

**THE OHIO STATE UNIVERSITY**  
**DEPARTMENT OF ECONOMICS**

**POLICIES AND PROCEDURES**  
**OF GRADUATE STUDY IN ECONOMICS**

**CONTENTS**

**I. Introduction**

**II. Admission to the Department**

**III. Master's Program**

**IV. Ph.D. Program**

**V. Financial Support of Graduate Students**

**VI. Department Policies on GA Support**

**VII. Penalties for failure to perform GA Functions**

**VIII. Policies on Graduate Student use of Funds for Human Subjects Experiments**

**IX. Graduate Student use of I.T. resources**

**X. Keys for Graduate Students**

**XI. University, State and Federal Policies**

**I. Introduction**

This document governs the rules and conduct of our graduate program. The Graduate School Handbook governs policies and procedures for all graduate programs, and all graduate students should be familiar with its contents . The Handbook is available at <http://www.gradsch.ohio-state.edu/graduate-school-handbook1.html>

The graduate program in economics is governed by the **Graduate Studies Committee** of the Department (**GSC**), which consists of both voting members and non-voting members, all appointed by the Department Chair. The **Director of Graduate Studies (DGS)** is the chair of the GSC. The Director of

Graduate Admissions (DGA) presides over admission decisions and fellowship selection in consultation with the GSC.

Voting members include the DGS and graduate faculty members; non-voting members include the Director of Graduate Admissions, Graduate Placement Officer (*ex officio*) and two graduate student representatives. The Graduate Program Coordinator administers day-to-day operations via the **Office of the Graduate Studies** (OGS), and acts as the primary point of contact for all matters related to the functioning of the Graduate Program.

## **II. Admission to the Program**

The DGA, in consultation with the GSC, is responsible for all admissions and financial aid recommendations including fellowships. The first round admissions with potential financial support are issued in the latter half of January; the first round fellowship awards will be announced in mid-February; and additional fellowships and financial support will be issued by late April.

## **III. Master's Program**

The M.A. program is awarded en route to the Ph.D. upon successful completion of the Core Curriculum and both Qualifier Exams. The Department has no separate M.A. program. The written portion of the M.A. Examination is offered concurrently with the Qualifying Examinations and consists of separate examinations in microeconomic and macroeconomic theory. Each member of the Qualifying Examination Committee grades the relevant examination as **M.A. Pass** or **Fail**. A necessary condition for passing the Master's Examination is that the student obtains the M.A. Pass grade in both Qualifying Examinations. Students who receive the grade of Ph.D. pass on both exams also qualify for the M.A.

Further information on procedures for the M.A. program can be found in the Graduate School Handbook: <https://gradsch.osu.edu/handbook/all#6-0>

For information on the Master's of Applied Economics program administered by the Department of Agricultural, Environmental and Development Economics, see here: <https://aede.osu.edu/graduate/masters-program>

## **IV. Ph.D. Program**

The Economics Ph.D. program is a five-year program. Progress through the program is assessed by a series of benchmark tests and papers, one of which occurs approximately at the end of each academic year. Throughout, students are expected to remain in compliance with all academic and course registration requirements mandated in the Graduate School Handbook. Normal academic progress is defined as successful completion of the benchmarks in the timeframe outlined below.

**A. Year One:** First-year students complete the Economics core courses (listed [here](#)) during the Autumn and Spring semesters and take the Qualifier Examinations the following Summer. Qualifier Examinations are given in two rounds each year. For each examination round, the OGS appoints an Examination Committee of at least three faculty members to administer each Qualifying

Examination. Each committee member grades the examination as “Ph.D. Pass”, “M.A. Pass”, or “Fail”. A student must obtain Ph.D. Passes on **both** the Micro Qualifying Examination and the Macro Qualifying Examination in order to remain eligible to pursue a Ph.D. in our program.

- B. Year Two:** Second-year students complete two Field course series (listed here) during the Autumn and Spring semesters. In the following Summer, their field proficiency is tested through either a written Field Examination, held concurrent with the Qualifier Exams, or through a Field Paper. The choice of which method to use is determined by the Field Committee. Prior to each Field Requirement round, the Field Committee and its chair is appointed by OGS.

For each student, the outcome of the second-year field requirements is graded as “Good”, “Satisfactory”, or “Fail”. “Good” means that a student has demonstrated a potential ability to do original research in the field. “Satisfactory” means that a student has a general grasp of the material but has not demonstrated an ability to do original research in the field. “Fail” means that a student does not comprehend the material at the Ph.D. level.

If a student does not achieve at least the level of “Satisfactory” in the two chosen fields after two Field Requirement rounds, the student’s progress towards a Ph.D. will be terminated.

- C. Year Three:** Third-Year Students must complete the third-year research paper requirement, which consists of writing and presenting a research paper during the Autumn or Spring semesters. The paper is evaluated by the student’s graduate faculty advisor and the student’s Provisional Candidacy Examination Committee by the end of the summer of the third year. Each committee member votes either “Pass” or “Fail”. To pass the third-year paper requirement, the student must obtain either a unanimous pass of the student’s PCEC or a majority votes of the PCEC followed by the majority votes of GSC. The committee decision is set by majority rule.

- D.** Departmental financial support to a third-year student's will be immediately terminated in case of a unanimous failure by the student’s PCEC. If a student fails to obtain a unanimous pass but at least with one pass vote by the student’s PCEC, the student will be placed in probationary status in the fourth-year Autumn Semester. Probationary status will be removed in the fourth-year Spring Semester only if the student completes the third-year research requirement during the fourth-year Autumn Semester. If a student fails to do so by the deadline set by DGS during the Autumn semester, the student’s departmental financial support will be terminated at the end of Autumn semester.

- E. Year Four:** Fourth-year students must complete the candidacy examination prior to the last day of classes in Spring semester of the fourth-year. Failure to do so will result in permanent termination of departmental support. Detailed information on the conduct of the candidacy exam can be found in the Graduate School Handbook. <https://gradsch.osu.edu/handbook/all#7-4>

- F. Year Five:** Fifth-year students must complete their final defense and submit their dissertation in time to graduate by no later than the Summer graduation of the fifth year. A student who does not graduate by summer semester of the 5th year is not guaranteed departmental financial support.

Detailed information on the conduct of the final defense, dissertation submission and graduation process can be found in the Graduate School Handbook. <https://gradsch.osu.edu/handbook/all#7-10>

## **V. Financial Support of Graduate Students**

- A. Fellowships:** A fellowship is awarded with the expectation that the student will pursue full-time study or research towards completion of the degree. Therefore, a fellowship student shall carry no departmental or university employment duties. All students with fellowships, whether funded through the university or by external organizations, must comply with all University and Graduate School policies regarding Fellowships, which are available [here](#):  
<https://gradsch.osu.edu/funding/fellowships>
- B. Graduate Associateships:** The Department awards Graduate Associateships (GA) on the basis of students' academic merits and teaching ability. The Office of Undergraduate Studies is responsible for making Graduate Teaching Associate (GTA) appointments. Graduate Research Associates (GRA) are chosen by individual faculty members to assist them with their research, and the faculty provide the name(s) of the students selected to the Office of Undergraduate Studies each semester. The undergraduate coordinator then makes GTA appointments based on an evaluation of students' academic merit, ESL scores, previous teaching record, if any, and department need. The undergraduate coordinator then informs the graduate coordinator and the department HR/Fiscal officer of the assignments, and the graduate coordinator and HR/Fiscal officer process the official hire documents.

## **VI. Department Policies on GA Support**

The Department provides two types of GA support for students who are academically eligible. GRA support is provided by faculty who have research funding to support a research assistant. GTA support is available for students who meet the teaching requirements of the Undergraduate Studies Office. . GTA assignments include independent instructor, recitation leader and grader. If a student does not qualify for GTA support, and no faculty member chooses to support them as a GRA, then the student must either self-fund or withdraw from the program.

A GTA appointed as an independent instructor is required to hold classes in accordance with the official University calendar, and is expected to perform all normal instructional duties including, but not limited to, the following:

- A. To select and order textbooks in advance and in a timely fashion.
- B. Prepare a syllabus; to create homework, quizzes, and exams; and to maintain the class record and grade books. Submit the syllabus to the Office of Undergraduate Studies for review prior to the first day of class.
- C. To hold class during all regularly scheduled hours.
- D. To administer a final exam during the regularly scheduled exam period.

- E. To hold regularly scheduled office hours.
- F. Learn to course management technology and software including, but not limited to, Faculty Center and Carmen

A GTA appointed as a recitation leader has responsibilities for all class sections assigned. Responsibilities will include the following, but are not limited to:

- A. To attend all lectures.
- B. Meet all recitation hours.
- C. Attended all course organizing meetings.
- D. Assist primary instructor prepare course material.
- E. To hold regularly scheduled office hours.
- F. To participate actively in preparing, administering, and grading exams.
- G. Learn to course management technology and software including, but not limited to, Faculty Center and Carmen
- H. Other duties as assigned by the primary instructor.

A GTA appointed as grader will have the following responsibilities:

- A. Class attendance if required by primary instructor
- B. Assist primary instructor with course material
- C. Learn to course management technology and software including, but not limited to, Faculty Center and Carmen
- D. Post grades
- E. Hold office hours if required by the primary instructor

## **VII. Penalties for failure to perform GA Functions**

A student who fails to maintain the normal academic progress is subject to disciplinary measures, up to and including dismissal from the Ph.D. program. Determination of such measures are made by the Department Chair, in consultation with the OGS, the student's advisor, and the Department HR/Fiscal officer.

In addition to fulfilling regular academic requirements, students appointed as GAs are expected to fulfill their duties properly and punctually. A GTA appointed to be an independent instructor is required to

hold classes in accordance with the official University calendar, and is expected to perform all normal instructional duties including, but not limited to, the following:

- To select and order textbooks in advance and in a timely fashion; to write a syllabus; to make homework, quizzes, and exams; and to maintain the class record and grade books.
- To hold class during all regularly scheduled hours.
- To administer a final exam during the regularly scheduled exam period.
- To hold regularly scheduled office hours.

For GTAs teaching recitation sections, responsibilities, in addition to meeting all regularly scheduled recitation classes, are primarily set by the principal instructor in charge of the main lecture session. These responsibilities include, but are not limited to:

- To attend all lectures
- To hold regularly scheduled office hours
- To teach material specified by the course instructor.
- To participate actively in preparing, administering, and grading exams.

The Departmental procedure for a GTA who fails to meet any or all of these requirements is as follows:

On the first offense, the Office of Undergraduate Studies issues an email warning. The student must meet with the Director of Undergraduate Studies (DUS), or Undergraduate Program Coordinator if directed by the DUS, to clarify the nature of the offense, to discuss a remedy, and to ascertain the follow-up procedures.. If the first offense is not rectified in a timely fashion, or in the instance of a second offense, the student will meet with the Undergraduate Coordinator and HR/Fiscal Officer to review the appointment expectations. A performance improvement plan will be developed for the student and placed in their file. If the performance problems persist, the department has the option to reduce the student's appointment or to decline all support to the student the following semester.

GRAs who fail to satisfy the responsibilities and requirements of their appointment are subject to the same procedures and conditions as outlined above. The hiring faculty member may elect to terminate the GRA support, in consultation with the OGS and the HR/Fiscal Officer.

If the student's offense is deemed to be severe, the Department reserves the right to dismiss the offending student immediately from the GA duty, and to terminate his/her GA contract permanently. Violations of the Student Code of Conduct or other university policies also may be grounds for immediate termination of the GA appointment.

## **VIII. Policies on Graduate Student use of Funds for Human Subjects Experiments**

Students in some fields may seek to conduct Human Subjects experiments as part of their research. Such experiments will often require that students have petty cash to pay subjects. All such experiments must be conducted in accordance with the Office of Research's policies regarding Human Subjects experiments, details of which are here: <http://orrrp.osu.edu/irb/>

In addition, the Department has its own policies regarding the managements and tracking of petty cash funds held by Graduate Students, available here: [link to policy document when done]

If a student fails to comply with any aspect of these policies, they are subject to penalties up to and including permanent termination of Departmental financial support. Determination of the penalty is made by the student's advisor in consultation with the OGS and the department HR/Fiscal officer.

### **IX. Graduate Student use of I.T. resources**

Student use of I.T. resources is determined by the Department Chair, in consultation with the Department HR/Fiscal Officer, the College-assigned Department I.T. personnel, and the OGS.

### **X. Keys for Graduate Students**

Graduate Students are issued keys to Department buildings and offices. Keys are university property, and as such students are expected to return them upon graduation. Students must immediately notify the department of lost keys. Students who lose or fail to return keys are subject to fines and key replacement fees.

### **XI. University, State and Federal Policies**

In addition to policies in this document and the Graduate School Handbook, students need to be aware of numerous further policies and procedures imposed by university services. These may include various enrollment deadlines and fees, general academic conduct, as well as rules for employment and benefits that are intertwined with the structure of academic requirements and financial support mechanisms mentioned above. Although these are only marginally outlined here students should familiarize themselves with these through the respective university publications

Student should also be aware of relevant policies outside of the university. Examples include state requirements regarding English proficiency for classroom teaching or federal requirements for students supported by federal grants. Students should inquire with our program or their advisor regarding these policies.