organizations, or the private sector.

## LEARNING OUTCOMES

- 1) **Knowledge of Economics** Advanced economic theory and quantitative methods will be well understood. Emphasis is placed on development of the formal theory and quantitative tools necessary for original research contributions to the field. Graduates will be capable of making contributions to the literature, as well as conduct applied economic analyses at the highest levels of rigor.
- 2) **Critical Evaluation** Integrate advanced economic theory, advanced quantitative methods, and institutional knowledge relating to the economic problem context to conduct research at the frontiers of the profession in order to assist consumers, firms, and policy makers in making economically rational decisions. Graduates will be able to conduct advanced analysis and evaluation of broad economic and social problems concerning the allocation of individual, firm and social resources.
- 3) **Effective Communication** Advanced written and oral communication skills are necessary to contribute effectively to the economics literature, and are also necessary for efficient and clear dissemination of the knowledge generated from advanced economic analysis to target groups in the private and public sectors. Graduates will be able to communicate economic concepts, policies, and analysis to both academic and general audiences.

## INTRODUCTION

The School of Economic Sciences offers programs leading to the Master of Science and Doctor of Philosophy degrees. The objectives of the program reflect those of the profession as well as the University's land grant tradition. Theory and methods of the profession are taught so that students will be able to use them in solving economic and business problems. The faculty of the School (<http://cahnrs-cms.wsu.edu/ses/people/Pages/faculty.aspx>) hope to instill in students a lifelong commitment to professional and intellectual growth and to provide them with the fundamentals on which to base that growth. The School wants its graduates to be capable of making independent analyses and communicating the results to potential users.

The School's graduate instructional programs are based on a core of economic theory and quantitative methods, training in economics and the practical experience of research including writing a thesis, dissertation, or special project. Each student works under the supervision of a major advisor and a committee.

## NEW STUDENT INFORMATION

Welcome to the School of Economic Sciences. In this section, we hope to provide you with information to assist you, the new student, and update the current student body. During the beginning of the semester we have an orientation. Students that are on assistantships, their duties begin August 16<sup>th</sup>.

### *Orientation*

Graduate School has an orientation, usually the week before school starts.

<http://www.gradschool.wsu.edu/CurrentStudents/FallOrientation/>

Students on an assistantship must meet with the budget person in the School of Economic Sciences. You will receive office assignment and keys.

International students need to bring their passport and I-20 form

Domestic students must bring passport or form of ID

The Thursday before school starts there will be a full day of orientation in the School of Economic Sciences. A schedule will be given to all new students.

Check-in and have pictures taken

Administrative Logistics

Welcome and information for graduate program

Graduate Computer Lab orientation

MS students will meet with a program advisor

PhD students will meet with Graduate Studies Chair

PhD students will meet to discuss guidelines for graduate education

Lunch

WSU Librarian – Research Resources Session

There will be a welcome picnic

## GENERAL INFORMATION

The main office for the School of Economic Sciences is located in Hulbert 101. You will have a mailbox, located in Hulbert 103. This area is only open during office hours. The Hulbert building is open from 7:00 a.m. through 8:00 p.m. You can e-mail staff directly for questions or use the [econs@wsu.edu](mailto:econs@wsu.edu) e-mail address.

You will need to use your WSU e-mail address that will be used for communication and the School will not use any other form of e-mail communication.

Links to various places on campus:

### WSU

Graduate School <http://www.gradschool.wsu.edu/>

Cub <http://cub.wsu.edu/>

Parking <http://www.parking.wsu.edu/>

Libraries <http://www.wsulibs.wsu.edu/>

Counseling Services <http://counsel.wsu.edu/walkin/>

### School of Economic Sciences

SES Home page <http://cahnrs-cms.wsu.edu/ses/Pages/default.aspx>

Graduate Coordinator's web page

<http://cahnrs-cms.wsu.edu/ses/graduatestudies/Pages/GraduateCoordinator.aspx>

# REQUIREMENTS FOR ADVANCED DEGREES

## Master of Science in Applied Economics

### I. Economic and Quantitative Foundation Requirements

Core courses are taught at a level that requires entering students to have successfully completed intermediate microeconomic theory, intermediate macroeconomic theory, calculus, matrix theory and statistics. Students who have not completed the prerequisite material, but with apparent potential for graduate study, may be admitted to the program on a provisional basis. Coursework required to make up deficiencies will be in addition to graduate coursework.

### II. Core Area (12 credits)

- EconS 525: Econometrics
- EconS 526: Microeconomic Analysis
- EconS 527: Mathematics for Economists
- EconS 528: Masters Macroeconomics Analysis

### III. Application Areas (12 credits)

Choose 12 credits with no more than three credits at the 400 level. Six credits could be in an area of emphasis including:

### IV. Additional Elective for Non-Thesis (3 credits)

### V. Thesis or a Special Problem and Additional Graduate Course (6-7 credits)

- Thesis Option: EconS 700 (6 credits) (students on School assistantships must file for the thesis option).
- Special Problem: EconS 702: special problem (4 credits) plus one additional graduate-level course approved by the student's committee.

**Total minimum: 30 credits**

### *Research Methods*

EconS 529 – Research Methods. We recommend that you take this course. This course is designed to prepare and communicate professional-quality research with an emphasis on learning how to identify, develop, write, and present research.

### *Thesis Option*

Master's degree students choosing the thesis option must prepare a thesis acceptable to the student's advisory committee and the Graduate School. The major purpose of this requirement is to give the student direct experience in conducting independent economic research in the field of applied economics. Students electing this option must take a minimum of 24 of their 30 required



credit hours in letter-graded (not pass/fail) courses, 18 credit hours of which must be at the 500-level, and up to 6 credits of non-graduate credit (400 level) may be used.

### ***Non-Thesis Option***

The non-thesis option may be selected if the student and his/her committee consider it preferable. Under this option, the Graduate School requires that the student must complete at least 27 credit hours of letter-graded courses (not pass/fail), and up to 6 non-graduate credits (400 level) may be used. A special study (carrying a minimum of 4 credit hours of EconS 702, Special Problems or Directed Study) must be conducted.

### ***Transfer Credit***

Credit of acceptable quality (grade of 3.0 or higher on a 4.0 scale) earned in other recognized graduate schools may be applied toward a master's degree. Credits may be transferred only if appropriate to the student's program and if the courses presented for transfer are accepted by the student's advisory committee and the Graduate School. Transfer credits may not be substituted for residence requirements. (See section on "Transfer Credit ..." for more details.)

Seniors who have at least a 3.0 grade point average in the last half of their undergraduate work at Washington State University may register in the last semester before graduating for up to six credit hours of graduate study for use in a graduate degree program. This credit must be in excess of that required to complete the bachelor's degree. The approval of the major advisor and Director of the School or program in which the course is offered is required prior to registering for this credit.

### ***Credits Earned as a Non-Degree or Undergraduate Student***

A maximum of six semester hours appropriate to a thesis master's program or nine semester hours appropriate to a non-thesis master's program, which were earned at Washington State University and not utilized to fulfill another degree requirement, may be applied toward a graduate degree if approval is obtained from the Associate Dean of the Graduate School before enrollment in the courses.

### ***Residence Requirement***

The residence requirement for the master's program is one academic year. This can be met by attending WSU for two semesters or one semester and two summer sessions.

### ***Seminar Requirement***

All master's students are encouraged to present a School-wide seminar on their research (thesis or project). The purpose of these seminars is to improve communication of research activities among interested members (students and faculty) of the School. The timing of the seminar is at the discretion of the student and the student's committee, but is normally done in conjunction with the student's final examination.

## ***Final Examination***

A master's candidate must pass a final oral examination that covers both resident and nonresident coursework and tests the student's ability to integrate material in his/her major field of interest. The examination also includes work presented in his/her thesis or special study. (See the section on "Examinations" for a description of the examination procedure.)

## **Doctor of Philosophy**

The School of Economic Sciences offers two Ph.D. degrees: agricultural economics and economics. The program for each student is tailored to his/her needs by a graduate committee selected by the student in cooperation with his/her major advisor and with the consent of the School Director. The Graduate School requirement for full-time students is to be enrolled in at least 10 credit hours of course. However, the School of Economic Sciences expects students to complete their coursework requirements to complete their degrees in a timely manner.

### ***Course Requirements***

1. A total of 72 hours of credit beyond the bachelor's degree including a core theory and methods program, additional specialized coursework, allowed transfer credit, and research.
2. The core program must include:
  - a) At least 12 credit hours of economic theory including EconS 500, 501, 502, 503, or their equivalents.
  - b) At least 12 credit hours of quantitative methods including EconS 510, 521, 511, and 512 or their equivalents.
  - c) 3 credits of research methods, EconS 529
3. The advanced program must include at least 12 credit hours with 6 credit hours in each of two Ph.D. fields listed below. Each class can count towards only one field.

### **Ph.D. Fields**

Econometrics	EconS 513-Advanced Econometrics I EconS 514-Advanced Econometrics II
Environmental and Natural Resource Economics	EconS 581-Natural Resource Economics EconS 582-Environmental Economics
International Economics	EconS 571-International Trade EconS 572-International Development
Industrial Organization	EconS 594-Theory of Industrial Organization EconS 593- Applications in Microeconomic Topics (prerequisite EconS 594)

Public Economics	EconS 582-Environmental Economics EconS 583-Public Sector Economics, Public
Agricultural Economics	EconS 504-Production and Demand Systems (required field for AgEc PhD) Choice of one of the following: International Trade (571); Natural Resource Economics (581); Industrial Organization Theory (594); or International Development (572)

4. Directed Elective: 3 credits, EconS 500-level, approved by advisor.
5. At least 20 credits of EconS 800 for economics degree.
6. The GSC recommends the following three policies to help PhD advance more quickly in their research during the second and third years. These policies should also support enrollment in second-year PhD courses.
  1. In their second year, PhD students will be allowed to take at most one course in another discipline taught outside of the School of Economic Sciences.
  2. In their third year and beyond, PhD students can take as many non-EconS courses as they wish conditional on having completed at least 4 PhD field courses in the School of Economic Sciences.

3. **Field paper.** Before the Fall semester of the third year, students must submit a paper to their PhD Committee. This paper, in terms of a well-defined economic problem, appropriate application of economic theory, implementation of empirical methods, and presentation of implications, and conclusions, should be of a quality to justify being eventually included in the student's PhD dissertation. Papers which have been written and used to fulfill a course requirement will not be accepted. The student's PhD committee will then evaluate the paper, give a Pass/Fail grade, communicate this grade to the Graduate Studies Committee before August 31<sup>st</sup>, and provide constructive review comments to the student as appropriate. If the student fails, he/she would be considered to not be making adequate progress in the PhD program, and potentially affecting any funding he or she may be receiving from SES.

**Some additional points:**

**Timing.** From the above paragraph, please understand that your PhD Committee must communicate a Pass/Fail grade in your Field paper to the Graduate Studies Committee before August 31<sup>st</sup>, which means that you should submit your Field paper to your PhD Committee at least two weeks prior (August 15<sup>th</sup>, but ideally sooner than that) to give them enough time to evaluate your paper.

**Structure.** Your PhD Committee expects a complete research paper, with abstract, introduction, related literature, model, theoretical/empirical results, data description (if applicable), conclusions, policy implications (if applicable), technical appendices, and references.

First-year graduate students must meet with their advisor before withdrawing from any class and then must have the approval of the Graduate Studies Committee before withdrawing.

After the first year, withdrawals may be done through the student's advisor.

### ***Ph.D. Research Seminar***

EconS 598 – Research Seminar. This course focuses on PhD students presenting their own research and critically assessing the research of other PhD students. It is highly recommended that you take this course. Students are allowed to register for this course for 1 credit for 4 semesters.

### ***Foundation Classes***

Foundation classes in economic theory, mathematics, and quantitative methods are normally taken in the student's previous academic work and satisfy prerequisites for the theory and quantitative methods outlined above. When missing from the student's preparation, foundation classes are taken as remedial and do not count towards core requirements.

### ***Residence Requirement***

The residence requirement for the doctoral degree is three years (six semesters) beyond the baccalaureate degree. At least two of these years must be spent in residence at Washington State University. A minimum of two regular semesters must be continuous. Full-time enrollment for three summer sessions may be substituted for two academic-year semesters.

### ***Transfer Credit***

Credit earned in other recognized graduate schools may be applied (subject to School and Graduate School approval) toward the doctoral degree, if appropriate to the student's program, and representing work of acceptable quality (grades of 3.0 or higher). Transfer credit does not substitute for residence requirements. The amount of transfer credit allowed on a doctoral degree is subject to School recommendations and approved by the Graduate School. (See section on "Transfer Credit ..." for more details.)

### ***Seminar Requirement***

All doctoral students are encouraged to present a seminar based on their research (dissertation). The purpose of these seminars is to improve communication of research activities among interested members (students and faculty) of the School. Timing of the seminar is at the discretion of the student and his/her committee but is normally done in conjunction with the student's preliminary or final examination.

### ***Teaching Experience***

Although no formal teaching experience is required for advanced economic degrees, the School encourages Ph.D. students to obtain teaching experience. Teaching experience can be obtained formally as a graduate teaching assistant and/or informally through mentoring relationships with faculty. All Ph.D. students should seek opportunities to make classroom presentations.

### ***Written Core and Preliminary Examinations***

Doctoral students will take a qualifying examination covering material presented in the three core sequences: microeconomics, macroeconomics/dynamics, and quantitative methods. The examination will be administered in June after the first year of coursework. Students failing the examination will be allowed one retake the following August. Students failing the retake will leave the program. After the written examinations have been passed, the student continues with coursework that leads to a written research proposal and takes a comprehensive oral preliminary examination administered by the Graduate School. For further explanation of the written and preliminary examinations, see the section on “Examinations.”

### ***Dissertation***

Each student seeking the Ph.D. must prepare a dissertation. It must be an original, scholarly work representing a significant contribution to knowledge in economics. A final examination consisting of an oral defense of the dissertation must be taken when the dissertation has been completed. This examination is required by the Graduate School and represents the capstone of the student's program.

## **COURSE OFFERINGS**

A complete list of the courses offered at Washington State University for which graduate credit can be earned appears in the Graduate Course Catalog published by the University (<http://catalog.wsu.edu/general>). The senior-level (400 series) and graduate-level (500 series) courses can generally be taken for graduate credit (subject to restrictions noted in this handbook). Note, some courses are not offered every year.

## **PROCEDURAL STEPS IN THE M.S. AND PH.D. PROGRAMS**

A checklist of the procedures to be followed by master's or doctoral student is presented at the end of this document. These procedural steps include both Graduate School procedures and procedures developed and used in the School of Economic Sciences. These are not all inclusive. Minor changes in these steps may occur at any time, so students should check with their advisors and/or the Graduate School to be sure all necessary steps have been fulfilled.

Worksheets for planning coursework are also presented at the end of this manual. When the Graduate School form establishing the program has been finalized by the student and his/her committee, it should be forwarded with a copy of the worksheet used in planning the program to the Director of the School for approval.

All necessary forms may be picked up in the Graduate School Office or downloaded from the Graduate School's web site (<http://www.gradsch.wsu.edu/Forms/>). All program changes should be submitted on a program change (PC) form. Committee changes should be submitted to the Schools main office for approval by the director, and then the Associate Dean of the Graduate School.

## **ENROLLMENTS, SECOND DEGREES, AND TIME LIMITATIONS**

### ***Enrollments, Minimum and Maximum***

All graduate students must enroll (register) in accordance with Graduate School

requirements subject to the following restrictions:

1. A student, not on assistantship and enrolling for the sole purpose of taking the preliminary examination, must enroll for a minimum of two hours of 700, 702, or 800 credits. Enrollment is not required to take the School's qualifying examination.
2. The School requires that all students on appointment as teaching, research, or staff assistants or associates enroll for at least 10 credit hours each semester during the academic year. Students on appointment do not generally enroll for more than 12 hours of graded credit per semester.
3. Enrollment of 12 to 18 credit hours per semester is considered normal. "Audit" status enrollments are not included in calculating the student's academic load.
4. Students on non-service appointments (fellowships) must enroll for a minimum of 10 hours and may enroll for 18 hours per semester during the academic year.
5. Students on non-service appointments (fellowships) for the summer must enroll for a minimum of four hours during the eight-week summer session. Students on instructor appointment in the summer should enroll for 3-8 credits.
6. Students who wish to take courses during the summer must submit an application for an enrollment packet. Applications are included in the Summer Session Bulletin.

Enrollment packets during the academic year are automatically available so long as the student has been enrolled continuously.

International students holding visas should consult with the Office of International Programs for enrollment requirements.

### ***Change of Majors***

The Graduate School requires that students be accepted by the department or program in which the student seeks a degree. See the graduate program director in the program to which you wish to move for more information.

Students in good standing will be allowed to change SES degree programs with the permission of the Director or Associate Director of the School, and upon approval of the Graduate School.

### ***Second Degree***

A student at Washington State University who has completed the degree for which admitted and wishes to pursue a second degree should apply for readmission using the appropriate form supplied by the Graduate School. A student who wishes to pursue a degree other than that for which admitted must have the approval of the director of the school administering the desired degree program and the Associate Dean of the Graduate School.

### ***Coordination of Concurrent Ph.D. Programs in Agricultural Economics/Economics and***

## ***Master's Program in Statistics***

One opportunity afforded students enrolled in our Ph.D. programs in the School of Economics Sciences is the ability to pursue a master's degree in statistics concurrently with our Ph.D. degree. The degrees are highly complementary and allow students to become more deeply trained in the statistical and econometric methods useful for conducting modern quantitative analyses of real world economic problems.

Students pursuing the Ph.D. program in agricultural economics or economics are expected to complete the Ph.D. degree in an expeditious way. Consequently, it is expected that courses listed on the Ph.D. degree program will be taken prior to courses that relate solely to the master's degree whenever possible. Exceptions to this prioritization of class scheduling can be made only through the mutual agreement of the student's dissertation committee and the concurrent approval of the Director of the School, and will be granted only if it can be demonstrated that progress toward completion of the Ph.D. degree, including dissertation research, will not be delayed by the exception.

In planning and pursuing a concurrent agricultural economics/economics Ph.D. and statistics master's program, it is expected that the student's Ph.D. committee will be consulted, and also must approve, the timing of all courses taken relating to *both* degrees, thereby providing oversight that the plan of study actually fulfills the expectation of a timely completion of the Ph.D. In the planning process, every effort will be made to help the student define a course of study that also results in the timely completion of the statistics master's degree.

## ***Time Limitations***

Students are encouraged to complete their programs in the shortest period of time consistent with maximum academic achievement. A short time period facilitates attainment of the professional aspirations of the student and enhances the School's capacity to educate qualified students.

The time limit for the use of graduate credit toward a master's degree is six years from the beginning date of the earliest course applied toward the degree. All requirements for the Ph.D. degree must be completed within three years after the date of the satisfactory completion of the oral preliminary examination. An appeals process through the Director of the School and the associate dean of the Graduate School can extend this 3-year limitation in extenuating cases where the additional time would be productive to both the student and the research program. The appeal must show that progress is being made and a firm date for completion must be specified. At least four months must elapse between preliminary and final examinations for doctoral degrees. At least three months must elapse between a failed preliminary examination and the time it is rescheduled.

The time limitation for a student to be on TA/RA appointment is different and can be found in the following chapter.

## **GRADUATE ASSISTANTSHIP AWARDS AND EXPECTATIONS**

Graduate assistantships constitute nine-month, half-time employment commitments to highly qualified graduate students in good academic standing. They are awarded on a competitive

basis to students who demonstrate excellent promise for academic and scholarly performance in their graduate programs in the School of Economic Sciences. Graduate assistants are expected to work an average of 20 hours per week. The School makes every effort to provide additional assistantship funding for up to two summer months, but one summer month is more common. Students should budget accordingly.

The length of time a student may hold an appointment is determined by availability of funds and rate of progress toward the degree. Students are generally offered four years of funding. There may be limited opportunities for a fifth year of funding as recommended by the Graduate Studies Committee and at the discretion of the Director.

1. Ph.D. students in the School of Economic Sciences are to be considered for TA appointments before master's students in applied economics. A student who loses his/her appointment as a result of conditions specified in 11 below will not normally be considered for reappointment for the future.

State funding from the Agricultural Research Center for graduate assistantships may be used for graduate students pursuing a Ph.D. in economics or agricultural economics. It is primarily for the first two years of a Ph.D. program. Faculty and students are encouraged to pursue external funding to support research during the remainder of the assistantship period.

2. All half-time assistantship appointments qualify for health insurance and generally qualify for waivers from most resident and non-resident tuition. Students are required to pay the remaining fees and deposits. Some assistantships, because of their source of funding, do not provide tuition waivers. Students appointed to these assistantships receive a higher rate of pay to cover the additional cost that they must pay directly. Payroll deduction for both the tuition, where required, and the registration fees is available. To qualify for a waiver, the appointment must be for the full semester (August 16-December 31 or January 1-May 15), and the student must reside within the state of Washington. Any change to the duration of the appointment that causes it to be for a period less than a full semester normally will cause an immediate termination of tuition.
3. Graduate assistants are assigned to faculty based on the teaching need of the School, faculty need, and faculty-student interest. The request for a graduate assistantship assignment is initiated by the faculty member and/or student and is accompanied by a brief justification. Justification for a teaching assistantship includes expected student enrollment and duties the assistant is expected to fulfill. Justification for a research assistantship includes the research product expected during the semester or year and duties the assistant is expected to fulfill. In the assignment of research assistants, priority is given to anticipated scholarly productivity.
4. Individual faculty members are ordinarily assigned no more than two state-funded graduate assistants.
5. Graduate research assistants may request to be assigned to their thesis or dissertation advisors while working full time on research. Subject to the restrictions already noted, the School will make every effort to honor such requests where the thesis/dissertation pursues a goal related to a grant, contract, or Agricultural Research Center project.



6. Enrollment while on appointment must be at least 10 credit hours during the fall and spring semesters.
7. To provide incentives for graduate students to gain both more control in their dissertation/thesis topics and potentially higher remuneration, graduate students are encouraged to become involved with faculty in grant and contract proposal writing. Graduate students who assist in writing grant contract proposals, after joint consideration with the major professor, shall include their full salaries in the proposal budget. Such salaries may exceed normal graduate assistantship salaries. Participating students whose proposals are funded must document their involvement in the proposal writing through initiation of the proposal, developing a separate literature review, writing a separate paper on the topic, participating in the actual solicitation of funds with the granting institution, or other such actions that represent a substantive contribution to the proposal on the part of the student. The documentation must be verified by the major professor and project leader and submitted to the School Director when the proposal is submitted for funding. The Director determines at the time of  
  
submission whether the student's participation is sufficient to warrant remuneration above the normal assistantship rate, if the grant or contract is funded.
8. Assistantships may be terminated immediately for any of the following conditions: inadequate work or academic performance (as determined by School Director in consultation with work supervisor or student's advisory committee, respectively), inadequate progress toward the graduate degree for which the assistantship is awarded (as determined by School Director in consultation with student's advisory committee), or not passing a Ph.D. qualifying or preliminary examination on schedule (see section on "Examinations"). Scholastic eligibility for reappointment requires a (3.0) average in all coursework taken subsequent to admission to the Graduate School. Reappointment as a teaching assistant while earning the Ph.D. in economics requires a 3.25 GPA on coursework taken at WSU. In addition, graduate students may not carry an incomplete grade longer than one semester or summer session while on appointment. Students for whom English is a second language must also take the English Proficiency Exam at the Office of International Education during their first semester as a TA.
9. Students funded on assistantship are expected to complete all requirements for the graduate degree while enrolled as full-time students. Failure to do so may result in their being dropped from the graduate program.
10. It is also expected that a student on half-time assistantship will not hold other employment during the term of the appointment.

Immediately upon entering the graduate program, non-resident **domestic students must start the process of establishing Washington residency. Policies and procedures to establish residency and the documents needed to do so can be found at** <http://www.gradsch.wsu.edu/FutureStudents/StudentLife/Residency.aspx>

## **ACADEMIC STANDARDS AND PERFORMANCE REVIEW**

The Graduate School requires that an annual review of progress and performance be conducted for each graduate student. This will normally be done in the second half of the spring semester. Evaluations will be requested from the student's academic advisors and the faculty members for whom they have worked if on an assistantship. The School Director will provide a written report of this review to each graduate student.

### ***General Standards***

Admission to the graduate program in the School of Economic Sciences allows students to continue graduate study and research only as long as they maintain satisfactory performance and progress toward completion of their graduate degree programs. To determine satisfactory performance or progress the following criteria shall be used:

1. Grades in graded coursework, which includes cumulative GPA and program GPA standards established by both the Graduate School (see Graduate Course Catalog (<http://www.gradsch.wsu.edu/Documents/PDF/PoliciesAndProceduresManual07-10.pdf>.) and by the School of Economic Sciences for specific courses or groups of courses.
2. Rate of completion of graded coursework eligible for listing on graduate programs.
3. Research capability, progress, and performance.
4. Other School academic requirements, including but not limited to timely scheduling and passing of written and preliminary examinations.

### ***Procedure for Disenrollment***

A determination of unsatisfactory performance or progress may be made upon review of all the factors indicated above and consideration of the student's progress relative to other comparable students (full-time/part-time, pre-MS/post-MS, deficiencies, etc.) in the program or relative to an individually negotiated schedule of progress. When the review of a student's performance or progress results in a determination that either or both have been unsatisfactory, the following provisions shall apply.

1. Graduate School procedures shall apply if the unsatisfactory performance is defined by a low cumulative or program GPA. Two "U" grades is also an indication of deficiency.
2. The School will forward a recommendation to the Graduate School that the student's enrollment be terminated if the unsatisfactory performance or progress is defined by deficiencies other than low GPA. The recommendation will be accompanied by a statement of the circumstances involved. (NOTE: Washington State University Graduate School procedure is to "warn" students by sending them a notice of enrollment termination. For any deficiency, a reinstatement requires the approval of the Graduate Program Policy Committee of the College.)
3. A student will be defined as deficient at that point in time when he or she has failed to meet the requirements of an academic standard, or when, given the student's course or other requirements, it is clear that a deadline cannot be met. (For example, a student

who does not enroll in a course required to meet an examination date standard is deficient when the course is missed, not when the examination date occurs.)

4. Reinstatement normally will be recommended on the occasion of first deficiencies, provided that an individually negotiated program of performance and progress has been approved. An individually negotiated program defining satisfactory progress and performance may be possible in cases where the student enters with identified deficiencies or with problems of course scheduling or language difficulties. Such negotiated programs must be in writing and must be approved by the graduate program director and/or such other advisory committee(s) as may be designated. Students who negotiate such programs are required to meet all School academic standards not specifically waived or modified by the negotiated program.

### *Specific Academic Standards*

A student must have a 3.0 cumulative GPA (or higher) for all coursework on his/her program taken at Washington State University, and a 3.0 average or higher on all courses taken in any post-baccalaureate status at WSU. A student receiving an appointment as a TA must have a 3.25 cumulative GPA. (The first grade reported for a repeated course is not counted in this calculation). The student will not be permitted to graduate unless the overall grade point average is 3.1 or higher. No coursework receiving a grade of **B-** or less may be dropped from a program for an advanced degree, nor can a course be repeated for a higher grade if the final grade is **C** or higher. Any course included in the advanced degree program in which a grade of **C-** or below is earned must be repeated for graded credit (not on a pass/fail basis).

An incomplete (**I**) grade can be given to a graduate student. An incomplete grade given in all courses numbered 500 and above and all courses numbered 499 or lower will revert to an **F** in one semester if the student does not complete the work required in the course. A student on assistantship appointment may not carry an incomplete grade longer than one semester or summer session.

A 3.0 cumulative grade point average (or above) is required for continued regular enrollment in the Graduate School. A student who has completed only one semester of graduate study with a grade point average of 2.75 or above may appeal for continued enrollment under probation for a maximum of one semester upon the approval of the School Director. The enrollment of a student who fails to maintain the minimum grade point average specified above will be terminated. A student who has completed one semester of graduate study with a grade point average below 2.75 may be reinstated upon favorable recommendation of the School Director and approval by the Associate Dean of the Graduate School.

A student who fails to establish and/or maintain at least a 3.0 cumulative grade point average at the end of the first two semesters (or one semester and one summer session) of graduate study may be reinstated by the Associate Dean of the Graduate School only if the cumulative grade point average is 2.75 or above and upon favorable recommendation of the School Director. The student will then have one additional semester or summer session to increase the cumulative grade point average to 3.0. Failure to do so requires termination of the enrollment.

All Ph.D. students must take EconS 500, 501 and 510 by the end of the first semester in the program, EconS 502, 521, 503 and 511 by the end of their second semester in the program, and

EconS 512 by the end of their third semester in the program.

All Ph.D. students must pass the written exams by the time designated by the School, and they must also pass the set of required core courses with an average GPA of 3.25 or above if on an assistantship, by the end of their fifth semester in the program.

### ***Grades***

The grades assigned by the professor generally indicate how you are doing in the program. Regardless of how understanding and sympathetic a professor is, a **B-** or lower grade says you are not doing acceptable graduate-level work. A similar warning holds for grades on the written exam: a 3 can be a marginal pass.

### ***Grades in Theory Courses***

- A : Exceptional mastery of the course. Excellent progress toward competence in the core subjects.
- A- : Mastery of the course. Good progress toward competence in the core subjects.
- B+ : Command of the course. Normal progress toward competence in the core subjects.
- B : Satisfactory performance in the course. Less than normal progress toward competence in the core subjects.
- B- : Minimal competence in the course. Performance must improve significantly to reach normal progress towards competence in the core subjects.
- C+ and below: Unsatisfactory performance in the course. Need substantial effort to reach normal progress towards competence in the core subjects.

### ***Written Examination Grades.***

- 1 Pass: exceptionally competent
- 2 Pass: an "A" performance
- 3 Pass: a "B" performance
- 4 Fail: a "C" performance
- 5 Fail: a very poor performance

### ***Coursework on Pass-Or-Fail Basis***

All graduate students are eligible to take courses on a pass/fail basis, but such work cannot be in the student's official degree program or used to remove specific undergraduate deficiencies. Credit hours earned under pass/fail are counted toward assistantship maximum or minimum hour requirements. Enrolling in (adding) pass/fail courses and changing from graded status to pass/fail status are generally allowed during the first three-week period following the beginning of classes. The advisor's signature is required for adding pass/fail courses or changing letter-graded enrollments to pass/fail. There is no limit on the number of hours a graduate student may take on a pass/fail basis. The core courses—500, 501, 502, 503, 510, 511, 512, 521 and 529—may *not* be taken pass-fail.

Instructors are not informed as to which students are taking work on a pass/fail basis. Letter grades must be submitted for all students. The registrar records **F** grades as such and converts all passing grades (**A**, **B**, **C**, and **D**) to a **P**. The student's transcript shows only the **P** or **F**.

## **TRANSFER CREDIT AND CREDIT RESTRICTIONS**

### ***Other Graduate Schools***

Up to one-half of the course requirements (with a grade of B or higher) earned in other recognized graduate schools may be transferred and applied toward a graduate degree. Transfer credit is subject to approval by the WSU faculty member who teaches a similar course, the doctoral committee, the Graduate Studies Director, and the School Director. The WSU faculty member usually will want to see an outline and assignment sheet for the course, examination questions from the course, and the student's graded answers to the examinations.

Transfer courses are included on the student's program and must be approved by the Graduate School. The Graduate School requires the student to have been enrolled in a graduate program at the time the course was taken. You may want a preliminary assessment before you file your program.

### ***Doctoral Core Courses***

Doctoral students may transfer credit for theory coursework in another graduate program when the core theory exam is successfully completed. Duplicate credit is not allowed.

### ***Correspondence and Special Examinations***

Credit earned by correspondence may be applied to remove undergraduate deficiencies, but may not be used to satisfy course requirements on a graduate program. No credits received by special examination may be used to meet advanced degree requirements.

### ***Extension Courses***

Subject to certain limitations, work done in courses taken through extended degree programs at Washington State University, with a grade of 3.0 or higher, may be accepted in partial fulfillment of requirements for advanced degrees. The Director of the School and the Associate Dean of the Graduate School must approve requests for acceptance.

### ***Cooperative Courses with the University of Idaho***

Up to one-half of the course requirements can be taken in cooperative courses with the University of Idaho and shall be regarded as credit earned at Washington State University. The cooperative program is limited to specific courses and is subject to approval by the student's graduate committee, the Graduate Studies Director, and the School Director. All other courses taken at the University of Idaho must be presented as transfer courses, with the usual rules and fees applying.

## **EXAMINATIONS**

### ***Final Master's Examination***

A final oral examination is required of all master's candidates. This examination is

intended to test the candidate's ability to integrate and interpret material in his/her major and supporting fields and emphasize the work presented in his/her thesis or special problem. The examination can be scheduled only when the student has completed all coursework or is currently enrolled in the remaining courses that will complete the coursework requirements. The examination will be scheduled ten or more working days after the submission of the signed Final Examination Scheduling Form. The student must present a complete digital copy of the dissertation/thesis. If the degree is a non-thesis degree, the examination may be scheduled 10 working days after the signed Final Oral Scheduling Form (non-thesis degree) is submitted to the Graduate School.

The examining committee shall include the members of the thesis or the advisory committee whose chair presides and a graduate liaison, and any other members of the faculty in attendance. All may ask questions and vote. All members of the master's committee must attend and vote.

A copy of the student's thesis or special project should be furnished to the chair and members of the committee and the graduate liaison at least five working days before the examination.

The examination is limited to one and one-half hours.

The candidate shall "pass" if the number of positive votes is equal to or greater than the minimum listed in the table entitled "Minimum Positive Votes Required To Pass A Candidate". In the event of a failed examination, a second attempt may be scheduled at the request of the major department. At least three months must elapse between a failed examination and a second attempt. If the second examination is failed, the student's program is terminated.

### ***Written Doctoral Examinations***

Doctoral students will take a qualifying examination covering material presented in the three core sequences: microeconomics, macroeconomics/dynamics, and quantitative methods. The examination will be administered in June after the first year of coursework. Students failing the examination will be allowed one retake the following August. Students failing the retake will leave the program. A formal School-level 'qualifying examination' committee will be composed of instructors in core courses. The committee will write and grade the examinations, and will have the prerogative to ask other faculty members to be involved in the writing and grading of the exams.

A doctoral student must pass a comprehensive written core examination to continue in the program. Students who cannot pass the written exam in two attempts on schedule will be dismissed from the Ph.D. program(s) based on unsatisfactory progress in the program. The written examination covers micro theory, macro theory, and quantitative analysis. The portions of the examination will be prepared and graded by faculty members in the School, primarily instructors involved in teaching core courses in the first year.

### ***Research Proposal and Seminar***

Before scheduling the oral preliminary exam, candidates must prepare a written research proposal including a problem statement, a review of relevant literature, a description of research objectives, a discussion of proposed research methods, and a discussion of data needs and sources. The student is expected to author the written research proposal. The advisor and the committee are responsible for providing guidance and advice.

Candidates are encouraged to present the research proposal in a seminar open to all faculty and graduate students preceding the preliminary oral examination.

### ***Preliminary Doctoral Examination***

A preliminary oral examination is required of each doctoral student for advancement to candidacy for the doctoral degree. The preliminary oral examination should be taken as soon as a satisfactory research proposal is prepared. It should be no later than the end of the fifth semester. The oral preliminary examination will focus on the student's integrative and research abilities, a major component of which will be demonstrating the ability to defend the written research proposal. The preliminary oral examination is at least four months prior to the Final Oral Examination.

The content and conduct of a preliminary examination is the responsibility of the faculty. The chair of the student's doctoral committee shall be responsible for conducting a fair and searching examination and for affording a reasonable opportunity during the oral portion for all examiners to question the student. There is no time limitation on the preliminary examination, but a normal duration is about two hours.

The student's advisor and other members of the dissertation committee will attend, ask questions, and vote. All members of the faculty in the School of Economic Sciences may attend, ask questions, and vote.

In the event of a failed examination, a student may be re-examined for a second, final attempt at the request of the School after a lapse of three months. Schools participating in a second examination are asked to furnish at least four examiners. A student who has failed a preliminary examination does not have an automatic right to a second examination. A student who has failed two preliminary examinations may not become a candidate for the doctorate and will be terminated from the graduate program.

For complete policies and procedures on the preliminary doctoral examination, see Graduate School's Policy and Procedures information <http://gradschool.wsu.edu/policies-procedures/> .

A candidate for a doctorate must pass a final oral examination, which shall be primarily a defense of a thesis, but may cover the general fields of knowledge pertinent to the degree. The examination should be scheduled at least ten working days in advance of the examination date. The signed Final Examination Scheduling Form, and a digital copy of the thesis, complete in format, must be presented to the Graduate School in order to schedule the examination. The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the preliminary examination.

The examining committee shall include the doctoral committee, a graduate liaison and other members of the faculty in attendance. All may ask questions and vote. All of the members of the doctoral committee must attend and vote.

The student must furnish a copy of the dissertation to each member of the doctoral committee and the graduate liaison at least five working days before the examination.



The final examination is presided over by the chair of the doctoral committee, is normally limited to two hours, and should not exceed two and one-half hours. There is no separation into major and minor fields; all examiners vote on the total examination. The candidate shall pass if a minimum of three-fourths of those voting so indicate (see table below). In the event of a failed examination, a second and final attempt may be scheduled at the request of the major school. A lapse of at least three months is required.

<b>Minimum Positive Votes Required To Pass A Candidate</b>		
<b>Number of Examiners Qualified to Vote</b>	<b>Candidate For</b>	
	<b>Master's</b>	<b>Doctorate (Prelim &amp; Oral)</b>
3	2	3
4	3	3
5	4	4
6	4	5
7	5	6
8	6	6

### ***Examinations***

All final examinations are to be held on the Pullman campus during regular working hours. Examinations will be held only during academic sessions (including summer school). Exceptions to this policy will be made by the Associate Dean of the Graduate School only under unusual circumstances.

## **GRADUATE COMMITTEE AND THESIS/DISSERTATION REQUIREMENTS**

### ***Temporary Advisor and Filing of Program***

A member of the faculty of the School of Economic Sciences serves as a temporary advisor for each new graduate student entering the program. This arrangement continues for a maximum of two semesters for doctoral students and one semester for master's students. During this time graduate students are encouraged to familiarize themselves with the faculty of the School (see <http://cahnrs-cms.wsu.edu/ses/people/Pages/faculty.aspx>) and research projects so they can identify a major professor (advisor) and committee. The program of study (coursework and research topic) is proposed by the student, the major professor, and the committee. For doctoral students, the program of study must be filed with the Graduate School during the beginning of the third regular semester of work. For master's students, it must be filed at the beginning of the

second semester. The form is also used for the appointment of the graduate committee.

### ***Master's Advisory Committee***

The major professor for a master's student should be chosen during the student's first semester or summer session of residence. The student, in consultation with his/her major professor and committee, should develop a program of study and submit it to the Director of the School. The School Director or Associate Director approves the program and submits it to the Associate Dean of the Graduate School for further approval.

The master's committees are nominated on the program form. For both thesis and non-thesis programs, master's committees should include at least three tenured/tenure track faculty members who hold either doctoral or equivalent degrees. At least one-half of the committee must be from the School.

### ***Doctoral Advisory Committee***

The doctoral committee must include an advisor and at least two other tenured/tenure track faculty members. The advisor serves as chair of the committee. An additional member(s) who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but who is not a member of the WSU faculty, may be appointed to the committee and may vote. If a minor is declared on the doctoral program, at least one member of the advisory committee must be from the minor department. When no minor is declared, no outside member is required. However, when extensive outside supporting work is included in the program, an outside member is recommended. At least one-half of the committee must be from the School.

Appointment of the doctoral committee is subject to the approval of the Director of the School and, if applicable, minor departments as well as the Associate Dean of the Graduate School. This committee, once approved, has the primary responsibility of directing the student's progress, supervising the dissertation, and participating in the preliminary and final examinations. Other faculty members of the major and minor department may participate and vote in the preliminary examination, and any faculty member may participate and vote in the final examination.

### ***Graduate Committee Chair***

The chair of a doctoral or master's committee must hold a degree of comparable level or higher to that degree sought by the candidate. The University Committee on Graduate Studies may make individual exceptions where peculiar circumstances make the change desirable. The chair of a doctoral committee must be a tenured/tenure track member of the School faculty.

### ***Committee Changes***

Committee changes can be requested on forms provided by the Graduate School <http://gradschool.wsu.edu/facultystaff-resources/18-2/>. Students changing committee members need to notify and get signature(s) of committee member(s) being removed. Signatures are to be on the Committee Change Form.

## ***Manuscript Format for Theses and Dissertations***

Graduate students in the School of Economic Sciences may elect to prepare their theses/dissertations in either the traditional standard format as described in these guidelines or in manuscript format. In both cases the research results are expected to be publishable in refereed outlets. For additional guidance, see the School's thesis manual, ***Guidelines for Thesis and Dissertation Preparation in the School of Economic Sciences, Washington State University*** ([http://cahnrs-cms.wsu.edu/ses/graduatestudies/documents/Thesis\\_Guidelines05.pdf](http://cahnrs-cms.wsu.edu/ses/graduatestudies/documents/Thesis_Guidelines05.pdf)).

## ***Responsibilities and Procedures for Processing Theses and Dissertations***

Ten working days prior to the final examination, submit to the Graduate School a completed "Final Examination Scheduling Form", and a preliminary, complete digital copy of the dissertation/thesis. Candidates planning to write a dissertation/thesis should consult with their committee to determine the particular format acceptable in their departments. The Graduate School does not make an editorial check of dissertations/thesis.

All final dissertation orals will be publicly announced by the Graduate School in the appropriate campus-wide publication. A copy of the examinee's thesis or dissertation, with complete abstract, must be available for public inspection in the School at least five working days prior to the final examination.

The Graduate School requires a fully digital PDF version of the doctoral dissertation or master's thesis. Doctoral candidates will submit their digital PDF and optional copyright and publication fees directly to UMI/ProQuest. The candidates must submit a paper copy of the title page, abstract, and an original signature page, all on 100% cotton paper, to the Graduate School. Signatures should be in black ink. Five working days following a successful final oral examination, upload the digital copy in PDF format to <http://www.dissertations.wsu.edu>. At the same time, the title page, signature page, signed in black ink, and abstract must be submitted to the Graduate School on 100% cotton paper. Doctoral students must also submit the Survey of Earned Doctorates. Use the following name formatted to submit your file. first\_initial\_lastname\_studentIDnumber.pdf.

## **MISCELLANEOUS**

### ***Academic Honesty***

All members of the University community share responsibility for maintaining and promoting the principles of truth and academic honesty. Students assume an obligation to conduct themselves in a manner that is compatible with the University's function as an educational institution, which includes assuring academic honesty. Academic honesty requires that all assignments and examinations are the work of the individual student unless permission is expressly given by the instructor to do otherwise.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work or research. As commonly defined, plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or

paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Plagiarism constitutes academic dishonesty and is a serious academic offense because the plagiarist destroys the fundamental trust that must exist among colleagues for education to take place or research to be safely communicated.

As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in WSU, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty, including any forms of cheating, plagiarism, or fabrication. WSU reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. Student found responsible for academic integrity violations may receive an F on the particular assignment or exam, as well as an F for the course. Serious and/or repeated offenses may result in referral to the conduct board and expulsion from WSU.

Academic Integrity Statement and link to WSU's Policy

<http://www.academicintegrity.wsu.edu/>  
[www.wsulibs.wsu.edu/plagiarism/main.html](http://www.wsulibs.wsu.edu/plagiarism/main.html)

Washington State University employees, regardless of position, rank, or professional relationship, may rightfully develop consensual relationships. Washington State University values an environment of inclusion, trust, and respect as beneficial for learning and working. However, Faculty or anyone in a supervisory role is prohibited from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship.

For more information: <http://public.wsu.edu/~forms/PDF/EPM/EP28.pdf>

### ***Exceptions to Policy***

Any request for an exception to policy for an individual student should be submitted in writing by, or through the major professor and the chair of the major department to the Associate Dean of the Graduate School. The associate dean may then act upon the request or refer it to the Graduate Studies Committee. Any decision by the Graduate School may be referred to the Graduate Studies Committee for review upon request of a school director or a thesis committee chair.

### ***Computer Policy Statement***

Computers are an integral part of the everyday professional activities of the faculty, support staff and students in the School of Economic Sciences. This statement provides broad guidelines to ensure a common understanding of the supply, access and use of this technology within the School.

The Graduate Computer Lab is located on the second floor of Hulbert Hall and is a service provided for graduate students in the School of Economic Sciences. The College's Computer Resource Unit personnel, Hulbert 303, maintain the hardware and provide software

support where possible.

Authorized and licensed software is installed on Graduate Lab computers. The School holds or verifies valid licenses for the software installed on the computers. All computers will be protected from unauthorized installation of software. Recommendations for broadly needed software will be made to the School's Computer Committee. Should a student (or a few students) have need for additional specialized software, it may be installed subject to the following conditions. The student or faculty member will: 1) Contact Computing and Web Resources by submitting a support request form; <http://cwr.wsu.edu/requestforms/tqrequest.htm>; 2) Provide authorized license or evidence that it is freeware; 3) Indicate the time period for which the software will be needed. The Computer Resources Unit will: 1) Designate the computer(s) on which the software is to be installed. Computer designation will consider both the need to assure adequate protection of computer resources for all students and convenience for the student(s) needing the software; 2) To the extent practicable, involve the student in the installation process as an educational function; 3) Maintain a log of added software including dates installed and removed; 4) Assure that the software is removed when no longer needed.

While the lab is intended primarily to facilitate graduate student coursework and research, it is appropriate to conduct graduate classes in the lab occasionally to introduce students to software use. Instructors planning to use the lab for instructional purposes should notify the graduate students at least 24 hours in advance of such use and post a notice in the lab indicating the time and length of the planned instructional use. When prior notification is not given, current users are not expected to relinquish use of individual machines.

## **GRIEVANCES**

Many avenues are available to Washington State University graduate and professional students to resolve differences that may arise during the pursuit of an advanced degree. For issues related to academic progress and other complaints by current graduate students, the graduate and professional student grievance process may involve several steps depending on the nature of the grievance. In general, the operational principal that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate.

This means that the student should work with their major professor or advisor to resolve matters if possible. The next level would be the director of the relevant graduate program. There are cases, of course, where this is difficult. In these cases, graduate and professional students should make an appointment with one of the Associate Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.

## **APPENDIX**

## SES MS STUDENT CHECK LIST

Welcome to the School of Economic Sciences. This check sheet is designed to assist you throughout your MS program. Dr. Felix Munoz Garcia is the Graduate Studies Chair (GSC). Jaimie Dahl, the Graduate Coordinator, Hulbert 101, provides assistance and answers to graduate student questions and concerns (you should see your advisor first). This is a guide for you to use throughout your program.

Websites you should be familiar with:

Graduate School forms: <http://www.gradsch.wsu.edu/Forms/>

In particular, graduate student deadlines: <http://www.gradsch.wsu.edu/Forms/>

SES Graduate Studies web site: <http://ses.wsu.edu/graduatestudies/>

SES Graduate Coordinator web site: <http://ses.wsu.edu/graduatestudies/GraduateCoordinator/>

SES Graduate Thesis:

<http://ses.wsu.edu/wp-content/uploads/2014/09/Guidelines-for-Thesis-and-Dissertation-Preparation.pdf>

**Note: must use WSU email as primary email address (no other will be used for you). It is also required that we have a local address for you.**

### Fall Semester (Year 1)

- \_\_\_\_\_ See Tom Dahl for building keys, Hulbert 101
- \_\_\_\_\_ If you are on an assistantship you need to fill out an I-9, see Rich Hoefft, Hulbert 101
- \_\_\_\_\_ Professional pictures will be taken over at BCU – See Jaimie Dahl, Hulbert 101
- \_\_\_\_\_ Turn in sheet for emergency contact information to Jaimie Dahl, Hulbert 101
- \_\_\_\_\_ Meet with your temporary advisor
- \_\_\_\_\_ Register for classes - 10 credits is considered full-time (12 credits if you are receiving student loans)
- \_\_\_\_\_ Need to be enrolled for a minimum of one 700/702 credit
- \_\_\_\_\_ Attend meeting with GSC to discuss expectations of program
- \_\_\_\_\_ Take “Responsible Conduct Training” <http://myResearch.wsu.edu>
- \_\_\_\_\_ November - Register for spring semester classes, working with temporary advisor
- \_\_\_\_\_ Choose thesis/project advisor and two other committee members
- \_\_\_\_\_ Complete program of study, obtain signatures and turn in to Jaimie Dahl, Hulbert 101
- \_\_\_\_\_ Read SES Graduate Manual found at <http://ses.wsu.edu/wp-content/uploads/2021/06/Grad-Manual-FINAL-Updated-June-2021.pdf>

### Spring Semester (Year 1)

- \_\_\_\_\_ Register for summer (if planned) and fall semester classes
- \_\_\_\_\_ Need to be enrolled for a minimum of one 700/702 credit
- \_\_\_\_\_ Apply to be a Washington resident (domestic students)
- \_\_\_\_\_ Preliminary work on your thesis/project should begin

## Graduating Semester

- \_\_\_\_\_ Need to be enrolled for a minimum of two 700/702 credit
- \_\_\_\_\_ Schedule with committee members - date, time, and place for final oral (20 working days before exam)
- \_\_\_\_\_ Apply for degree and pay graduation fees – follow deadline, usually early March
- \_\_\_\_\_ Order cap and gown- Graduation Fair end of March or contact Bookie
- \_\_\_\_\_ Submit signed thesis/project acceptance/final exam scheduling form along with a copy (electronic or hard copy) of thesis, to the graduate school (10 working days before exam)
- \_\_\_\_\_ Follow Graduate School and SES guidelines for preparing manuscript  
<https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf/>  
<http://www.gradsch.wsu.edu/Forms/>
- \_\_\_\_\_ Furnish copy of thesis/project to committee members (10 working days before exam)
- \_\_\_\_\_ Furnish copy of thesis/project to Jaimie for display (5 working days prior to final exam)
- \_\_\_\_\_ Complete Final Exam by deadline
- \_\_\_\_\_ You are responsible for ensuring that you reserve or bring any equipment you need. Do not assume that it is available.
- \_\_\_\_\_ Get signatures on thesis/project

## Additional Requirements for Masters Thesis

- \_\_\_\_\_ Furnish Graduate School with a title page, signature page and abstract from your thesis (follow graduate school guidelines), within 5 days after successful exam
- \_\_\_\_\_ Upload a copy of your thesis to the library at [www.dissertations.wsu.edu](http://www.dissertations.wsu.edu) within 5 working days after successful completion of defense
- \_\_\_\_\_ Complete final thesis/project acceptance checklist <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf/>
- \_\_\_\_\_ Hold Harmless Agreement/Copyright Acknowledgement [PDF] found at <http://www.gradsch.wsu.edu/Forms/>
- \_\_\_\_\_ Complete survey of earned masters – print or complete online
- \_\_\_\_\_ Schedule an appointment to meet with the Director for an exit interview. You can obtain the form on-line or from Jaimie (after final exam)  
<http://ses.wsu.edu/wp-content/uploads/2016/04/Exit-Interview-Form.pdf>
- \_\_\_\_\_ Bring a PDF file of your thesis/project to the main office of SES
- \_\_\_\_\_ Update your e-mail and contact information with the graduate school and SES
- \_\_\_\_\_ Turn in office keys to Tom Dahl



## WORKSHEET FOR PLANNING A MASTER'S PROGRAM IN APPLIED ECONOMICS

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Proposed Thesis or Special Problem: \_\_\_\_\_

	Course Number	Credit Hours	Course title	Semester & year taken or planned
<b>Economic Theory</b> (9 credits)	<u>526</u>	<u>3</u>	<u>Micro Theory I</u>	Fall ____
	<u>527</u>	<u>3</u>	<u>Micro Theory II</u>	Fall ____
	<u>528</u>	<u>3</u>	<u>Macro Theory</u>	Fall ____
<b>Quantitative Methods</b> (3 credits)	<u>525</u>	<u>3</u>	<u>Masters Econometrics</u>	Spring ____
<b>Application Courses</b> (at least 12 credits in WSU EconS, UI AgEc courses, or other courses approved by advisor)**	____	____	_____	_____
	____	____	_____	_____
	____	____	_____	_____
	____	____	_____	_____
<b>Additional Elective</b> (required for non-thesis, 3 credits in WSU EconS, UI AgEc courses, or other courses approved by advisor)	____	____	_____	_____
<b>Research credits</b> (minimum of 6 credits EconS 700 for thesis, minimum of 4 credits EconS 702 for non-thesis)	____	____	_____	_____
<b>Total Credits</b> (minimum of 30 with 24 graded credits for thesis students and at least 27 graded credits for non-thesis students)	____	____	_____	_____

\*Courses cooperatively offered at the University of Idaho.

\*\*Up to 6 credits of 400 level courses approved by advisor can be applied towards the masters degree.

\*\*\*PhD-bound M.S. students can take the first-year Ph.D. core courses in the fall semester of the second year of masters.

# SES PHD STUDENT CHECK LIST

Welcome to the School of Economic Sciences. This check sheet is designed to assist you throughout your PhD program. Dr. Felix Munoz-Garcia is the Graduate Studies Coordinator (GSC). Jaimie Dahl, Hulbert 101, provides assistance and answers to graduate student questions and concerns (you should see your advisor first).

Websites you should be familiar with:

Graduate School forms: <http://www.gradsch.wsu.edu/Forms/>

*In particular, graduate student deadlines:* <http://www.gradsch.wsu.edu/Forms/>

SES Graduate Studies web site: <http://ses.wsu.edu/graduatestudies/>

SES Graduate Coordinator web site: <http://ses.wsu.edu/graduatestudies/GraduateCoordinator/>

SES Graduate Thesis:

<http://ses.wsu.edu/wp-content/uploads/2014/09/Guidelines-for-Thesis-and-Dissertation-Preparation.pdf>

SES PhD Job Market Guide: <http://ses.wsu.edu/phd-students-on-the-job-market/>

**Note: must use WSU email as primary email address (no other will be used for you). It is also required that we have a local address for you.**

## Fall Semester (Year 1)

- \_\_\_\_\_ See Tom Dahl for room assignments and keys, Hulbert 101
- \_\_\_\_\_ If you are on an assistantship you need to fill out an I-9, see Rich Hoeft, Hulbert 101
- \_\_\_\_\_ Professional pictures will be taken over at BCU – See Jaimie Dahl, Hulbert 101
- \_\_\_\_\_ Turn in sheet for emergency contact information to Jaimie Dahl, Hulbert 101
- \_\_\_\_\_ Meet with your temporary advisor
- \_\_\_\_\_ Register for classes - 10 credits is considered full-time (12 credits if you are receiving student loans)
- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit under your temporary advisor
- \_\_\_\_\_ Attend meeting with GSC to discuss program expectations
- \_\_\_\_\_ Take “Responsible Conduct Training” <http://myResearch.wsu.edu>
- \_\_\_\_\_ Take “FERPA” online training course <https://www.ronet.wsu.edu/Main/Apps/FERPATest.asp>
- \_\_\_\_\_ Take “Discrimination and Sexual Harassment Prevention” – Is required of all graduate students on assistantships.  
This is a web-based training located at <http://hrs.wsu.edu/dshp>
- \_\_\_\_\_ November - Register for spring semester classes, working with temporary advisor
- \_\_\_\_\_ International students, check with Jaimie Dahl on English Proficiency Exam
- \_\_\_\_\_ Read SES graduate manual found at  
<http://ses.wsu.edu/wp-content/uploads/2021/06/Grad-Manual-Updated-June-29-2021.pdf>

## Spring Semester (Year 1)

- \_\_\_\_\_ Attend meeting with GSC to discuss fields and committee selection
- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
- \_\_\_\_\_ Register for fall/summer semester classes - Instructors of summer classes must register for 3 credits for summer.
- \_\_\_\_\_ Prepare for preliminary core exams <http://ses.wsu.edu/graduatestudies/previouscoreexams/>

## Summer Semester (Year 1)

- \_\_\_\_\_ Take preliminary core exams in June

## Fall Semester (Year 2)

- \_\_\_\_\_ Select your official committee – chair, plus at least two more members
- \_\_\_\_\_ Work with your advisor to complete the planning worksheet, provide Jaimie with a copy
- \_\_\_\_\_ Complete program of study by December - includes list of course work and signatures of committee members.
- \_\_\_\_\_ Apply to be a Washington resident (domestic students)
- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
- \_\_\_\_\_ Register for spring semester classes

## Spring Semester (Year 2)

- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
- \_\_\_\_\_ Register for fall/summer semester classes
- \_\_\_\_\_ Attend meeting with GSC to discuss research

### Fall Semester (Year 3)

- \_\_\_\_\_ Work on your dissertation
  - \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
  - \_\_\_\_\_ Schedule preliminary defense
  - \_\_\_\_\_ Complete preliminary defense
  - \_\_\_\_\_ Register for spring semester classes
- See graduate school deadlines above  
See graduate school deadlines above

### Spring Semester (Year 3)

- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
- \_\_\_\_\_ Register for fall/summer semester classes

**Summer after Year 3** – Consider attending AAEA meetings

### Summer Semester (Year 3)

- \_\_\_\_\_ Update CV (make sure you have a personal website or one on the SES Graduate Student Web site)
- \_\_\_\_\_ Get information “PhD Students on the Job Market” website
- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
- \_\_\_\_\_ Prepare for job market (refine job market paper)

### Fall Semester (Year 4)

- \_\_\_\_\_ Finish job market paper
- \_\_\_\_\_ Schedule a mock job market seminar (September)
- \_\_\_\_\_ Schedule mock interviews with faculty (by November)
- \_\_\_\_\_ Need to be enrolled in a Minimum of one 800 credit
- \_\_\_\_\_ Register for spring semester classes (you will need to enroll in a minimum of two 800 credits during your last semester)

**January of Year 4** - Consider attending ASSA/AEA/WAEA/WEA meetings

### Spring Semester (Year 4)

- \_\_\_\_\_ Schedule with committee members - date, time, and place for final exam (**20** days before exam)
  - \_\_\_\_\_ Apply for degree and pay graduation fees – follow deadline, usually early March
  - \_\_\_\_\_ Order cap and gown- graduation fair end of March or contact Bookie
  - \_\_\_\_\_ Follow Graduate School and SES guidelines for preparing manuscript  
<https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf/>
  - \_\_\_\_\_ Submit signed dissertation acceptance/final exam scheduling form along with a copy (electronic or hard copy) of dissertation, to the graduate school (**10 working days before exam**)
  - \_\_\_\_\_ Furnish copy of dissertation to committee members (**10 working days before exam**)
  - \_\_\_\_\_ Furnish copy of dissertation to Jaimie for display (**5 working days prior to final exam**)
  - \_\_\_\_\_ You are responsible for ensuring that you reserve or bring any equipment you need. Do not assume that it is available.
  - \_\_\_\_\_ Complete final exam by deadline
  - \_\_\_\_\_ Get signatures on dissertation
  - \_\_\_\_\_ Furnish Graduate School with a title page, signature page and abstract from your dissertation (follow graduate school guidelines), within **5** days after successful exam
  - \_\_\_\_\_ Upload a copy of your dissertation to the library at [www.dissertations.wsu.edu](http://www.dissertations.wsu.edu) within **5** working days after successful completion of defense
  - \_\_\_\_\_ Complete final dissertation/thesis acceptance checklist  
[Hold Harmless Agreement/Copyright Acknowledgement](#)  
[PDF]
  - \_\_\_\_\_ Complete survey of earned doctorates – print or complete online
  - \_\_\_\_\_ Schedule an appointment to meet with the Director for an exit interview. You can obtain the form on-line or from Jaimie (after final exam)  
<http://ses.wsu.edu/wp-content/uploads/2016/04/Exit-Interview-Form.pdf>
  - \_\_\_\_\_ Send a PDF file of your FINAL dissertation to the main office of SES ([jaimie@wsu.edu](mailto:jaimie@wsu.edu))
  - \_\_\_\_\_ Update your e-mail and contact information with the graduate school and SES
  - \_\_\_\_\_ Turn in office keys to Tom Dahl
- } Found at  
<http://www.gradsch.wsu.edu/Forms/>

# WORKSHEET FOR PLANNING A PHD PROGRAM IN ECONOMICS OR AGRICULTURAL ECONOMICS

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Ph.D. Fields: \_\_\_\_\_

Proposed dissertation topic: \_\_\_\_\_

	Course Number	Credit Hours	Course title	Semester & year taken or planned
<b>Economic Theory</b> (12 hours)	500 501 502 503	3 3 3 3	Macro Theory I Micro Theory I Macro Theory II Micro Theory II	Fall _____ Fall _____ Spring _____ Spring _____
<b>Quantitative Methods</b> (12 hours)	510 506 511 512	3 3 3 3	Statistics for Econ Mathematics for Econ Econometrics I Econometrics II	Fall _____ Fall _____ Spring _____ Fall of 2 <sup>nd</sup> _____
<b>Research Methods</b> (3 hours)	529 529	2 1	Research Methods Research Methods	Fall of 2 <sup>nd</sup> year Spring of 2 <sup>nd</sup> year
• Highly recommended for 4 semesters	598	1	Ph.D. Research Sem.	Fall_ Spring Fall_ Spring
<b>Field Courses</b> (12 hours with 6 hours in each of two fields) selected from (course offerings are contingent on sufficient enrollment of each course)	Field 1 _____ _____ Field 2 _____ _____	Field 1 _____ _____ Field 2 _____ _____	Field 1 _____ _____ Field 2 _____ _____	Field 1 _____ _____ Field 2 _____ _____
• Econometrics (513 & 514)	_____	_____	_____	_____
• Environmental & Natural Resource Economics (581 & 582)	_____	_____	_____	_____
• International Economics (571 & 572)	_____	_____	_____	_____
• Industrial Organization (593 & 594)	_____	_____	_____	_____
• Macroeconomics (509) (required field & choice of one of the following: 504, 571, 581, 582, 583, 593, 594)	_____	_____	_____	_____
• Public Economics (582 & 583)	_____	_____	_____	_____
• Agricultural Economics (required field for AgEc Ph.D.) (504 & choice of one of the following: 571, 572, 581, 594)	_____	_____	_____	_____
<b>Directed EconS Electives</b> (3 credits approved by advisor – 500 Level)				
<b>Research and Dissertation</b> (at least 20 credits) (you need a minimum of 2-800 credits your last semester)	EconS 800			
<b>Total Credits (minimum of 72)</b>				

Revised 09/2021

# MEMORANDUM

To: «Chair\_Advisor»  
From: H. Alan Love, Director  
Date: April 20, 2015  
Subject: Annual Progress Report for «First» «Last\_Name»

The information on the following page is needed to prepare the 2014-2015 evaluation of each graduate student's progress, as required by the Graduate School. From the information you provide, a memo will be written to each student evaluating their progress. Please complete each section and return to Jaimie by May 8, 2015.

Your comments should include academic work, thesis/dissertation progress, and any related activities. From the information you provide we will then write a specific memo to each student.

Please be thorough in your evaluation.

For your information, the Grad School policy is at

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/>

Graduate Advisor «Chair\_Advisor»

Name of Student: «First» «Last\_Name»

- I. Degree program/GPA: «Program» Overall GPA: Fall GPA: «Sem\_GPA»  
«DegreeType» «Cum\_GPA»
- II. What semester did student commence course work? «Start\_Date», Year in Program:  
«YearInProgram»
- III. Has student filed a program with the Graduate School? «Filed\_Program»  
If no, why not? \_\_\_\_\_
- IV. Committee members, if established, (please note any change or corrections): «Members»
- V. When do you now anticipate that the student will complete:  
A. All course work \_\_\_\_\_ Date (Month/Year)  
B. Written qualifying exam \_\_\_\_\_ Date (Month/Year)  
C. Prelim oral \_\_\_\_\_ Date (Month/Year)  
D. Thesis/dissertation \_\_\_\_\_ Date (Month/Year)  
E. Seminar \_\_\_\_\_ Date (Month/Year)
- VI. Thesis/Dissertation % Completion to Date  
Planning \_\_\_\_\_  
Data Collection \_\_\_\_\_  
Analysis \_\_\_\_\_  
Writing \_\_\_\_\_
- VII. Journal Articles/Publications/Interview Preparation:  
Has the student completed/submitted/published scholarly output from his/her research? \_\_\_\_\_  
If not, why not? \_\_\_\_\_  
If so, briefly describe the nature of the completed/submitted/published output:  
\_\_\_\_\_
- VIII. Job Preparation: \_\_\_\_\_  
When is the student planning on actively entering the job market? \_\_\_\_\_  
Has the student prepared a job talk paper? \_\_\_\_\_  
Has the student performed his/her mock job talk and mock job interview? \_\_\_\_\_
- IX. Overall Evaluation (provide comments in space provided):  
 Excellent overall progress  
 Satisfactory progress (please note below any specific suggestions)  
 Marginal progress (please note below any specific areas where improvement must be shown)  
 Unsatisfactory progress (continuation in PhD program not recommended – must provide details)  
\_\_\_\_\_  
\_\_\_\_\_
- X. Expectations for the next review period  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MEMORANDUM

To: «Asst\_For»  
From: Jaimie Dahl  
Date: April 10, 2015  
Subject: TA/RA Evaluation of «First» «Last\_Name»

I would like your evaluation of «First» «Last\_Name» who worked for you (as a «TA\_RA») during Spring Semester of 2015. This information is needed by April 17, 2015.

Additional comments and clarification regarding performance are encouraged. Please keep in mind that your evaluation is our only means of quality control where TA/RA performance is concerned:

Student: «First» «Last\_Name» Course:

## TA/Evaluation

Excellent;  Satisfactory;  Marginal;  Unsatisfactory;  Not yet applicable

Tasks Performed:

## RA/Evaluation

Excellent;  Satisfactory;  Marginal;  Unsatisfactory;  Not yet applicable

Evaluation Comments:

Suggestions for future improvement (if necessary).

## Certification of Assistantship Duties:

I certify that this student worked in the capacity indicated above during this past semester.

---

Faculty Signature and Date