UNIVERSITY OF MINNESOTA

DEPARTMENT OF ECONOMICS

GRADUATE STUDENT HANDBOOK
2014-2015
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**INTRODUCTION**

The economics faculty is proud of our graduate program. It provides excellent preparation for the research component of a successful career. Employment opportunities as a teaching assistant with associated training opportunities provide equally good preparation for teaching. Together these two components can equip you for professional success as an economist. A study that appeared in the August 2008 issue of *Review of Economics and Statistics* ranked our program as 9th in the world and 8th in the United States.

The faculty is also proud of you, students who have been selected to join the program. While the program is demanding, we admit only students who we believe can complete it successfully. We expect you to succeed in courses and exams, produce a thesis that makes a valuable contribution to the literature, and go on to a productive career that will reflect favorably on the University of Minnesota. You can expect in turn that the faculty will do what we can to help you to achieve those objectives.

Your employment opportunities as a Minnesota graduate will depend most heavily on the quality of your thesis. Therefore, your energies should be focused as much as possible on ensuring that it will be of high quality: choose courses for the assistance that they will give in later thesis research, attend seminars, browse through working papers and journal articles, present your research ideas in workshops.

You will find that your professors want to help you. Take advantage of their interest by bringing your research ideas to them for reaction; start this practice early in your program. The earlier you begin to think of your responsibilities as engaging in research and acquiring the tools you need to do that, the sooner you will begin to develop productive and interesting ideas that can lead to a thesis that makes a valuable research contribution.

This brochure explains what you must do to make satisfactory progress through the program and discusses issues of strategy for some of the choices you will confront. Your advisor, the Director of Graduate Studies (DGS) and other professors will be happy to discuss the formal requirements and issued of strategy with you as you go through the program. We look forward to helping you celebrate your success at its conclusion.

Timothy Kehoe  
Director of Graduate Studies  
August 2014
THE ACADEMIC PROGRAM

A NOTE ABOUT PROGRAM PROCEDURES

Graduate education at the University of Minnesota is currently undergoing significant administrative changes. The procedures listed below are correct as of the writing of this handbook, however, there is a strong possibility some may change during your academic career. Please check with the Graduate Studies Coordinator for current procedures as you progress through the program.

THE INITIAL ADVISOR

The Director of Graduate Studies (DGS) assigns all incoming students a faculty advisor based on faculty availability and the student’s plans for specialization as stated in the application for admission. The University of Minnesota Graduate School distinguishes between senior and associate members of the graduate faculty; only senior members can serve as advisors to Ph.D. students. In economics, assistant professors are appointed as junior members of the faculty, and associate and full professors are appointed as senior members. Assistant professors can serve as co-advisors to students as long as a senior member serves as the principal advisor.

We encourage you to discuss your proposed coursework with your advisor as well as other issues related to your academic career. While general information regarding first-year coursework is provided below, your unique circumstances might lead you and your advisor to consider something different.

You are free to change your advisor at any time as your research interests change or for other reasons. Please tell the Graduate Studies Coordinator if you want to change advisors before you are ready to take your preliminary oral exam.

REGISTRATION

Course Selection for the First Year

*A note on “mini-courses.”*

The Department of Economics has divided each semester into two “minis” of about 7 weeks each. This will give you exposure to more members of the faculty in your first two years, but it complicates the calculation of how many courses you need to complete. Two “mini-courses” equal one full semester course. In the discussion of registration options below, Econ 8101 and Econ 8102, which are both mini-courses, are 2 credits each (4 credits in total) and correspond to a 4-credit course in mathematics or statistics such as Math 5615.

The credits for a mini-course are good for the entire semester. In later years in the program you may find yourself with courses that meet only in the first mini of a semester and no courses for the second mini. There is no need to take additional courses in these cases.
**How many courses?**

The official departmental standards for good academic standing require students to complete the equivalent of 5 full-semester (or 10 mini-courses) in the first year and this policy recognizes that special circumstances may force you to drop a course. Students with a teaching assistantship are expected to take the equivalent of 3 full-semester courses every semester, while students with a full fellowship may take 4 full-semester courses each semester. It is possible for students with a teaching assistantship to take 4 courses a semester, but you are strongly encouraged to consult with your advisor before hand.

The tuition scholarship that comes with most assistantships and fellowships pays for up to 14 credits per semester. If you wish to exceed that number of credits, you must contact the DGS before registering to see if the department can pay for the additional credits. Otherwise you risk paying for them yourself. Contact the Graduate Studies Coordinator if you have questions about how much tuition support is provided by your financial aid package.

**Which courses?**

The University of Minnesota has a numbering scheme in which courses numbered 3xxx or below are for undergraduates, 4xxx courses are mainly for undergraduates but open to graduates, 5xxx courses are mainly for graduates but open to undergraduates, and 8xxx courses are open to graduate students only. Economics courses at the 5xxx level may not be taken by an economics Ph.D. student as part of your Ph.D. program, but courses outside the department at the 4xxx or 5xxx level may be included with your advisor’s approval. In fact, you can register for courses at any level, but courses below 8xxx in economics and below 4xxx in other areas cannot be counted as part of your doctoral program and will not count toward the 5 course minimum for first year students. 5xxx courses in statistics and mathematics will generally be approved unless it appears that you are duplicating work taken earlier.

 Eventually, your advisor and the DGS will need to approve a Graduate Degree Plan that specifies the courses you will use for your Ph.D. program (see the section on the Graduate Degree Plan on p. 14) but for now, just consider the first year.

Most students register for the following

<table>
<thead>
<tr>
<th>Fall Mini I</th>
<th>Fall Mini II</th>
<th>Spring Mini I</th>
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<tr>
<td>Econ 8101</td>
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<td>Econ 8108</td>
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<td>Math 5615H, Econ 8205/8206 or ?</td>
<td>Math 5616H, Econ 8207/8208 or ?</td>
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**Economic Theory**

Students are expected to start with the full-year course sequences in microeconomic theory (Econ 8101, 8102, 8103, 8104) and macroeconomic theory (Econ 8105, 8106, 8107, 8108) unless they receive permission from the Director of Graduate Studies to skip
them. These courses serve as a basis for the written preliminary exams in economic theory. All other 8xxx economics courses except for econometrics, introduction to mathematical economics, and non-cooperative game theory have parts of these sequences as prerequisites, so additional economics courses are normally left to the second year.

Both theory courses meet twice per week for lectures conducted by the course professor and once a week for discussion sections lead by a graduate teaching assistant to review homework assignments, proofs of theorems, and other topics to supplement the lectures. Do not take the Microeconomic Analysis course (Econ 8001, 8002, 8003, 8004). That is designed for students from other departments with weaker preparation in economic theory and mathematics and does not prepare students for the microeconomics prelim exam for majors.

Additional courses
Courses outside the economics department may be taken for a letter grade or on an S/N (satisfactory/no credit) basis, but low passing letter grades in courses outside the economics department do not affect your eligibility for a departmental appointment. “A’s” in mathematics or statistics courses can offset a low GPA in economics courses in marginal cases, which provides a justification for taking those courses for a letter grade.

A note about auditing courses: it is possible to take courses as an audit – that is to formally enroll in the course without responsibility for any coursework or exams. These audit credits are not graded, although they will appear on your transcripts with a grade of “V” for “visitor.” We encourage students to audit courses if it will not result in any additional tuition charge and it is not feasible to take the course for a grade. Please see the discussion on registration policies for a discussion of audit credits and tuition charges.

Mathematics
For a student who has not taken a year-long course in real analysis or a rigorous course in advanced calculus, the most popular third course is Math 5615H, 5616H, Honors: Introduction to Analysis. The course description is: “Theory, construction, and models of the real numbers. Elements of topology. Theory and practice of differentiation and integration. Sequences and series of functions, and uniform convergence. Additional topics at instructor’s discretion.” The course teaches you how to prove a theorem, in addition to providing a careful discussion of concepts that are routinely used in economic theory. It is taken by graduate students outside mathematics (especially economics, engineering, physics, and statistics) and by undergraduate mathematics majors who intend to do graduate work in mathematics.

If you are interested in more advanced 8xxx mathematics courses, consult your advisor, especially if you intend to specialize in mathematical economics or econometrics.

Statistics
Economics graduate students who wish to take a statistics course are encouraged to take Stat 5101, 5102, titled “Theory of Statistics.” It is a co-requisite for Applied Econometrics (that is you can enroll in them simultaneously rather than completing

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1 “Satisfactory” is usually awarded for work that would receive a letter grad of “C” or better. The average GPA in the University’s Graduate School is about 3.5 (A-/B+) so an “S” grade gives little information about your performance or commitment to the course. It is generally assumed that a student registered for a course S/N because either performance or commitment will be weak. We recommend enrollment for letter grades as a general rule.
statistics first) and a prerequisite to the Econometrics (theory) course. An alternative “introductory” Theory of Statistics course is 8101, 8102, which is intended for graduate students in statistics but open to others by permission. Stat 8111, 8112, “Mathematical Statistics,” is the usual next step for those who seek a stronger grounding in statistics. If you are interested in more advanced 8xxx statistics courses, consult your advisor, especially if you intend to specialize in econometrics.

Econometrics
There is no specific econometrics requirement for graduation, but most economists confront issues of extracting information from data throughout their careers, and the course sequence in applied econometrics will introduce you to some of the important issues in doing so. Moreover, econometrics faculty are unsympathetic to students who skip the course but then seek help with econometric issues in writing a thesis.

The applied sequence (Econ 8205, 8206, 8207, 8208) is not a prerequisite to the theory sequence (Econ 8211, 8212, 8213, 8214), but in practice many students with a professional interest in econometrics take the applied course followed by the theory course.

Game Theory
There is a two-course sequence in non-cooperative game theory (Econ 8117, 8118, 2 credits per course) and one course in cooperative game theory (Econ 8119, 2 credits). Econ 8117 has Math 5616 as a prerequisite, but no economics prerequisites. Therefore, it would be open to first year economics students with the appropriate mathematics background. The cooperative game theory course must be deferred until the second year or later since it has Econ 8104 as a prerequisite.

Mathematical Economics
A three-course sequence, Introduction to Mathematical Economics (Econ 8111, 8112, 8113) is the normal first step for students planning to take a preliminary exam in mathematical economics. It requires either co-registration or previous registration in the microeconomic theory sequence (Econ 8101, 8102, 8103, 8104) and introduction to analysis (Math 5615H, 5616H) First year students may, but rarely do, register for this sequence.

Other Courses
Someone with specialized interests might also look to the Finance or Accounting Departments in the Carlson School of Management, to the Department of Applied Economics for courses in resource economics, consumer economics, agricultural development and other areas, to Health Services Research, Political Science or other graduate programs. Consult your advisor and the DGS if you are interest in any of these options.

Courses for the Second and Subsequent Years in the Program
Second and third year courses are chosen to meet several objectives:

- to prepare for field preliminary exams
- to complete a supporting program or 12 or more semester credits or a minor in another discipline.
- to begin exploration of a thesis topic.
The University of Minnesota offers a number of courses designed to improve written and spoken English for non-native English speakers. These courses are different from those that may be required if you are unable to pass the Spoken English Test for Teaching Assistants (SETTA); those courses will be discussed later. English as a Second Language (ESL) courses focus on improving grammar, pronunciation, reading, oral comprehension and composition skills. For more information about ESL courses, visit [http://www.cce.umn.edu/Minnesota-English-Language-Program/Academic-English-Program/index.html](http://www.cce.umn.edu/Minnesota-English-Language-Program/Academic-English-Program/index.html)

These courses are covered as part of your 14-credit per semester tuition benefit, which means that there is no additional charge to take them, as long as your total registration does not exceed 14 credits for the semester.

**Econ 8444**

Econ 8444-Full-Time Equivalent is a one-credit course available to students who have completed the 24 thesis credit requirement and have passed the preliminary oral. The course automatically provides full-time status for students. It is the only course which will satisfy the full-time enrollment requirement for student loans and provide official full-time status. Although some students choose to take one credit of a workshop instead of this course, they should not do so if they need to defer undergraduate student loans. If you need to be a full-time student for any reason, you must take this course after
completing your thesis credits. You must also submit the Application for Advanced Doctoral Status, which can be found at [http://policy.umn.edu/forms/otr/otr195.pdf](http://policy.umn.edu/forms/otr/otr195.pdf), each semester you take this course.

**Grad 0999**

Grad 0999 - Graduate School Active Status is a zero-credit, no cost course for students who are unable to take courses for credit. We discourage students from taking the Grad 0999 course except in certain situations. This course does not satisfy any registration requirements for teaching assistantships or student visas. Please check with the Graduate Studies Coordinator before taking this course.

**Incomplete Grades**

Students are strongly encouraged to avoid incomplete grades, which appear on your transcript as either an “I” or a “K.” In situations where you cannot avoid receiving an incomplete grade, you should complete the requirements for the course as quickly as possible. If you list a class with an incomplete grade on your Degree Program Form (which will be discussed below) you will need to complete that course before graduating. An incomplete grade that appears on your transcript, but not on your Degree Program Form will not prevent you from graduating, but should still be avoided.

**Registration Policies**

Graduate students must register for each Fall and Spring semester in order to remain active in the program. Failure to register will result in your automatic termination from the Graduate School. If you are unable to register for classes for any reason, contact the Graduate Studies Coordinator as soon as possible for assistance. It may be possible to take a leave of absence from the program and the Graduate Studies Coordinator can advise you of the current policy. Students seeking readmission to the program should request a Change of Status Form by calling the Graduate Admissions Office at 625-3014 or stopping by 309 Johnston Hall.

If it is necessary to drop out of the program, notify the DGS or the Graduate Studies Coordinator. It is always best in those situations to leave the program at the end of a semester. Leaving the program early, particularly in the middle of a semester, implies that you must repay tuition and health insurance premiums as well as stipends paid to you for the most recent semester.

All students who hold a teaching assistantship, research assistantship or fellowship through the University of Minnesota must register for at least 6 graded credits per semester. The only exceptions to this rule are students who have completed their thesis credits, who can be considered full-time students by registering for one credit. Please see the section on *Econ 8444 - Full-Time Equivalent* on the previous page for additional information regarding this option. Graded credits are courses that are taken for an A-F grade or an S/N grade. Audit credits do not count towards this requirement.

International students who are attending the University on a J-1 or F-1 visa must also register for 6 graded semester credits in order to remain eligible for their student visas. Again, audit credits do not count towards this requirement. If you are unable to register for a full course load, you must file an Reduced Course Load Form with the International Student and Scholar Services (ISSS) office before the semester begins.
Most TA and RA positions and fellowships will pay for up to 14 credits per semester. If you wish to take more than 14 credits, please contact the Director of Graduate Studies to see if funds are available to pay for the extra credits. If you do not, you run the risk of paying for your additional credits out of your own funds. Please note that audit credits are billed at the same rate as graded credits even though they do not count towards your eligibility for assistantships or visas. Therefore if you take 12 graded credits and 3 audit credits, you will be billed for 15 credits. The Department does not provide funding to pay for audit credits beyond the 14 credit limit.

Additionally, you must also have permission from the DGS if you wish to register for classes outside the following subject areas: economics, mathematics, statistics, political science, any graduate-level course offered by the Humphrey School or any graduate-level course offered by the Carlson School.

If you have finished taking your 24 thesis credits, you are limited to registering for one credit for the semester. Do not register for more than one credit unless you have permission from the Graduate Studies Office. You must register for Econ 8444 – Full-Time Equivalent in order to be considered a full-time student for official purposes, such as deferring student loans. You must complete the Application for Advanced Doctoral Status (http://policy.umn.edu/forms/otr/otr195.pdf) to register for Econ 8444. You can also choose to register for one credit of workshop, but you will be considered a part-time student. If you are an international student and want to register for one credit of workshop, you must file a Reduced Course Load Form before the semester starts.

All students are advised to complete their registration prior to the first day of classes for the semester. Any registrations made after that date are subject to a late registration fee. It is possible to add or drop classes once the semester has started, but if you start a registration after classes start you will be charged a late registration fee. Please note: the University counts the first mini, the second mini and the full semester as separate terms. Therefore, if you are registered for a class that runs for the full semester and add a first mini class after classes start, this will be considered a new registration and you will be assessed a late registration fee.

It is also important to keep track of the refund deadlines, which are different from the drop/add deadlines. If you have registered for more than 14 credits, you may be required to pay for a portion of your tuition if you do not drop the additional courses in time. The refund schedule and add/drop dates can be found on One Stop (www.onestop.umn.edu)

### Numerical Methods Course

The Department offers a free course in Numerical Methods every summer and students are encouraged to take it after their first or second year in the program. The Numerical Methods course offers an introduction to methods for solving various models, including the Mortensen-Pissarides model, dynamic models and the RBC model, as well as touching on linear programming and provides an introduction to Matlab. The course is usually taught by an advanced graduate student with the help of a grader who has taken the course before. There is no charge for the course and no credit is given. It is not required for graduation but meant to give students a background in basic methods that they can use during dissertation research. This course is open to students outside the department but they must have permission from their own department to register. Please see the Graduate Studies Coordinator for more information.
WRITTEN PRELIMINARY EXAMINATIONS

Written preliminary examinations are offered twice a year, in May and August. First-year students are expected to sit for the Microeconomics for Majors and the Macroeconomics for Majors exam immediately after the end of first year classes in May. Students who do not pass the theory exams in May are expected to take them again in August. Field exams are generally taken after the second year, although students who have taken the econometrics course sequence in the first year may choose to sit for that exam earlier. All fields are offered in May. Fields are offered in August at the committee’s discretion. The theory exams are always offered in both May and August.

Copies of old examinations in each field are available for review at the Department of Economics website. Two- or three-course sequences in each field help students prepare for examinations. Students are advised to take an exam every time it is offered and there is a deadline by which the various exams must be passed. See the section on “Deadlines on Written Preliminary Exams” on page 13 for more information. Although the written preliminary exams are rigorous and require considerable preparation, all but a small number of students pass the exams within 36 months. This reflects the faculty’s view that the principal function of the preliminary exams is to set the standards for performance, while screening is the function of the selective admissions policy.

Fields offered include the following:

- Econometrics
- International Trade
- Growth and development
- Labor economics
- Financial economics
- Mathematical economics
- Game theory
- Monetary economics
- Industrial organization
- Public Economics

With approval of the student’s advisor and the DGS, one field offered by a related graduate program at the University of Minnesota may be taken for one of the fields listed here; a student may also petition the graduate faculty for a special examination in a field not listed above.

Exam Procedures

Preliminary examinations are written and graded by a committee of 2 or more faculty members, usually including those who have taught the preparatory courses within the past year or two. They are graded by the same committee or a subcommittee usually consisting of three members. Examination answers are identified by number rather than name so that the examinee is anonymous to the examiners within the constraints imposed by easily recognized handwriting or writing styles. The identities of the students taking the exam are not released to the examiners until after the grades have been determined and reported to the students.

Students are allowed three to four hours to write each examination, although the exam committee may extend the time if they feel it is appropriate. Students write the exams in black pen and PDFs are distributed to the committees for grading. All watch alarms and cell phones must be turned off during the exam and all cell phones must be kept in a
closed back pack or bag during the exam. Headphones, MP3 players, or cell-phone headsets are not allowed during the exam. Calculators may be allowed at the committee’s discretion and they may also place limits on any programming or functions allowed on those calculators. For example, they may allow regular calculators but ban graphing calculators. Laptops are not allowed in the exam room except under special circumstances. All written preliminary examinations are proctored by staff or by graduate students who have already passed all four of their written prelims.

While we expect every student to attempt the written preliminary exams each time they are offered until the exam is passed or the deadline has passed, at times circumstances may force a student to cancel a preliminary exam for which they have registered. The department maintains a very liberal cancellation policy for these circumstances. If you need to cancel an exam, contact the Graduate Studies Coordinator to be taken off the list. There is no penalty for doing this (other than not having a chance to pass the exam) and there is no deadline by which it must be done. You can cancel the morning of an exam.

Once you pick up an answer packet and receive an exam number, you will be graded for the examination, regardless of whether any answers are submitted. If you do not submit any material for grading, you risk being failed on the exam. Once the exam is turned in to the graduate student proctoring the exam, you may not get it back to make any changes or corrections. Withdrawal of any examination after the fact is not allowed.

**Deadlines for Written Preliminary Exams**

You may take a preliminary exam every time it is offered but you must pass them by a particular point in your career.

- **End of the first year:** No prelim requirement. A minimum grade-point average of 3.2/4.0 may be used to determine further financial aid in the program.
- **End of the second year:** Pass both theory prelims and one field prelim.
- **End of the third year:** Pass your second field prelim.

A student who does not complete the written preliminary exams within these limits may submit a written request to the graduate faculty for permission to sit for the exam one more time. The request is submitted to the graduate faculty along with a summary of the academic record (including a copy of the graduate transcript), a letter of support from the advisor and a possible recommendation from the Director of Graduate Studies. Unless permitted an additional attempt by a majority of the faculty, the student is terminated from the doctoral program although they may be allowed to complete a master’s degree. The decision to allow students to complete a master’s degree is made by the DGS on a case-by-case basis.

**The Written Preliminary Examination Form**

This online form is submitted to the Graduate School on your behalf by the Graduate Studies Coordinator once you have passed all four of your written preliminary exams.

**PREPARING FOR THE PRELIMINARY ORAL EXAMINATION**

**A Note About Timing**

It can take almost 2 months to receive all the approvals for the preliminary oral. We advise you to name your advisor, submit your Graduate Degree Plan and assign your
committee the semester before, and no later than 8 weeks before you wish to take the prelim oral. Furthermore, it is imperative that you communicate with your advisor to make sure he or she approves your documents in a timely manner.

Naming Your Advisor
When you have determined who will serve as your dissertation advisor, contact the Graduate Studies Coordinator. The GSC will submit your advisor name online for approval to the College of Liberal Arts and the Graduate School. Your advisor must be a senior member of the faculty – that is they must be a full professor or an associate professor. If you wish to have an assistant professor serve as your advisor, you must name a senior member of the faculty to serve as your primary advisor and the assistant professor can serve as a co-advisor. There is no limit on the number of advisors you may have, although it is rare to have more than two.

If you need to change your advisor or add a co-advisor, obtain the permission of the new advisor or co-advisor and inform the Graduate Studies Coordinator, who will submit the changes.

Graduate Degree Plan
We recommend filing the Graduate Degree Plan Form at least 1 term before you wish to take your preliminary oral to allow ample time for processing. You will not be allowed to take the prelim oral if this form is not submitted on time and the Graduate School and College of Liberal Arts will not expedite late requests. This form requires you to identify the courses in your major and the other program courses you will offer in support of your application for the Ph.D.; you specify whether you are offering a supporting program (approved only by the DGS for Economics) or a minor (approved by the DGS of the minor field). You also need to submit a copy of your transcript with the plan.

The form must be approved by your advisor and the DGS before submission to the Office of Research and Graduate Programs in the College of Liberal Arts (113 Johnston Hall), and must be approved by CLA and the Graduate Student Services and Progress Office (GSSP) before you can take the preliminary oral. If the courses on your program form conform to those specified in the provisional program form filed with the DGS at the beginning of your second year, approval will be routine. Generally, approval is routine in any event, provided you observe the requirements listed below.

You can find a copy of the form online at http://policy.umn.edu/forms/otr/otr198.pdf

Major Credits
You are required to complete at least 24 credits of coursework but there is no specified minimum number of courses to be listed in the major. However, you must list all of those courses that you completed in fields of your written preliminary exams. This normally includes Econ 8101 – 8108 for theory, plus course sequences in each of the fields in which you completed the field exams; it may also include advanced topics courses in those fields. You should also include any other 8xxx economics courses that are not required for “supporting program credits.” Economics courses at the 5xxx level or lower may not be used by economics Ph.D. students as part of their Ph.D. program. You will not be allowed to graduate with any “I” or “K” grades (incomplete grades) on
your Graduate Degree Plan so take that into consideration if you decide to include classes with those grades.

**Supporting program credits or a minor program**
You must include a minimum of 12 semester credits in courses outside the major, in areas that contribute to a coherent professional education when combined with the courses in the major. For the economics Ph.D. program, these may include any courses in economics *not in the major* (i.e., outside the fields of your preliminary exams). Courses outside economics at the 4xxx, 5xxx or 8xxx level may also be included. It is customary to include all completed courses taken for graduate credit under either major credits or other program credits except for any 5xxx level economics courses you may have taken.

Another option is to take a *minor* in a program other than economics. This requires that you satisfy any requirements set by that program, demonstrated by the signature of the DGS of the minor program on the Graduate Degree Plan, and often requires more than 12 semester credits. Students choosing to pursue a minor must also have a representative from the minor program on the preliminary oral and final defense committees. It is intended to signify a greater level of expertise than a random collection of courses in the other program. (*e.g.*, a minor in economics required passing two special preliminary exams in theory for minors, or one exam for minors and a field exam for majors in addition to some course requirements.) An economics student could submit 12 semester credits of mathematics courses for a math supporting program with approval of only the economics advisor and DGS, or satisfy a more demanding set of requirements set by the School of Mathematics for a math minor. Please note that while you can add a minor after submitting the Graduate Degree Plan, it is not possible to add a minor once you have taken the Preliminary Oral exam.

There is no language requirement for economics. Students must have a minimum cumulative GPA of 3.0/4.0 for all classes listed on the Degree Program form. A maximum of 1/3 of the course credits included on the Degree Program may be taken S/N.

**Appointing the Preliminary Oral Exam Committee**
You must name the committee for the preliminary oral exam. The committee must consist of your advisor, who will chair the committee; two additional faculty members from the Department of Economics; and one faculty member from a different department at the University. Adjunct faculty from the Federal Reserve Bank can serve on your committee, but must serve as major program members. They cannot be an outside member.

To select your committee, go to [http://www.grad.umn.edu/students/forms/doctoral/index.html](http://www.grad.umn.edu/students/forms/doctoral/index.html) and click on the link for “Assign/Update Preliminary Oral Examining Committee.” Your committee must be approved by your advisor, the Director of Graduate Studies and the College of Liberal Arts before you can take the preliminary oral.

*If you need to change your committee after it has been approved*
If you need to change a committee member after your committee has been approved, you should talk to your new advisor/committee member and obtain their agreement to serve. Then, submit the changes using the “Assign/Update Preliminary Oral Examining Committee” link at [http://www.grad.umn.edu/students/forms/doctoral/index.html](http://www.grad.umn.edu/students/forms/doctoral/index.html). This
change will need to be approved by your advisor, the Director of Graduate Studies and the College of Liberal Arts. Changing your committee could delay your prelim oral.

**If your advisor or a committee member leaves the University of Minnesota:**
If your advisor or one of your committee members leaves the University of Minnesota, you will be allowed to keep them on your committee, provided the faculty member agrees to serve and was approved as your advisor/part of your committee prior to their departure. Contact the Graduate Studies Coordinator for assistance.

**Scheduling the Preliminary Oral**
Once the Graduate Degree Plan has been approved, you will be responsible for finding a date and a time, not to mention a room for your prelim oral. When you have found a date and a time, ask Caty Bach to find you an appropriate room. When these arrangements have been made you can schedule the prelim oral on-line at [http://www.grad.umn.edu/students/prelimschedule/index.html](http://www.grad.umn.edu/students/prelimschedule/index.html). You must schedule the exam at least one week before the prelim oral date. Once the preliminary oral has been scheduled, the Graduate School will notify you to pick up the appropriate forms.

**Naming Your Final Oral Examining Committee**
Many students use the same committee for the final defense as they did for the preliminary oral. There are several important differences. **First, your advisor cannot serve as chair of your final defense committee.** Another senior member of the faculty must serve as the committee chair. Second, you will be required to name at least three thesis reviewers, who will formally approve your thesis for defense. These reviewers must consist of your advisor, the faculty member from outside the department, and one other faculty member. You may have more than three thesis reviewers and your committee chair may serve as your reviewer. Assistant professors are also allowed to serve as reviewers.

To submit your Final Oral Examining Committee, go to [http://www.grad.umn.edu/students/forms/doctoral/index.html](http://www.grad.umn.edu/students/forms/doctoral/index.html) and click on the link for “Assign/Update Final Oral Examining Committee.” The committee must be approved online by your advisor, the Director of Graduate Studies and the College of Liberal Arts. This can take time, so you should submit this information at least 8 weeks before your defense. Make sure you communicate with your advisor so he or she knows that they have to approve your committee.

**Thesis Credits**
All graduate students are required to complete 24 thesis credits before they will be allowed to graduate. You can only take thesis credits after passing all four written prelims, are in a workshop, and have an advisor who has agreed to work with you on your dissertation. You do not have to have passed your prelim oral, although you are highly encouraged to take the oral as soon as possible after passing written prelims. To register for thesis credits (Econ 8888) contact the Graduate Studies Coordinator. Thesis credits should be taken over two semesters and it is possible to defend your thesis during your second semester of thesis credits.
Registration after Completing Thesis Credits

You are not required to graduate after completing your thesis credits and preliminary oral and students sometimes find that they need extra time. Once you have completed your thesis credits you are eligible to be a full-time student by registering for only one credit per semester even if you are an international student. You should take one credit of Econ 8444 – Full-Time Equivalent. Please note that if you need to prove full-time status to defer student loans, you must register for Econ 8444. International students should see the Graduate Coordinator for assistance in registering for one credit. If you have completed your thesis credits, do not attempt to register for more than one credit each semester as any teaching appointment or fellowship you hold may not pay for more than that amount. You must submit the Application for Advanced Doctoral Status (http://www.grad.umn.edu/students/forms/doctoral/index.html) to the Graduate Studies Coordinator every semester you register for Econ 8444.

FINAL DEFENSE AND SUBMISSION OF THE DISSERTATION

When you are ready to defend your dissertation, there are certain procedures you must follow. Once your Final Oral Examining Committee has been approved you need to request your graduation packet, which can be done on-line at http://www.grad.umn.edu/students/doctoral/index.html by clicking on the link for “Graduation Packet Request.” The Graduation Packet contains instructions on scheduling your Final Defense, submitting your completed thesis, and graduation.

The Graduate School requires that the doctoral dissertation demonstrate a student’s ability to work independently and they do not allow students to submit dissertations comprised entirely of joint work. The majority of the thesis must be your work, although you are allowed to work with contributing authors. A good rule of thumb is that at least 51% of the thesis must be your work. Many students who are working jointly divide up the work and for a dissertation comprised of three essays, two of them will be mostly or entirely written by the student submitting the dissertation and the third will be more traditional joint work.

The Graduate School has very strict standards for formatting the thesis. These guidelines can be found at http://www.grad.umn.edu/students/ThesisSubmission/index.html. The dissertation must be submitted to the Graduate School no later than the last business day of the month in which you wish to graduate.

Your advisor will determine when your thesis is ready to defend. At that point you can start working with your committee to find a date and time for the defense and you should also send them a copy of your dissertation to review. The staff in the Main Office will help you find a room for the defense.

One week before the exam your reviewers must sign the “Reviewers’ Report Form,” which will be in the Graduation Packet, and you must take it to the Graduate School as well as submitting a copy to the Office of Research and Graduate Programs in the College of Liberal Arts. You will also need to schedule the final defense on-line at: http://www.grad.umn.edu/students/finalschedule/index.html. You must pass the Final Defense no later than the last business day of the month in which you intend to graduate.
The chair of the Final Defense committee will receive the “Final Defense Reporting Form” in the campus mail. The committee will sign this form after they vote on the defense and it is the student’s responsibility to submit the form to the Graduate School and send a copy to CLA by the end of the next business day.

The committee may ask for revisions in the thesis as part of the defense. In most cases, these revisions can be completed within two or three days and the Final Defense Reporting Form can be submitted on the next business day. In cases when more substantial revisions are needed, the chair of the committee will need to send a letter explaining the need for revisions to the Graduate School and the Reporting Form will be submitted when the revisions are approved.

The Final Defense Reporting Form and the dissertation must be submitted by the last business day of the month in which you want to graduate. Delaying the submission of either of these pieces will delay your graduation.

**ADDITIONAL REQUIREMENTS FOR GRADUATION**

In order to graduate, you must submit the “Application for Degree”, which is included in your Graduation Packet no later than the first business day of the month in which you wish to graduate. For example, if you wish to graduate in July, you must submit the Application for Degree no later than July 1.

Other requirements for graduation can be found on the “Graduation Checklist” which is included in your Graduation Packet.
PLACEMENT

Each year the placement process begins with a meeting in late April or early May. During this meeting not only will the procedures for the placement process be discussed, but the academic progress you must have made in order to be on the market will be outlined. This meeting is compulsory for those planning on being on the job market for the coming year. The placement meeting is informative. It is a good idea to attend this meeting the year before you actually plan to be on the market so that you have a solid understanding of what you must have accomplished before you can consider the market.

Over the course of the following summer, you will work on the paper you will use for the job market. At the end of the summer, an abstract of the paper and the information for your C.V. will be due to the Placement Coordinator.

Between the beginning of September and the end of October, you will present your research in a seminar to those who are writing letters of reference for you. Not only will this ensure that your research is familiar to those who are writing on your behalf, but it will give you a chance to get additional feedback before you send out applications.

During the month of November, you will send out most of your applications. During this time it is essential that you meet deadlines that are set for you. In December, you will be contacted for interviews by institutions who are interested in your work. The interviews, for the most part, will take place at the ASSA meetings in early January. After that time, places that have you on their short list of interviewees will invite you for visits. After visits, job offers are made to those candidates who are seen as a good fit.

While the department provides a lot of support during this process, your success depends on the work that you have put into your research and your level of organization and timeliness during this process.

Please keep in mind that most universities and institutions will expect you to have earned your degree by the time you start work. If you are not able to complete your Ph.D. during your job market year, you may wish to rethink your decision to enter the market.
REQUIREMENTS FOR THE MA

The Economics graduate program does not admit students for the MA, but does award the MA to students admitted to the Ph.D. program in economics. The University of Minnesota offers MAs with a thesis requirement (Plan A) or without a thesis (Plan B). Almost all MAs in economics are awarded under Plan B.

PLAN A

Requirements include:

- a minimum of 20 graduate-level coursework credits overall which consist of
  - a minimum of 14 semester credits in the major
  - a minimum of 6 semester credits in outside fields
- a thesis and a minimum of 10 MA thesis credits
- a GPA of 2.8 or higher for courses included in the master’s program.

PLAN B

Requirements include:

- a minimum of 30 graduate-level credits overall which consist of
  - a minimum of 14 semester credits in the major
  - a minimum of 6 credits outside the prelim fields
- a GPA of 2.8 or higher for courses included in the master’s program
- completion of one or more Plan B projects demonstrating:
  - familiarity with the tools of research in the field
  - the ability to work independently
  - the ability to present results effectively
  - The project(s) should represent a total of 120 hours of work

In economics, the two written preliminary field exams may be substituted for the Plan B projects, with each exam considered ½ of the project requirement. A student may fail the preliminary exam and yet demonstrate sufficient knowledge of the field to pass the MA requirement, noted on the exam result as “Fail/Pass MA.” Almost all Plan B MA projects in economics consist of the written preliminary exams.

For both plans the courses included in program must be approved by the advisor and the DGS, but courses in a designated minor must be approved by the DGS in the minor field. The student may choose to use the written preliminary exam in either micro or macroeconomics as a written exam for the MA.
Procedures for Obtaining the Plan B MA

Students are encouraged to file the paperwork for the Plan B MA shortly after passing the second field prelim.

Submit your M.A. advisor’s name to the Graduate Studies Coordinator. Your advisor must be a senior member of the faculty, either an associate professor or a full professor.

Complete a Graduate Degree Plan: [http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)

Have your advisor and the DGS sign it. Give it to the Graduate Studies Coordinator who will make a copy for your file. Then submit it to the College of Liberal Arts Office for Research and Graduate Programs, 113 Johnston Hall. Like the Graduate Degree Plan for the Ph.D., you will be required to designate courses for the major and the minor, according to the requirements on page 20.

You will be notified by email once the Graduate Degree Plan has been approved.

Once the Graduate Degree Plan has been approved, assign your MA Committee at [http://www.grad.umn.edu/students/forms/masters/index.html](http://www.grad.umn.edu/students/forms/masters/index.html). Click on the link for Assign/Update Examining Committee.” The examining committee must consist of at least 3 faculty members. One must be your advisor and one member must be from a University department other than economics. The other member should be from Economics. A Fed member is considered Economics.

Apply for the MA Graduation Packet at: [http://www.grad.umn.edu/students/masters/index.html](http://www.grad.umn.edu/students/masters/index.html). Click on “Graduation Packet Request.

Your graduation packet will be sent to you within 10 business days and will contain the Master’s Examination Form and the Application for Degree.

Fill out the Application for Degree form and submit it to the One Stop Service Center, 130 West Bank Skyway. The application must be submitted by the first business day of the month in which you intend to obtain your MA.

Obtain the signatures on the Master’s Examination Form and submit it to the Graduate School at 316 Johnston Hall and submit a copy to the College of Liberal Arts' Office for Research and Graduate Programs, 113 Johnston Hall. This must be submitted no later than the last day of the month in which you wish to receive your MA.

All students are encouraged to apply for the MA degree but international students should give it special consideration unless they already have a Master’s degree from a U.S. school. A Master’s degree from an American university can make applying for an H1-B visa much easier, which could be an important factor on the job market.
SATISFACTORY ACADEMIC PROGRESS

There are two possible interpretations to the term “satisfactory academic progress:”

- Can I stay in the program?
- Can I expect to receive an assistantship?

The economics graduate faculty has no formal criteria for a student to be terminated from the program, except failure of preliminary or final doctoral examinations. A student whose success appears uncertain based on grades and preliminary exam results will, however, be counseled to complete a master’s degree or find an alternative doctoral program.

Students who appear unlikely to complete the program after a period of greater than six years will be contacted by the Director of Graduate Studies and asked to submit a plan for completion which must be approved by the student’s advisor(s) and the DGS or voluntarily leave the program. If the student is unable to meet the goals of the plan or is unwilling to submit a completion plan, he or she may be removed from the program. Students who are terminated from the Ph.D. program are welcome to apply for readmission at a time when they feel they can complete the degree. Such requests are routinely granted provided the student presents a viable plan for completion and has the permission of the dissertation advisor(s).

There are formal criteria to determine whether a student is in good standing to receive continuing financial support through the department. These criteria set the department’s priorities for continuing assistantship appointments. If funds are adequate, these requirements may not be necessary; if funds are inadequate, additional requirements may be imposed. In addition to these criteria, you must also perform your assistantship duties in a satisfactory manner, and if not a native English speaker, complete the English proficiency requirements detailed in your offer letter by the specified date. See the Handbook for Graduate Teaching Assistants, which can be found at [http://www.econ.umn.edu/graduate/ta_handbook.pdf](http://www.econ.umn.edu/graduate/ta_handbook.pdf) for more on these subjects. It is possible to be denied a continuing appointment if you do not meet these requirements even if you do meet the good academic standing requirements.

GRADUATE SCHOOL REQUIREMENTS FOR GOOD STANDING

Many of the Graduate School requirements, such as the Graduate Degree Plan, the preliminary oral examination and the dissertation are discussed above but there are additional requirements imposed by the Graduate School.

Registration Requirements

The University of Minnesota Graduate School requires students to register for classes every Fall and Spring Semester in order to remain active in the program. Registration during the Summer session is not required. You will be declared “Inactive” after one semester without registration and automatically terminated from the program. If you are terminated due to lack of registration, you must apply for readmission. Please see the section on “Change of Status and Readmission” for more information on this process.
Time Limits to Degree Completion
All requirements for the Doctoral degree must be completed by five years from the end of the fall or spring term following the term in which the student passes the preliminary oral examination and within 8 years of the initial enrollment. For example, if a student enrolled in fall term 2007 and passed the preliminary oral during spring term 2010, all requirements for the degree must be completed by the end of fall term 2015. It is possible to take a Leave of Absence and that is discussed in greater detail below. (Please note that this is different from the Department of Economics’ expectations for satisfactory progress in the program. Even if you are within the time limits imposed by the Graduate School, you can be asked to submit a plan for completion of your Ph.D. degree or be terminated from the program due to a lack of satisfactory progress as described on pp. 24-25.)

At the end of the fourth year following the preliminary oral examination the Graduate School will notify the student, the advisor and the Director of Graduate Studies that the student has one year remaining in which to complete all requirements for the degree. This notification will serve as a reminder that the deadline is near, will explain the consequences of non-completion of the degree by the deadline and will outline the procedures to be used to petition for an extension of time, should one be required. It is assumed that the advisor, the Director of Graduate Studies and the student will all cooperate in a responsible manner to keep track of the student’s individual time limit and the progress required to meet that deadline.

Petition Process
If the student is unable to complete the degree by the deadline, he or she may petition the Graduate School for an extension of the time limit. To ensure timely consideration by the Graduate School, petitions should be filed no later than early in the term in which the time limit will expire.

An extension may be requested for a period of up to 24 months. A special Dean’s Committee will review all petitions. Students may file for a second petition after the first petition expires, however, all petitions must be reviewed by the Dean of the Graduate School after the petition has been approved by the Economics Graduate Program and the Director of Graduate Studies.

Filing the Petition
All requests for extension of the deadline of the degree must be submitted on a Graduate School Petition Form (www.policy.umn.edu/forms/otr/otr190.pdf)

The petition should include the following information:
- an explanation for delay in completion of the degree;
- a schedule for completion of the degree, including the anticipated graduation date.
- an explanation of how the factors causing the delay in completion of the degree have been resolved if they have been resolved;
- an attached abstract of the research work completed to date, as well as a report on the progress made in writing the thesis itself (chapters completed in draft or final form, chapters still to be written, etc.)
- an attached letter from the advisor clarifying and/or substantiating the student’s request.
In either case, both the advisor and the Director of Graduate Studies for the major field must sign the petition (and the Director of Graduate Studies for the minor field, if the student has a declared minor). The Dean’s Committee will consult with the advisor or the Director of Graduate Studies for additional information as appropriate.

Petition Results

If the petition for time extension is approved, a letter from the Dean of the Graduate School will specify:

- the expectations for progress and completion of the degree;
- the consequences of non-completion of the degree within these expectations, including the likelihood of future extensions. (Please note that students may file for a second time extension after the first has expired.)

If the petition for extension is denied, the student’s doctoral candidacy in the Graduate School program is terminated.

Reinstatement after Termination

The faculty may recommend to the Graduate School that a terminated student be reinstated to doctoral candidacy. Normally such a recommendation will include conditions requiring, for example, that the student retake the preliminary oral examination, register for additional coursework, or complete all degree requirements within a period less than five years from the date of reinstatement. Faculty may set any conditions upon reinstatement that they deem appropriate.

If the faculty are unwilling to readmit the student to candidacy, or if the student is unwilling to meet the conditions set by the faculty, the student will be dropped from the graduate program and the Graduate school file will be deactivated.

For students who are required to retake the preliminary oral examination to qualify for reinstatement, the following conditions will apply:

- if the student passes the examination, doctoral candidacy will be restored under specific conditions, including a new time limit which may be shorter than the five years allowed after the initial preliminary oral examination.
- if the student fails the examination, he or she will be allowed one retake of the examination, under the same rules governing a retake of the preliminary oral examination.

DEPARTMENTAL REQUIREMENTS FOR GOOD ACADEMIC STANDING

Many of the requirements must be met by the end of a particular year. “End of Nth Year means at the beginning of classes of the Fall Semester of the year (N+1). For example, the last day of the first year would be the day before second-year classes start.

For a second-year appointment

Students are judged on the first year course record. You must complete and receive a final grade in at least 10 mini-courses or the equivalent, approved by your advisor and the DGS. Your grades in the economics courses must give you an average of at least 3.2/4.0. We keep track of + and – grades in the first-year theory courses when we calculate this
average: A+=4.3, A-=3.7, B+=3.3, B-=2.7. Courses outside the economics department may be taken for a letter grade or on an S/N basis. Low passing letter grades will not be counted against you, while high letter grades may help.

It is important to recognize that entering students come with a wide variety of backgrounds, from an undergraduate liberal arts degree to professional training in demanding masters’ or doctoral programs in economics or mathematics. It is natural that students with stronger preparation are likely to have greater success in the first year and the faculty recognizes that students from a less technical background may start more slowly.

First year students must also file the Provisional Ph.D. Program Form with the DGS by the beginning of Fall Semester in the second year.

In determining who will receive appointments in the second and subsequent years, students who were admitted with a departmental commitment to continued funding for five years if in good standing will be given priority over students who came with external funding and no such commitment from the department. Students who have declined funding in the past may also be given a lower priority for support. Please see your offer letter for additional information about continued support in the program.

For a third-year appointment:
Students are judged on their coursework and on their progress through the written preliminary exams. You must pass both theory prelims (microeconomics for majors and macroeconomics for majors) and one field prelim by the end of the second year to be eligible for an appointment.

For a fourth-year appointment:
Students are judged on their coursework and on their progress through the written preliminary exams. You must pass your second field prelim by the end of your third year in order to be eligible for an appointment. You are also strongly encouraged (although not required) to submit a paper for the Third-Year Paper Competition by the end of the year.

For a fifth-year appointment:
We encourage fourth-year students to seek fellowship support for the fifth year but fifth year appointments are available to students who were promised them in their admission letter and meet all the requirements for continued support.

In order to be eligible for a fifth-year appointment, you must pass the preliminary oral and register for at least 10 thesis credits by the end of your fourth year.

For a sixth-year appointment and later:
We expect all students to complete the requirements of the Ph.D. within 5 years. As a result few, if any, funds are available for student support in the sixth year and beyond. If there are sufficient funds the decision as to who gets one of a limited number of positions depends on the needs of the department, on the student’s teaching record, and on the student’s progress toward the degree. Sixth-year students without a fellowship or teaching assistantship often obtain other jobs on or off campus, teaching at another institution or serving as a research or administrative assistant elsewhere in the University. Students must complete their thesis credits by the end of the fifth year in order to be eligible for a teaching assistantship.
The items above focus on the department’s criteria for continuing financial aid. In order to obtain a degree, there are other requirements which are discussed in the Academic Program section of this manual.

**Annual Review of Degree Progress**

Every year the Department undertakes a formal review of each student’s progress towards degree completion. Each student is issued a progress letter, which gives a snapshot of each student’s progress on the day it was written. These letters are usually sent to students as a PDF attachment to an e-mail. The letters will explain the requirements for good academic standing in the program, which are also listed earlier in this handbook, explain if a student is currently in good academic standing, and list the expectations for the coming year. Students are required to print out the letter, sign it, have their advisor sign it and submit the signed copy to the Grad Office within a month. Degree Progress letters are usually issued in October or November, after the written preliminary exam results from August are available.

**Change of Status and Readmission**

Students leave the program without completing the PhD for a variety of reasons. Some may decide to not pursue advanced study, some may choose to transfer to a different department or school, and some may be counseled to leave if they seem unable to complete the requirements for a degree. If you do decide to leave the program, we advise that you do so at the end of the semester. Leaving the program early, particularly in the middle of a semester, implies that you must repay tuition and health insurance premiums as well as stipends paid to you for the most recent semester.

If after leaving the program, a student is able to return and complete the requirements for the PhD, they are welcome to apply for readmission. To do so, you must request a Change of Status application from the Graduate Admissions Office, which can be found on the Graduate School’s website or by calling 612-625-3014. Requests for readmission are routinely granted provided the student presents a viable plan for completing the degree within 12 months of readmission and they have the agreement of the dissertation advisor(s).

**Leaves of Absence from the Program**

Students who experience an interruption in their studies may request a Leave of Absence. They can request this for any reason. An approved Leave of Absence may not exceed two academic years. The terms and years of an LOA must be specified in advance and will not count toward the time to degree requirements. Therefore, if a student who has completed 2 years in the program takes a one-year leave of absence, that student will have 6 years in which to complete the Ph.D. upon their return.

Students are expected to reenroll in the program the term following the expiration of the leave, although students whose leave expires at the end of a Spring term may wait until Fall term to reenroll. Failure to enroll will result in the student being placed on inactive status. Any student who is placed on inactive status will be required to apply for
readmission before they can resume the program. Students who are on leave may not use University facilities or services that are available only to registered students. Colleges within the University are allowed to impose additional conditions for reinstatement to the program and students may be denied permission to resume study based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension had the student engaged in such conduct while enrolled.

Students who do not obtain an LOA prior to interrupting their academic program may be terminated from the program. If you should require a leave for less than one semester, you are advised to contact the Graduate Studies Coordinator about your options.

### Academic Grievance Procedures

An all-University grievance policy exists to “provide just, efficient, and final resolution of grievances between members of the University community regarding the application of University rules and procedures.” A copy of this policy is included in Appendix A of this handbook.

If an academic grievance arises, the Departmental policy is to first try to resolve the matter by speaking to your instructor. If a resolution cannot be reached, please see the Director of Undergraduate Studies if your instructor is a graduate student or the Director of Graduate Studies if your instructor is a faculty member. Contact the Student Conflict Resolution Center only when your case becomes impossible to resolve at the departmental level. The Student Conflict Resolution Center (www.sos.umn.edu) is located in 254 Appleby Hall and can be contacted at 612-626-6677 or at sos@umn.edu.

### Scholastic Dishonesty and the Student Conduct Code

The College of Liberal Arts defines scholastic dishonesty broadly as any act by a student that misrepresents the student’s own academic work or that comprises the academic work of another. Examples include cheating on assignments or exams, plagiarizing (misrepresenting as one’s own anything done by another), unauthorized collaboration on assignments or exams, or sabotaging another student’s work.

The University Student Conduct Code defines scholastic dishonestly as “Submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing, altering, forging, or misusing a University academic record; taking, acquiring, or using text materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards or professional endorsement.”

Penalties for scholastic dishonesty of any kind in any course will entail an “F” for the particular assignment/exam or the course. Please see Appendix D for the complete University of Minnesota Student Conduct Code or contact the Office for Student Conduct and Academic Integrity (OSCAI) at 612-624-6073 or visit their website at www.oscai.umn.edu.
TEACHING ASSISTANTSHIPS, PAYROLL AND BENEFITS

PAYROLL
Contact KatieRose Pasek with any questions regarding payroll and pay dates.

Direct Deposit
The University of Minnesota offers direct deposit for all employees and we strongly encourage students to take advantage of this service. When you sign up for Direct Deposit, you authorize the University to deposit your paycheck directly into your checking or savings account. You can fill out the Direct Deposit form on-line at http://hrss.umn.edu.

Payments for First-year Graduate Assistants
The Department of Economics will do everything possible to ensure that you receive your first paycheck on time. Our ability to do so is contingent upon your completion of important payroll documents. These documents must be completed by you on University premises during the first three days of your appointment and cannot be sent to you in advance of your arrival.

KatieRose Pasek can help expedite this process. She can give you important information on filling out your payroll forms and obtaining a Social Security number if needed. It is very important to follow her instructions in order to make sure your first paycheck arrives on time.

Withholding of Federal/State Taxes and FICA
Federal income tax and Minnesota state income tax withholding
With few exceptions, graduate assistants can expect to have Federal and Minnesota state income taxes withheld from each paycheck. The amount withheld will vary depending on the number of exemptions you are eligible to claim. The University Payroll Services office (612-625-2016 or payroll@umn.edu) can provide an analysis of what you can expect to be withheld.

Exceptions to this are generally limited to graduate students who are from countries who have entered a tax treaty program with the United States. Call the Payroll Services information line (612-624-8647) or contact Sara Shuford or KatieRose Pasek for assistance in determining whether you will qualify for this sort of exemption.

Special Note: International students receiving fellowships can expect to have Federal and Minnesota state income taxes withheld from each scholarship payment. The amount withheld will vary, but is generally around 14%.
FICA withholding

In order to avoid withholding of FICA taxes (Social Security and Medicare – roughly 7.5% of each paycheck), you are required to enroll for at least three credits each semester, unless you have completed your thesis credits, in which case you may enroll for one credit per semester. In addition, to avoid withholding of FICA taxes from the first pay period of each semester, you must register for classes by the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>1st Biweekly Payroll</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>September 17, 2014</td>
<td>September 1, 2014</td>
</tr>
</tbody>
</table>

Failure to Receive Your Paycheck

If you do not receive your paycheck by the date you anticipate, if the amount paid to you appears to be wrong, or if you have any other questions associated with your check, please consult KatieRose Pasek or Sara Shuford. Either will be able to determine the cause of most problems and can help determine when you will receive a check, whether the amount is correct, etc.

Helpful Human Resources Websites

- Human Resources Self-Service: [hrss.umn.edu](http://hrss.umn.edu)
- Semester appointment dates: [http://www1.umn.edu/ohr/payroll/calendars/bterm/index.html](http://www1.umn.edu/ohr/payroll/calendars/bterm/index.html)

TUITION AND HEALTH INSURANCE

Tuition Benefits

Graduate assistants who work at least 98 hours during the entire semester receive a tuition benefit equal to twice the amount of their appointment. Students with an appointment of 50 percent or more receive a 100 percent tuition benefit, not including fees. Graduate assistants must work at least 195 hours during the semester to receive resident rate tuition. Many University-administered fellowships also include tuition awards and qualify recipients for resident rate tuition.

This waiver covers any day school course. It also covers any Extension course provided that it:
- is 5xxx level or higher
- is transferrable to your degree program
- is taken A/F or S/N
Fall and Spring tuition benefits are automatically credited to your account. If your Fall or Spring tuition benefit does not appear on the bill generated by Student Accounts Receivable, you must correct the error before the payment due date. Contact the Graduate Studies Coordinator for assistance or call the Graduate Assistant Employment Office at 612-624-8647. You can also find a detailed discussion of these policies at: http://www1.umn.edu/ohr/gae/tuitionbenefits/.

Summer tuition benefits are rarely available and are given only in unusual circumstances. Please contact the Graduate Studies Coordinator to see if you qualify for summer tuition benefits. Summer tuition benefits are not automatic and if you register for classes before verifying that you will be given summer tuition benefits you will have to pay your entire tuition bill.

Your appointment will be automatically cancelled if you fail to register. Refer to the Registration Policies section earlier in this handbook for the appropriate number of credits. Cancellation of your appointment directly impacts your eligibility for health insurance benefits. Please see the information under Health Benefits for Graduate Students for more information.

The Graduate Assistants Employment (GAE) Office, located in 545 West Bank Office Building, 1300 South 2nd Street, (612-624-8647), coordinates the tuition benefits you are eligible to receive. This office also provides other support and informational services to graduate assistants.

HEALTH BENEFITS FOR GRADUATE ASSISTANTS

Insurance requirements
The University requires all students taking 6 or more day school credits per semester to carry health insurance. International students must carry insurance through the University of Minnesota for themselves and their dependents for the entire time they are in the United States unless they have insurance through a U.S.-based employer. If you already have insurance, enter the name of your insurance company, your policy number and the company phone number when you register on-line. You must provide this information on One Stop (www.onestop.umn.edu) by the end of the first week of class in order to avoid being charged for University-sponsored hospitalization insurance.

Eligibility
Graduate students who hold a teaching assistantship or a research assistantship through the University of Minnesota are eligible to receive the Graduate Assistant Health Insurance Plan as long as they work at least 195 hours during each Fall and Spring semester. Graduate assistant appointments of 25% or greater will pay a portion of your health insurance premium equal to twice the amount of your appointment, minus 5% of the total premium. Therefore, a student with a 50% appointment will have 95% of their health insurance premium paid. Students who have a university administered fellowship are also eligible for the Graduate Assistant Health Insurance Plan.
**Enrollment**

Enrollment is not automatic. New graduate assistants must enroll for the Graduate Assistant Health Insurance Plan by completing and submitting an application by the enrollment deadlines. [http://www.shb.umn.edu/twincities/graduate-assistants/graduate-assistant-health-plan.htm](http://www.shb.umn.edu/twincities/graduate-assistants/graduate-assistant-health-plan.htm); this is the information you need: **Insurance Plan Name:** Health Partners; **Insurance Plan Group Number:** 24000; **Member ID number:** your student ID number; **Insurance Plan Phone Number:** 612-624-0627. You can find more information about the Graduate Assistant Health Insurance Plan at: [http://www.shb.umn.edu/twincities/graduate-assistants/index.htm](http://www.shb.umn.edu/twincities/graduate-assistants/index.htm)

**Cancelling Your Health Insurance**

Once you are enrolled in the plan you remain a member until you lose eligibility (i.e., your appointment drops below 195 hours of work for the semester, you leave your appointment, or your appointment ends) or you cancel your coverage. When you lose eligibility you must cancel your participation in this plan or continue coverage at your own expense. Failure to do either will result in your being billed for the full insurance premium until you cancel the insurance. To cancel, you must complete a cancellation form, which can be found at [http://www.shb.umn.edu/downloads/2014-2015/GAHP/Form_GAHP_ChangeCancel_2014-15.pdf](http://www.shb.umn.edu/downloads/2014-2015/GAHP/Form_GAHP_ChangeCancel_2014-15.pdf) within 30 days of losing your eligibility and return it to the GAIO at room N323 Boynton Health Service. You cannot cancel your coverage by indicating that you have other insurance at the time of registration. You must submit the cancellation form.

**Continuation of Coverage**

If you lose your eligibility you can apply for continuation of coverage. This will allow you to maintain your health insurance coverage by paying the entire premium for your health plan. You can maintain the continuation of coverage for up to 18 months after losing eligibility for the health care plan. You can find the Continuation of Coverage form on this page: [http://www.shb.umn.edu/twincities/graduate-assistants/gahp/continuation-of-coverage.htm](http://www.shb.umn.edu/twincities/graduate-assistants/gahp/continuation-of-coverage.htm)

**Summer Health Insurance Coverage**

If you have carried the Graduate Assistant Health Insurance Plan for the Fall and Spring semester preceding the summer you will automatically receive summer health insurance coverage unless you cancel your health insurance by submitting the cancellation form. We encourage all students to maintain their coverage over the summer.

**Health Insurance Information for Students Without Graduate Assistantships**

Students who do not have insurance through the Graduate Assistant Health Insurance Plan or through another party can purchase the University’s Student Health Benefit Plan. To purchase this plan, simply leave the information on health insurance blank on One Stop when you register. The plan will automatically be billed to your account. Dependents must be enrolled in the Student Health Benefit Plan during the open enrollment periods. Please see the Student Health Benefit Plan website ([http://www.shb.umn.edu/twincities/students/student-health-benefit-plan.htm](http://www.shb.umn.edu/twincities/students/student-health-benefit-plan.htm)) for the open enrollment periods and more information about the plan.
**Waiving Health Insurance Coverage**

Students may waive health insurance if they have it through another source, such as their parents or an employer. Please note that international students can only waive the health insurance requirement if they have health insurance through a U.S.-based employer. To waive the coverage international students must submit the Waiver form, which can be found at [http://www.shb.umn.edu/waiver](http://www.shb.umn.edu/waiver) along with proof of insurance. This proof can be a copy of the insurance card or a certificate of credible coverage obtained from your insurance company.

U.S. students may waive the insurance requirement by listing their alternate insurance information on One Stop when they register for classes.

**Boynton Health Service**

All students who take 6 or more day school credits must pay the student services fee. By paying this fee you become eligible to receive many outpatient services at Boynton Health Service at no additional cost. If you do not pay the student services fee, you may be eligible to purchase outpatient health coverage through the Extended Coverage Benefits plan available at the Student Insurance Office (N323 Boynton Health Service). Students who are not required to pay the student services fee, spouses, dependents and domestic partners of students may use Boynton Health Service on a fee-for-service basis. Please call 612-624-6985 or visit the Boynton Health Service website, [www.bhs.umn.edu](http://www.bhs.umn.edu) for more information.

**DENTAL COVERAGE**

Students who are enrolled in the Graduate Assistant Health Plan have dental benefits included. These benefits provide dental care at the Boynton Dental Clinic and plan details can be found at [http://www.shb.umn.edu/twincities/graduate-assistants/graduate-assistant-dental-benefits.htm](http://www.shb.umn.edu/twincities/graduate-assistants/graduate-assistant-dental-benefits.htm)

**Voluntary Dental Plan**

The Voluntary Dental Plan is available only to students who purchase the Student Health Benefit Plan. This dental plan provides access to the Boynton Dental Clinic and the University of Minnesota Faculty Dentists. Plan costs and details are available at [www.shb.umn.edu/twincities/students/voluntary-dental-plan.htm](http://www.shb.umn.edu/twincities/students/voluntary-dental-plan.htm).
INFORMATION FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

This office is part of Office of International Programs, which serves U.S. and international student and faculty at the University of Minnesota. The staff members of ISSS are dedicated to making your academic experience at Minnesota a success. They provide information to help you feel at home as quickly as possible, to solve problems when they arise, and to meet requirement of the U.S. Department of Homeland Security and the U.S. Immigration and Naturalization Service. They also publish the Handbook for International Students, which is available in the ISSS office or on their website. For more information contact ISSS at 612-626-7100 or email: isss@umn.edu or visit their office in 190 Humphrey Center. Information is also available on their website: www.isss.umn.edu.

FULL COURSE OF STUDY

All international students holding F-1 and J-1 visas are required by the Immigration and Naturalization Service (INS) to register for a full-course of student each academic semester. To meet INS requirements, graduate students are required to take a minimum of 6 credits each semester. Certain academic programs or University offices, as well as exchange and scholarship program sponsors and other private educational funding agencies may have different credit requirements for their students. If this credit requirement is higher than the one imposed by the INS, the higher credit requirement will prevail. If the requirement is lower, than the INS requirement will take precedence.

Exceptions to this rule are possible only in a limited number of circumstances. In such instances, the Reduced Course Load http://www.isss.umn.edu/fstudent/rcl.html for F-1 Students Form must be completed, signed by your advisor or the Director of Graduate Studies, and submitted to International Student and Scholar Services (ISSS) by the end of the second week of the semester. Students on a J-1 visa must submit this form: http://www.isss.umn.edu/forms/pdf/j1/JException.pdf. If you plan to drop classes and doing so will cause the total number of credits you are taking to drop below six, you must have the form approved by ISSS prior to dropping your classes. Further information on the Reduced Course Load is available at http://www.isss.umn.edu/fstudent/fullcourse.html. Contact the Economics Graduate Studies Office at 612-625-1389 or ISSS at 612-626-7100 for more information.

I-20

Every F-1 student is issued an I-20 by the University of Minnesota. Changes in any of the information listed below must be reported to ISSS and a new I-20 must be requested.

- Name
- Country of Citizenship
- Major
- Degree Program
- Financial Resources (including employer)
- Addition or deletion of F-2 dependents.
The I-20 lists a projected completion date. If you will be unable to complete your degree by that time you must request a program extension. Failure to do so will result in overstaying your visa and a legal status violation. More information about the I-20 is available at [http://www.isss.umn.edu/fstudent/sevisI20.html](http://www.isss.umn.edu/fstudent/sevisI20.html).

**Curricular Practical Training**

If you should accept a position at an institution outside of the University of Minnesota while enrolled in the program, you must complete a Curricular Practical Training (CPT) authorization, which must be signed by your advisor and approved by the ISSS. You will be required to register for at least one credit of *Econ 8990 - Individual Graduate Research* for each semester you require the CPT. You should apply for the CPT at the same time you request a new I-20. More information about the CPT is available at [http://www.isss.umn.edu/fstudent/cpt.html](http://www.isss.umn.edu/fstudent/cpt.html).

**Payroll**

Any time a change is made in your visa status or your visa expires, it is important to go to the Payroll Office, 1300, South 2nd St., Room 545, to report this information. Failure to notify the payroll office of these changes will result in your paychecks being stopped.

**Change of Address**

All international students are required to report any change in address to both the University and the U.S. government. Please see [www.isss.umn.edu/INSGen/address.html](http://www.isss.umn.edu/INSGen/address.html) for information on reporting your change of address to the U.S. government. You can change your address in the University system at One Stop ([www.onestop.umn.edu](http://www.onestop.umn.edu)).

**Special Health Insurance Requirement for J Visa Holders**

Effective September 1, 1994, scholars, students and their accompanying family members holding J-1 and J-2 visas are required to carry health insurance to meet the requirements of their visa status under regulations of the U.S. Information Agency (USIA).

If the J-1 scholar or student willfully fails to carry health insurance for himself or any accompanying dependents while participating in the J-1 exchange program, the J-1 visa sponsor must terminate his participation in the program and report the termination to the USIA in Washington, D.C. Please contact a J-1 advisor in the ISSS office at 612-626-7100 for more specific information regarding the insurance requirements.

**English as a Second Language (ESL)**

International students can take English as a Second Language (ESL) courses for credit and they will be covered by the tuition benefit provided by a graduate assistantship. You can register for these courses using the One Stop system ([www.onestop.umn.edu](http://www.onestop.umn.edu)). For more information on these classes, go to the English as a Second Language website, [http://sls.umn.edu](http://sls.umn.edu).
A Graduate Writing Course for International Students

We strongly recommend that all graduate students take graduate level writing and speaking courses to polish their presentation skills. One of the most useful for international students has been WRIT 5051 Graduate Research Writing Practice for Non-native Speakers of English. Here is what one of our alumni has to say about her experiences with the course.

This is a suggestion for international graduate students who are not native English speakers to take the graduate writing course, Writing Studies 5051, in order to improve or enhance their writing skills. This course teaches formal writing in English, with an emphasis on the problems that often arise for international students. Students learn rules and styles of many useful document types including data commentary, summaries, critiques, resumes, cover letters, as well as research papers. These skills and knowledge will enhance the international students' written communication skills with advisors, peers and other academic audience, and thus contribute to their future career success as well.

I. Problem

International students usually face severe communication problems in the US. These problems are both language and culture, and often more of the latter. The reason is that each culture has its unique convention to follow in communication with other people. This convention is like hardware in computer, and people use it as implicit assumptions when they communicate with each other. However, when two people with different cultural backgrounds communicate with each other, problems arise. These two people have different implicit assumptions and thus different ways to interpret the other's message. Hence miscommunication and confusions will occur. The clearer or stricter the convention is, the more severe the confusion will be. This is exactly the characteristics of academic writing whose rules and formats are very simple and standard.

Another factor that contributes to international students' difficulty in academic writing is that they usually learn informal and formal English simultaneously. Hence it is hard to distinguish between formal and informal writing. Often informal words appear frequently in the writing of international students, which spoils the otherwise nice writing.

II. The Graduate Writing for International Students (WRIT 5051): My experience

The Graduate Writing Course (WRIT 5051) that I am currently taking addresses the above problems. In this course, students learn systematically the characteristics of formal academic writing in the US, and the course is specifically tailored for international students. It will be helpful to see what will be taught in this course. For example, one instructor of the course, Professor Sheryl Holt, wrote in the course content: "This course was designed to help you with the types of writing and presentations that you need to do in graduate school. ... The areas we focus on are rhetorical position, definition of audience, presentation of theory, academic
graduate-level style, critiquing and summarizing techniques. ... Particular attention will be given to clarity of grammar, sentence structure, clarity of expression, and other cultural issues in your draft."

After several weeks of classes, I have learned a lot about formal writing. More importantly, I have begun to realize which style to follow, how to organize my arguments, how to make effective transitions, and also have begun to write consciously with the audience in my mind. As a result, I have made fewer errors and my writing has become more readable. I am convinced that it will save me from struggling in the future. My experience suggests that this course might also be helpful for many other international students in our department, hence I would like to recommend it for all international students who have passed their written preliminary exams, and who are not native English speakers.

III. Contact
Sheryl Holt - English Composition Coordinator for Non-native Speakers of English and one of the instructors for Writing Studies 5051. E-mail: holtx001@umn.edu. Phone: 624-4524
STUDENT LIFE

ABOUT THE STAFF

Caty Bach – I oversee the functioning of the main office, assist Dr. Sahi, the Director of Undergraduate Studies, provide support to several faculty, and serve as webmaster, among other things. You will probably get to know me very well during the placement process, which I also oversee. I am located in the main office in room 4-101. Come and see me if you have any questions I can answer.

KatieRose Pasek - I am the Administrative Assistant for the Department. I handle all reimbursements and payroll for the department. I also coordinate visas and can answer visa questions, as well as many other things. I am in room 4-101D and my phone number is 625-4450. Please contact me if you have any questions.

Simran Sahi – My duties include the coordination of the department’s undergraduate program, i.e. dealing with issues relating to the teaching and administration of undergraduate courses. I also appoint all TAs and schedule graduate and undergraduate classes. Please contact me when:

- You have questions/concerns about your TA appointment.
- You have questions/concerns about the course/recitation sections you are teaching.
- You need information about procedures related to our undergraduate program.
- You need information or want to discuss your teaching evaluations.

My office hours are MW 10 – 12 noon, and T 2-3 p.m.; but I am in the office most of the time. Feel free to stop by room 4-101C.

Sara Shuford – I am Assistant to the Chair and Departmental Administrator. I have responsibility for the overall departmental budget, facilities management and human resources which includes supervision of office support and administrative staff and handling special projects for the Chair of the department. I am located in room 4-101E and my phone number is 625-6015.

Wendy Williamson – I am the Graduate Studies Coordinator. I coordinate the admissions process and provide support for the Director of Graduate Studies. Please see me if you have questions about prelims, Graduate School policies, or other related issues. I can also help you find information regarding matters outside the department such as housing, international student concerns or tuition benefits. You can contact me by phone at 625-2516 or stop by 3-171 Hanson Hall (mornings) or 3-145 (afternoons-the ERC Library).

Wendy Williamson – Also the librarian of the Economics Research Library. Please consult me for:

- locating books and journals
- availability of published and unpublished papers
- department history
- whereabouts of Minnesota alumni
- questions pertaining to libraries on and off campus. I can save you lots of time in searching for economics and business sources.
- a quiet place to study in the afternoon.

During the school year, the library is open every weekday from 1:00 p.m. – 4:30 p.m. It is located in 3-145 Hanson Hall and the phone number is 625-2516.

**FACILITIES**

**Offices**

Almost all graduate students are offered office space, but priority is given to students who are in the first five years of the Ph.D. program, are teaching or working as a research assistantship or have been promised space as part of an admission offer. Office assignments are made by Simran Sahi. You are not allowed to change offices without permission from Prof. Sahi. Please contact the Graduate Studies Coordinator at 625-2516 if you need any assistance with your office.

**Keys**

Each student with an office will be issued an office key, which must be returned prior to graduation. This key can also be used to access the Economics Computer Lab. Please contact Caty Bach at 625-6859 if you have any questions regarding your keys.

**Office Security**

The Department is open to the public between 8:00 am and 4:30 pm. After 4:30 pm, the corridor doors and elevators lock and only economics graduate students, faculty and staff have access to the Department. **Do not let people you do not know into the hallways after hours.** Instructors who have office hours after 4:30 are encouraged to hold them in the lounge area by the Graduate Studies Office (3-171 Hanson Hall) so they can let students in easily. We also encourage you to lock your office doors every time you leave your office. If you do see suspicious behavior in the Department during business hours, report it to the Main Office (4-101). After hours, call 911.

**UCards**

Each incoming student is issued a UCard. This card functions as a campus identification card and an access card for getting into the Economics Department and Hanson Hall after hours. You can also use your UCard to access your bank account if you have an account through TCF Bank, or as a stored value card to purchase items at campus restaurants or stores or as a calling card. You can find more information about your UCard at [http://www1.umn.edu/ucard/](http://www1.umn.edu/ucard/). If you damage or lose your UCard you will be charged $25 to replace it.
Libraries

Economics Research Library  www.econ.umn.edu/library
The Department of Economics at Minnesota has its own library, called the Economics Research Library. The ERL is located in room 3-145 Hanson Hall, and is for use by graduate students and faculty in the department.

The library began in 1967 with donated books and journals from department professors, with many from the collection of Jacob Schmookler. A fund was set up for purchasing books and journal subscriptions, and we still acquire books. Journals are now accessed through the University Library’s electronic collection, although we still have some major economics journals in paper. There is a useful link to our new book lists, economics journals, and the index EconLit on the website above.

We formerly collected many discussion (or working) papers from institutions around the world and now keep a small archive of papers that are not in digital format. Older working papers of the department are digitized as part of the U of M Digital Conservancy at http://conservancy.umn.edu/. The new Minnesota working paper series can be found here: http://www.econ.umn.edu/merr/.

In addition, we have an archive of unpublished and non-electronic papers by Minnesota professors and alumni, including Nobel Prize winner Leonid Hurwicz. Lists of these can be found on the library website.

The library is usually open every weekday during the semester from 1:00-4:30 or 5pm. You can reach me, Wendy Williamson, at wendy@umn.edu or by phone at 625-2516.

Main Campus Libraries

https://www.lib.umn.edu
The University of Minnesota, Twin Cities Libraries, with a collection of more than 5 million catalogued volumes and 41,000 serials, ranks 16th in size among American Universities. Included in the system are:

Magrath Library (624-2233)
www.lib.umn.edu/magrath
This library is located in the Central Library Building on the St. Paul campus. Books and journals on agriculture, biological sciences, and human ecology can be found here. There is also an extensive collection of state government documents focusing on agriculture.

Math Library (624-6075)
math.lib.umn.edu
The library is located in 310 Vincent Hall on the East Bank of the Minneapolis campus. Books and journals on mathematics and statistics can be found here. Library hours during the academic year: Monday through Thursday – 8:00 a.m. until 9:00 p.m., Friday
8:00 a.m. until 4:30 p.m., Saturday 12:00 until 4:00 p.m. The library is closed on Sunday. Check with the library for summer and other off-season hours.

**Bio-Medical Library (626-4045)**

[www.lib.umn.edu/biomed](http://www.lib.umn.edu/biomed)

The library is located on the 2nd, 3rd (street level), and 4th floors of Diehl Hall, just one block north of the Fairview-University Medical Center. It houses all medical journals and books, and it is open to the public. However, only those with a valid University ID are allowed to check out materials.

**Science and Engineering Library (624-0224)**

[www.lib.umn.edu/walter](http://www.lib.umn.edu/walter)

Located in the Walter Library Building on the East Bank of the Minneapolis Campus. The collection includes books and journals in engineering, mathematics, physics, geology, and more.

**Wilson Library (624-3321)**

[www.lib.umn.edu/wilson](http://www.lib.umn.edu/wilson)

On the West Bank of the Minneapolis Campus. The collection includes books and journals in the Humanities and Social Sciences: American studies, anthropology, area studies, art, business, economics, education, film, geography, history, language, literature, philosophy, political science, psychology, religion, sociology, and women's studies. The Government Documents collection in the basement has extensive information from the U.S., foreign governments, and major international organizations such as the United Nations, International Monetary Fund, and World Bank.

**COMPUTER FACILITIES**

**Departmental Computer Room**

The Departmental computer room is located in 3-170 Hanson Hall and is available 24 hours a day. Your office key provides access to the room. The computers in 3-170 provide full access to the University network and computer resources through the Microsoft Active Directory. There is also a scanner in this room for your use. If you have questions regarding the use of the Departmental Computer Room, please email [1help@umn.edu](mailto:1help@umn.edu), 301-4357.

**Office of Information Technology Helpdesk**

University OIT ([1help@umn.edu](mailto:1help@umn.edu), 301-4357) provides technical support for your general computer inquiries including e-mail accounts, the wireless network, VPN and more. West Bank Tech Stop (Blegen 90) provides face-to-face technology consultations, support and training. The CLA-OIT service supports department specific issues such as office computers, network printer support and research application support. For more information, please refer to the following web sites:

University OIT Tech Stop: [http://www.oit.umn.edu/tech-stop/](http://www.oit.umn.edu/tech-stop/)

CLA-OIT service desk: [http://claoit.umn.edu/](http://claoit.umn.edu/)
Setting up an E-mail Account
You received an assigned e-mail account from the University upon accepting your enrollment. This e-mail address is also referred to as your X.500 account, which is used to view your personal information on the web and register for classes.
You must initiate your e-mail account before using it, which can be done at:  https://www.umn.edu/initiate.

Setting up the Computer Room Printer
The printer in 3-170 is only available from computers in the room or from office computers. To connect the printer, visit the following web page for information:
http://www.econ.umn.edu/graduate/computer.html
Here are the same instructions.
1. Click Windows Key plus R at the same time
   (or Click Windows -> All Programs -> Accessories -> Run)
2. Copy the following line and paste it
   \cla-ps1.ad.umn.edu\ECON-Hanson3-170-HPLJM602x
3. Click OK

The department's printing and photocopying policy is that department photocopiers are limited to graduate student for their roles as TA's, not for their roles as students. The department's paper supply will not be issued to graduate students for personal use. See TA Handbook for further information: www.econ.umn.edu/graduate/ta_handbook.pdf ,

Web Home Pages
The department's home page is located at www.econ.umn.edu . Students are encouraged to develop their own home page if they wish.

Wireless Internet Service
The University of Minnesota has wireless internet service available campus wide. The network runs on 802.11n technology and over 4,500 access points are deployed on the system. For more information, visit  http://www1.umn.edu/wireless/index.html .

Public Computer Labs on the West Bank
While most of our students use the 3rd floor lab, there are public computer labs on the West Bank in Blegen 90. Before you can use these facilities you must first initiate your student e-mail account. You can initiate your account the first time you visit one of the labs at https://www.umn.edu/initiate. You will need your e-mail user information and password to log in when using the labs. As long as you are currently registered, you can use these facilities free of charge. If you are not currently registered, you will be charged $40/semester to use the lab. Application forms for this type of "individual access" can be obtained from the lab attendants. Everyone will be charged for printing regardless of registration status. Prints can be purchased using your UCard. Scanning is available as well. For locations of computer labs and hours: http://oit.umn.edu/computer-labs/locations-hours/.
Campus Bookstores  https://www.bookstores.umn.edu

All bookstores have extended hours for the first two weeks of each semester, and summer hours may be slightly different as well.

**Coffman Bookstore** [Economics, Math/Statistics Books]  Regular hours:
 Ground Level, Coffman Memorial Union
 625-6000
  M - F  8:30 - 5:00
  Sat.  10:00 - 4:00

**St. Paul Store, St. Paul Campus** [Applied Econ books]  Regular hours:
 7 Student Center
 624-9200
  M - F  9:00-5:00

Communication

**Keeping Us Informed**

*Emergency contact form*
It is very important that we have an up-to-date emergency contact form on file for you. Please note that all information will be kept confidential and used only in case of an emergency. This form will be placed in your mailbox shortly after the start of the semester. Please return it to Sara Shuford as soon as possible.

*Change of home address/phone number*
Please let us know if you move or get a new phone number. You can inform Caty Bach, in room 4-101 of any changes. If you move, you also need to complete a new W-4 form. Please update your home address and phone number in One-Stop; you can hide the public view so it will not show up in the online U of M directory – see Wendy for help with this.

**University of Minnesota Resources**

In addition to this handbook, there are several other University publications that will help keep you informed. Answers to the most commonly asked questions can be found in the documents listed below. Please also be sure to check these sources frequently:

**Electronic Mail**
Check your e-mail frequently. Seminars and other important events are posted via e-mail and the department has an electronic newsletter, which is distributed via e-mail. It is very important to check your University e-mail account frequently as progress reminders and policy changes are sent solely by e-mail.

**Mailboxes**
Each graduate student has a departmental mailbox in the 3rd floor hallway. Both campus and U.S. Mail will be placed there as well as flyers and announcements from the department. Homework and exams may be placed in your mailbox as well as grading and exams for classes you teach. Arrange to check your mailbox often.

**Bulletin Boards**
The department has a bulletin board on the third floor of Hanson Hall. This board contains items of general interest. You will find information pertaining to seminars, conferences, fellowships, employment, and other pertinent announcements.
Department of Economics Handbook for Graduate Teaching Assistants

This annual handbook is produced by Professor Simran Sahi and Caty Bach. It provides useful information to you as a teaching assistant in the Department of Economics. If you have a teaching assistantship, it is important that you read this handbook carefully; it contains details about undergraduate teaching at the University. It can be found on the Department of Economics website at www.econ.umn.edu/graduate/ta_handbook.pdf along with other useful information for teaching assistants.

Graduate Assistant Employment Office Website

The Graduate Assistant Employment Office publishes information pertaining to teaching and research assistantships on its website: http://www1.umn.edu/ohr/gae. You can find valuable information on issues like workload and compensation, benefits and grievances on this site. There is also a section with important information for international graduate assistants.

Graduate School Catalog

The Graduate School updates its catalog every two years. Graduate students are responsible for all information contained in this catalog that is pertinent to graduate study and their specific field.

The first section, General Information, is the official source of information about Graduate School policies and procedures. The largest section, Graduate Programs, presents faculty, requirements, and course descriptions. The last section of the bulletin contains a complete set of campus maps, an extensive index, and an alphabetical list of course designators with the programs under which they are found.

The bulletin is available in electronic format at: http://www.catalogs.umn.edu/

Course Schedule

The University produces a class schedule each semester, which is available on-line at One Stop (www.onestop.umn.edu) In addition to providing course information, the first section of the booklet provides valuable information on registration, tuition/fees, tuition waivers, health insurance, etc.

Course Guide

This document provides information, supplied by instructors, which reflects the way 1xxx, 3xxx, and 5xxx level courses will be taught (e.g., how class time will be spent, types of assignments and exams required, and how final grades will be determined). It can be found on-line at www.onestop.umn.edu.

Other Graduate Students

Perhaps the best way to stay informed is to talk to other graduate students. Many times they have been through exactly what you're going through now. As a result, they can provide you with sound advice on how to get information or how to resolve a particular problem.
**External Resources**

*Association for Support of Graduate Students - ASGS*

The Association for the Support of Graduate Students (ASGS) publishes *Thesis News*, which is designed to meet the needs of graduate students conducting research and/or writing a thesis or dissertation. The publication deals with the process and psychology of thesis writing.

The ASGS can be reached at: [http://www.asgs.org/](http://www.asgs.org/) or by e-mail: ronda@asgs.org.

*The Region*

*The Region* a quarterly publication from the Federal Reserve Bank, is another good source for keeping abreast of current macroeconomic research. It provides easier to understand versions of current research by economists at the Federal Reserve, which include some professors from our department. *The Region* is usually published twice a year [www.minneapolisfed.org/publications_papers/region](http://www.minneapolisfed.org/publications_papers/region) and the *Quarterly Review* has research articles as well: [http://www.minneapolisfed.org/publications_papers/qr/](http://www.minneapolisfed.org/publications_papers/qr/)

**Discounts on Economic Journals**

As a graduate student you are eligible for special student rates for economic journals. For example, membership in the American Economic Association (AEA) is only $35 for students compared to $70 to $98 for non-students. This is a particularly good deal since membership includes three journals: the American Economic Review, the Journal of Economic Literature and the Journal of Economic Perspectives. Many other Journals (Journal of Political Economy, etc.) also have student rates and subscription information can typically be found in the last couple of pages of the journal. If you are interested in joining the AEA, go to [www.aeaweb.org/membership.php](http://www.aeaweb.org/membership.php).

To get the student rate, you usually have to provide proof of your student status. The Graduate Studies Coordinator will verify your status as a student by issuing an enrollment verification letter.

**GETTING INVOLVED**

*Graduate Economics Organization (GEO)*

The GEO is an organization of graduate students which serves as a liaison between students and the department. It is intended to be an informal resource for students to express concerns about the program and other academic related issues.

The GEO consists of four or five person social committee. The social committee plans and makes students aware of various events in the department such as the Winter Party, happy hours, and picnics. They also coordinate the weekly donut hours, which are held every Tuesday morning. When necessary, they serve as a liaison between the graduate students and the faculty.

Elections for these positions are held each year in the spring, and anyone interested in such a position should let one of the current officers know.
**Seminars**

A seminar list is produced each week and sent to all faculty, students, and staff via e-mail. Your name and e-mail address should automatically be added to the graduate student e-mail list. If for some reason, you do not receive seminar information, please notify the Graduate Studies Coordinator and your address will be added. Seminars held by our department, the Federal Reserve, and Applied Economics are all listed.

**Federal Reserve Bank**

Each year the Federal Reserve Bank of Minneapolis hires a few half-time research assistants. Typically these hires are 3rd year graduate students in the Department who have completed their written prelims as they are usually the most qualified applicants. The period of employment is a year though quite often it is renewed for a second year. This position provides an opportunity to work closely with a highly active set of researchers. This set includes not only economists employed by the Federal Reserve Bank of Minneapolis but also consultants and visitors. A number of this latter group are Department faculty members. The prime areas of research interest are money and banking (broadly defined).

**Graduate and Professional Student Assembly (GAPSA)**

Graduate and Professional students use GAPSA as a forum to communicate and cooperate in promoting academic, social, professional and economic aims. GAPSA appoints representatives to a variety of University committees and asks for at least one representative from each graduate program to serve in the assembly. If you have a concern or are interested in serving on a committee, call 625-2982. Their website is [http://www.gapsa.umn.edu/](http://www.gapsa.umn.edu/).

**The Council of Graduate Students (COGS)**

COGS is the official organization representing over 8,000 University of Minnesota graduate students to the Graduate School, to the University community, and to state and federal government. As a COGS representative you can be as involved or uninvolved as you wish, but initiative and leadership are always needed. If you would like more information about COGS, contact them directly at 625-1612 or by e-mail at cogs@umn.edu. You can also visit their website at: [www.cogs.umn.edu](http://www.cogs.umn.edu)

**UNIVERSITY SERVICES**

**Parking and Transportation Services**

*Campus* - The University of Minnesota Campus Connector shuttle bus provides transportation between the east and west banks of the Minneapolis campus and between the St. Paul and Minneapolis campuses. The service operates Monday through Friday from 7:00 a.m. to 10:00 p.m. during the regular school year with reduced levels of service during final exams, vacation periods, and summer sessions. This service is free of charge.

*Metro area* – MetroTransit operates local buses and light rail lines in Minneapolis and St. Paul as well as a commuter bus service consisting of seven semi-express bus routes between the University and various residential areas of the Twin Cities, including many park and ride locations at several shopping centers. Regular city bus fares apply toward
this service which operates Monday through Friday throughout the year. For more information about the Campus Connector or the commuter busses, call Parking and Transportation Services at 626-7275, visit http://www1.umn.edu/pts/index.html or www.metrotransit.org.

The University Parking and Transportation Services offers a discounted bus pass called **U-Pass**. The U-Pass provides unlimited rides to go anywhere at any time on any Twin Cities bus. Each pass is valid through the end of the semester during which it is purchased. Every student is assessed a $19.00 transportation fee with their tuition. Additionally, students who decide to buy the pass pay a $100 user fee per semester. That user fee covers a full semester of unlimited bus rides. The U-Pass is also sold online at: http://www1.umn.edu/pts/bus/upass.html or call 626-7275.

**Campus Escort Service**

Uniformed student escorts are available to all campus travelers. The escort service is free and available 24 hours a day, seven days a week. Student escorts are veteran security monitors who have had background checks and were trained by University police. After approximately 4:00 a.m., when the student monitors are off duty, escorts will be provided by a University police officer, provided that one is available. The service's number is 624-9255 (624-WALK); website is http://www1.umn.edu/police/escort.html

**Housing Services**

There is walk-in service available which includes listings of apartments, houses, duplexes, and room-mate situations. Applications for residence halls are also available here. They are located on the east bank in Comstock Hall East, 210 Delaware Street S.E. The number is 624-2994 and the website is www.housing.umn.edu.

**Office for Student Conduct and Academic Integrity (OSCAI)**

The Office for Student Conduct and Academic Integrity (OSCAI) has responsibility for administering matters arising from student conduct on campus. The office uses educational strategies and disciplinary counseling as catalysts for self-understanding and personal growth. The OSCAI’s mission is to provide a forum for these educational encounters within the services of its own office and through consultation and advisement of colleges, departments and units in the University. OSCAI is responsible for the creation, revision and review of policies and procedures that provide for the administration of a procedurally fair and lawful system of student discipline. The Director of OSCAI handles most complaints on an informal person-to-person basis with emphasis on educational development whenever possible. You may contact them directly by calling 624-6073. More information is available on their website, http://www.oscai.umn.edu/.

**Student Conflict Resolution Center (SCRC)**

The Student Conflict Resolution Center (SCRC) is an organization that assists students with campus-based concerns. In addition to handling individual cases, the majority of which are grading and instructional complaints, the office also functions in a proactive way to prevent problems in this area. For more information, see their website at: http://www.sos.umn.edu/. You can contact them at by e-mail at sos@umn.edu or by phone at 624-7272.
Student Legal Services
The University Student Legal Service provides legal advice and representation to all eligible students on campus. They can assist students in such issues as landlord/tenant relations, consumer matters including automobile purchases and repairs, credit problems, insurance matters, debt collections, wills and trusts, family law, immigration matters and other legal issues. All students paying student services fees are eligible to use the Student Legal Service. For more information see their website at http://www1.umn.edu/usls/. You can contact them directly by calling 624-1001 or emailing usls@umn.edu.

University Counseling and Consulting Services
The University Counseling and Consulting Services (UCCS) offer counseling in a wide variety of areas including personal counseling, stress management, career counseling and academic counseling. Both individual and group counseling are available. UCCS also administrates the Student Academic Success Center which provides coaching in basic academic skills such as test preparation and note taking. The Minneapolis UCCS office is located in 109 Eddy Hall and can be reached by calling 624-3323. Please visit their website at http://www.uccs.umn.edu/ for more information about the services offered.

Disability Services
Disability Services assists University of Minnesota students, faculty, staff and guests with a wide range of disabilities by providing physical, programmatic and academic accommodations and adjustments. They also provide training and consultation services to faculty, staff members and instructors. All members of the University community are welcome to contact them for assistance. Disability Services is located in the McNamara Alumni center and can be reached by calling 612-626-1333 (voice or TTY). Please visit their website: https://diversity.umn.edu/disability for more information about the services they offer.

Office of Equal Opportunity and Affirmative Action (EOAA)
The Office of Equal Opportunity and Affirmative Action works to provide the University of Minnesota community with a non-discriminatory work and educational environment. They investigate discrimination and sexual harassment complaints and provide training, and advising to promote equity, tolerance and diversity within the University community. EOAA advises members of the University community on Federal and State civil rights laws and University equal opportunity policies. EOAA can be reached by calling 624-9527. Please visit their website https://diversity.umn.edu/oeaa/ for more information.
GENERAL UNIVERSITY POLICIES

Sexual Harassment

The Board of Regents periodically reviews the University’s sexual harassment policy and developed a nepotism and consensual sexual or romantic relationship policy. For up to date information regarding either of these policies, please refer to the following website: http://www.eoaffact.umn.edu/resources/policies.html. The consensual relationship policy can be found in Appendix F and the sexual harassment policy can be found in Appendix G of this booklet.

Individuals seeking information and guidance in matters involving sexual harassment should contact the Office of Equal Opportunity and Affirmative Action, 274 McNamara Alumni Center, 200 Oak Street S.E., University of Minnesota, Minneapolis, MN 55455, 624-9547, eoaa@umn.edu. The website is www.eoaffact.umn.edu. Please note that all inquiries will be held in strictest confidence.

Smoke-free Policy


Smoking—The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other substance or material.

Facility—Any enclosed area of a structure, or portion thereof when such structure is owned and/or being occupied or operated, by the University. This is inclusive of University owned and/or operated vehicles and outdoor group seating facilities.

Residence Hall—Any structure designated by the University as a residence hall or dormitory. The smoke-free indoor air policy shall apply to all areas within residence hall except designated private resident rooms. Other University owned/operated private residences will be exempt from the policy.

Alcohol on Campus

The sale, use, possession, distribution, consumption, promotion, or marketing of alcohol on the University of Minnesota property or as part of University activities is prohibited unless it is approved in advance by the president or an appropriate delegate. Violations of this policy are violations of the Student Conduct Code and will be adjudicated accordingly. You can find a link to the full Regent's policy regarding alcohol at http://regents.umn.edu/sites/default/files/policies/Alcohol_0.pdf.

A copy of the Student Conduct Code can be found in Appendix D of this handbook.
COMMUNITY INFORMATION

Local Banks & Credit Unions

Affinity Plus Federal Credit Union
2520 University Ave. SE
651-312-9800
www.affinityplus.org

Wells Fargo
2600 Franklin Ave. E.
612-667-1391
www.wellsfargo.com

Associated Bank
1801 Riverside Avenue
612-341-3505
www.associatedbank.com

TCF Bank
Coffman Memorial Union       Stadium Village
300 Washington Ave. SE        615 Washington Ave. SE
612-626-2785                 612-823-2265
www.tcfexpress.com

SPIRE Federal Credit Union
3117 University Ave. SE
651-215-3500
www.spire-banking.com

U.S. Federal Credit Union
2535 27th Ave. South
612-724-0927
www.usfed.org

US Bank
Willey Hall (West Bank Skyway) Dinkytown Stadium Village
219 19th Ave. South       401 14th Ave. SE       718 Washington Ave. SE
612-378-4490              612-331-5445             612-378-7181
www.usbank.com
Automated Teller Machines (ATMs) on or near Campus

West Bank
- Social Sciences Tower - Basement (Near lower entrance to Wilson Library)
- Blegen Hall - Lower level (Near coffee shop/bus line)
- Willey Hall - Near West Bank Union, west of the general store
- Carlson School of Management – Lower level (across atrium from Java Kids)
- West Bank Skyway

East Bank
- Coffman Memorial Union – Basement
- Walter Library
- Moos Tower – 2nd Floor
- Williamson Hall - Ground level (near Admissions Office)
- Rec Center – Lobby
- Williams Arena
- Mariucci Arena
- Dinkydome - Street level, outside, corner of University & 15th Ave.
- TCF Bank – Stadium Village, 615 Washington Ave. SE
- U.S. Bank - Stadium Village, 718 Washington Ave. SE
USEFUL WEB SITES

Boynton Health Service  http://www.bhs.umn.edu
Campus Events  http://events.umn.edu
Computer Safety  www.oit.umn.edu/safe-computing
Department of Economics  http://www.econ.umn.edu
Download old prelims  http://www.econ.umn.edu/graduate/prelim_archive.html
Directory Update Form  http://www.umn.edu/dirtools
E-mail Account Initiation  https://www.umn.edu/initiate
To set up initial password and activate your U of MN account
EconWorld  http://www.amosweb.com
Graduate Assistant Employment  http://www1.umn.edu/ohr/gae
Graduate Assistant Insurance Office  http://www.shb.umn.edu
Graduate School  http://www.grad.umn.edu
Graduation Instructions  http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/content/gs_21_doc
toral_grad_pack_instr.pdf
Housing  http://www.housing.umn.edu
Human Resources Self Service  http://hrss.umn.edu
Where you need to check your pay statement every 2 weeks
Human Subjects Committee (IRB)  http://www.research.umn.edu/irb
International Student and Scholar Services  http://www.issss.umn.edu
MetroTransit  http://www.metrotransit.org
Minneapolis Federal Reserve Bank  http://www.minneapolisfed.org
On-line Registration  http://www.onestop.umn.edu/registration/index.html
One-Stop  http://onestop.umn.edu
Office of Information Technology  http://www.oit.umn.edu
Office for Student Conduct & Academic Integrity  http://www.oscai.umn.edu
Research Computing  http://research.cla.umn.edu
Student Conflict Resolution Center  http://www.sos.umn.edu/
Student Legal Services  http://www.umn.edu/usls/
Teaching Assistant Information  http://www.econ.umn.edu/graduate/ta_handbook.pdf
U of M On-line Directory  http://search.umn.edu/
University Libraries  https://www.lib.umn.edu/
FREQUENTLY CALLED NUMBERS

All numbers are in the 612 area code unless otherwise indicated

Bookstores
- Coffman Memorial Union  625-6000
- St. Paul  624-9200

Boynton Health Service
- All appointments  625-3222
- General Information  625-8400
- Medical Information  625-7900
- Mental Health  624-1444

Bus Services
- Metro Transit  373-3333
- University of Minnesota Parking & Transportation  626-7275

College of Liberal Arts Office of Graduate Programs  626-4686

Computer and E-Mail Helpline  (301-HELP)  301-4357

Department of Economics Main Office, 4-101 Hanson Hall  625-6353

Disability Services, Student Services Office  626-1333

Equity, Diversity, and Affirmative Action, Office of  624-9547

Financial Aid Office (One Stop)  624-1111

General Human Resources Information  625-2016

Graduate Assistant Employment (GAE)Office  624-8647

Graduate Student Services and Progress Office
- Degree Clearance (master's)  625-4019
- Degree Clearance/Final Oral(doctoral)  625-0168

Graduate Student Fellowship Office  625-7579

Housing and Residential Life  624-2994

Human Subjects Committee (IRB)  626-5654

International Student & Scholar Services  626-7100

Library Hours (recording)  624-4552

Office for Student Conduct and Academic Integrity  624-6073

One Stop Helpline  624-1111

Parking Services  (626-PARK)  626-7275

Student Conduct Resolution Center  624-7272

Student Health Benefits Office  624-0627
EMERGENCY NUMBERS

For medical and other emergencies, call 911

All numbers are in the 612 area code unless otherwise indicated

Aurora Center: Sexual Assault, Relationship Violence and Stalking
Business line 626-2929
24-hour help line 626-9111
http://www.umn.edu/aurora

Campus Escort Service (624-WALK) 624-9255

Crisis Connection 379-6363
http://www.crisis.org

Crisis Counseling at Boynton (on campus) 624-1444
after hours (Crisis Connection) 379-6363

Equal Opportunity and Affirmative Action, Office of
Fairview-University Medical Center (West Bank Emergency Room) 627-6402

Hennepin County Medical Center (HCMC) 873-3000
HCMC Crisis Center (Acute Psychiatric Services) 873-3161

Legal Aid Society of Minneapolis 332-1441
http://www.mylegalaid.com

Sexual Violence Center 871-5111
http://www.sexualviolencecenter.org

Student Legal Services 624-1001

Suicide Prevention Center Lifeline (800-273-TALK) (800)-273-8255
http://suicidepreventionlifeline.org

Twin Cities United Way (Bee Hive) 211
First Call for Help Cell phone users: 651-291-0211
http://twincities.thebeehive.org

University Counseling and Consulting Services (Eddy Hall) 624-3323
http://www.uccs.umn.edu

University Police Non-emergency (624-COPS) 624-2677
Emergency 911

Walk-In Counseling Center 870-0565
http://www.walkin.org
APPENDICES

APPENDIX A – STEPS TO RECEIVING THE PH.D. IN ECONOMICS

- Complete at least 24 coursework credits
- Pass four written prelims at the doctoral level. Th Graduate Studies Coordinator submits the Written Preliminary Examination Report Form on your behalf.
- Determine your dissertation advisor and notify the Graduate Studies Coordinator.
- Complete the Graduate Degree Plan (http://policy.umn.edu/forms/otr/otr198.pdf) at least one semester prior to your preliminary exam.
- Assign members to your preliminary oral exam committee via http://www.grad.umn.edu/students/forms/doctrnal/index.html at least one month before your prelim oral.
- Schedule the preliminary oral exam at http://www.grad.umn.edu/students/prelimschedule/index.html one week before your prelim oral.
- Complete 24 thesis credits. Take these credits over 2 semesters.
- Assign members to your final oral exam committee via http://www.grad.umn.edu/students/forms/doctrnal/index.html at least one month before your dissertation defense.
- Schedule your final oral online at least one week prior to the exam (ask Caty for a room) http://www.grad.umn.edu/students/forms/doctrnal/index.html
- Request your Graduation Packet at http://www.grad.umn.edu/students/doctrnal/index.html
- Send a copy of your dissertation to your committee at least 3 weeks before your defense.
- Submit the signed Reviewers’ Report Form, found in your Graduation Packet, at least one week before your final oral exam.
- Submit the Application for Degree by the first business day of the month in which you want to graduate.
- Submit the Doctoral Final Exam Report. Submit this no later than the last day of the month in which you want to graduate.
- Submit your dissertation by the last business day of your month of graduation. Submit your dissertation: http://www.grad.umn.edu/students/doctrnal/index.html
APPENDIX B – STEPS TO RECEIVING THE M.A. IN ECONOMICS

- Complete at least 30 coursework credits.
  - At least 14 credits must be in the major
  - At least 6 credits must be in a minor field or supporting program
- Pass four written preliminary exams at the Master’s Level or at the Ph.D. level.
- Submit the Graduate Degree Plan (http://policy.umn.edu/forms/otr/otr198.pdf) at least one semester before you want to receive your M.A.
- Determine your M.A. advisor and notify the Graduate Studies Coordinator after your Degree Plan has been approved
- Assign your Master’s committee via http://www.grad.umn.edu/students/forms/masters/index.html after your Graduate Degree Plan has been approved but at least one month before graduation.
- When your committee has been approved, request your graduation packet at http://www.grad.umn.edu/students/masters/index.html
- Submit your Application for Degree (found in the Graduation Packet) by the first business day of the month in which you want to graduate.
- Submit the signed Final Examination Report (found in the Graduation Packet) by the last business day of the month in which you want to graduate.
Appendices C through G

Are also found through the University Policy Library at:  http://policy.umn.edu/

Appendix C – Conflict Resolution Process for Student Academic Complaints
http://policy.umn.edu/Policies/Education/Student/STUDENTCOMPLAINTS_PROC01.html

Appendix D – Student Conduct Code

Appendix E – Mutual Roles and Responsibilities in Graduate Education
http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_APPD.html

Appendix F – Nepotism and Personal Relationships
http://www.policy.umn.edu/Policies/hr/HRMisc/WORKPLACERELATIONSHIPS.html

Appendix G – Sexual Harassment Policy
regents.umn.edu/sites/default/files/policies/SexHarassment.pdf