

GRADUATE STUDENT HANDBOOK

2019 - 2020

APPLIED ECONOMICS GRADUATE PROGRAM

UNIVERSITY OF MINNESOTA

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This handbook is intended for students currently enrolled in the M.S. or Ph.D. Applied Economics Graduate Program. A link to the handbook is available online at:

<http://www.apec.umn.edu/graduate-program/courses>

A printed version is available by request at the Department of Applied Economics. The handbook does not contain admissions information, which can be found online at <https://www.apec.umn.edu/graduate-program/admissions>.

The information in this handbook is, to the best of our ability, correct and accurate as of its publication date, August 27, 2019. Nothing in the handbook can supersede the rules and regulations of the College of Food, Agricultural and Natural Resource Sciences (CFANS), Graduate School or other University of Minnesota entities. The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

For students who entered the Ph.D. program PRIOR to Fall 2012: The requirements described in this handbook are substantially different than those that apply to students who entered the Ph.D. program before Fall 2012. For the requirements that apply to you, please consult the Graduate Handbook for the year you entered the program.

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Welcome and Introduction

Welcome to the Applied Economics Graduate Program (AEGP) at the University of Minnesota. The program is an inter-departmental program that includes faculty from four academic units:

- The Department of Applied Economics (APEC) in the College of Food, Agricultural, and Natural Resource Sciences (CFANS);
- The Division of Health Policy and Management (HPM) in the School of Public Health (SPH);
- The Hubert H. Humphrey School of Public Affairs (HHH); and
- The Department of Work and Organizations (WAO) in the Carlson School of Management (CSOM).

Though they share the same name, it is helpful to understand that the Applied Economics Graduate Program is distinct from the Department of Applied Economics. Each of the four academic units offers courses that contribute to the Applied Economics Graduate Program. Economists from all four academic units can hold appointments on the Applied Economics Graduate Program's faculty. Furthermore, any faculty having an appointment on the Applied Economics Graduate Faculty may serve on thesis committees for Applied Economics Graduate Program students. Financial support for students is available through all four academic units.

The primary administrative support for the Applied Economics Graduate Program (AEGP) is located in Room 231 of Ruttan Hall on the St. Paul campus. The building is named after our esteemed former colleague, Dr. Vernon Ruttan. Subject to space availability, most students will share an office in Ruttan Hall, although a student's office may be located in the unit of his or her advisor or assistantship supervisor.

PROGRAM ADMINISTRATION

The members of the Applied Economics Graduate Program faculty are responsible for the governance of the program. Graduate students in the Applied Economics M.S. and Ph.D. programs are students in the College of Food, Agricultural and Natural Resource Sciences (CFANS), which awards degrees and oversees graduate program policies.

The Director of Graduate Studies (DGS) and the Graduate Program Coordinator (GPC) are responsible for the day-to-day administration of the program. The DGS also chairs the Graduate Committee, which makes recommendations to the graduate faculty regarding program changes. The Graduate Committee also serves as the program's admissions committee. Four graduate students serve on the Graduate Committee at any given time.

The Graduate Program Coordinator facilitates compliance with program and Graduate School requirements and helps students with a variety of program-related matters. Questions about the program should always be sent to apecdgs@umn.edu. To prevent confusion, do not send program-related questions to the individual email of the DGS or program coordinator.

YOUR INTAKE ADVISOR AND MAJOR ADVISOR

Upon entering the program, each new student is assigned an “intake” academic advisor who may help with initial registration and answer basic questions about your graduate career. For most of you, the intake advisor will be your first point of contact to the graduate program. They should be willing to answer questions about the research they are conducting and perhaps provide general program advice, but most questions you have that are program related should have answers in this handbook. Your intake advisor expects you to have read through this handbook and acquainted yourself with its content. If you are unable to find the answer to your question in this handbook there is a good chance your intake advisor will not know the answer either. In that rare case, you should consult the Graduate Program Coordinator.

The intake advisor is not to be confused with your “major advisor.” The major advisor is the person who will direct your thesis or dissertation research. Sometimes it will make sense for the intake advisor to become your major advisor, but you should remain with your intake advisor only if he or she can meet your educational and training needs. Soon after your arrival¹, you should begin searching for a faculty advisor whose interests are aligned with yours, with whom you can enjoy a close working relationship, and who holds the faculty membership required to serve as your advisor given your degree objectives. A list of the graduate faculty can be found on the program web page:

<https://apps.grad.umn.edu/programs/faculty.aspx?p=1008300>

The following Graduate School link indicates which graduate faculty members may serve as major advisors:

<https://faculty-roles.umn.edu/>

External experts are allowed to serve on committees with approval at the departmental and college levels, but cannot be advisors or committee chairs for doctoral students. CFANS rules state that external experts should bring expertise not available inside the University. Please consult the DGS if you think an external expert would be appropriate for your committee. Note that advanced notice and additional steps are required to nominate an external expert.

In addition to an intake academic advisor, each incoming student is assigned a student mentor. The advice of current students is often helpful as you make important decisions regarding the program.

CHANGING YOUR ADVISOR

When you have identified a faculty member to be your major advisor and that faculty member has agreed to serve as your advisor, contact the Graduate Program Coordinator at apecdgs@umn.edu and ask the program coordinator to initiate a change of advisor request. The program coordinator records the change of advisor in the University records. If you change your thesis topic and need to change your major advisor or add a co-advisor, you may do so in the same way.

¹ M.S. students should identify their major advisor within their first year of study, while Ph.D. students should identify their major advisor within the first two years of study.

REGISTRATION

Unless you decide to withdraw from the program, you must officially register each fall and spring semester. ***If you fail to register for a fall or spring semester, you will be discontinued in the graduate program and will no longer be an active graduate student at the University.***

This is an inflexible University rule. If you are discontinued from the graduate program, you will have to apply for re-admission. In such a case, see

<http://www.grad.umn.edu/admissions/readmission>

for instructions on how to regain admission.

There are several types of registration. Which of them is appropriate for you in a given semester depends on your degree objective, your progress in the program, whether you hold a graduate assistantship, and your visa status. Details of your registration options are documented online at:

<http://www.grad.umn.edu/current-students-graduate-student-services-progress/registration>

The M.S. Degree

The M.S. program in Applied Economics is designed to provide students with outstanding training in both theoretical and applied economics. The emphasis is on quantitative techniques, including econometrics and the management of large datasets. The primary goal is to prepare students for employment opportunities in the public and private sector or for further graduate study.

A set of four first-year courses (three of which are required) provide the foundation for the program. The remaining degree requirements are flexible, so *it is very important that you plan your program with your advisor*. Students are free to complete coursework in almost any department in the university. There are certain requirements, though, regarding total credits, the minimum courses to be taken in the Applied Economics Department, and minors. A minimum of 30 credits is required, including Plan A thesis credits or Plan B project credits. Details on coursework requirements are provided on the following two pages.

Our M.S. is a research degree. Students decide whether to complete a Master's thesis (Plan A) or a more modest research project (Plan B). Beyond coursework, this is the primary degree requirement. Most students complete the coursework for the degree in two or three semesters and complete all requirements, including the research paper in three or four semesters. All requirements must be completed within five years.

There are three phases to the M.S. program: the coursework phase, the thesis or project phase, and graduation. Refer to the Graduate School's "Degree Completion Steps" found at: <https://onestop.umn.edu/academics/degree-completion-steps> and make sure you are aware of the Graduate School requirements and paperwork for each phase.

By the end of your first year, select a major advisor and ask the Graduate Program Coordinator to submit the change to the Graduate School.

The coursework phase

GENERAL REQUIREMENTS

A number of overall requirements apply to all M.S. students' programs.

- The M.S. degree requires a minimum of 30 credits. The Plan A requires 10 thesis credits (ApEc 8777); the minimum number of course credits is thus 20. The Plan B requires between 4 and 6 project credits (ApEc 8793); the minimum number of course credits is between 24 and 26. Plan A thesis credits and Plan B project credits may be taken at any time during the program.
- Students must complete at least 14 credits "in the major," excluding thesis and project credits. Major courses include those in the Applied Economics, Economics, and

Statistics Departments. Other courses may be included as major credits at the discretion of the DGS.

- At least 9 of the 14 major credits must be from coursework in the Applied Economics Department, excluding seminar, thesis/project, special-topics, and independent-study credits.
- All core courses in Applied Economics, Economics, and Statistics are to be completed on the A-F grade base. At least two-thirds of the course credits included in your Graduate Planning and Audit System (GPAS) must be taken on the A-F grade base.
- Students are encouraged to complete 6 credits in a related field or to do an M.S. minor in another program such as Statistics. If you complete a minor, the specific requirements are determined by the program granting the minor, and your GPAS must be approved by that program as well.
- To remain in good academic standing a minimum GPA of 3.0 for all program coursework is required. Students must maintain a 3.0 GPA for courses counting towards their degree requirements on the GPAS. Students who have not yet submitted their GPAS must maintain an overall GPA of 3.0. Students who fall below the program's minimum GPA requirement may be terminated from the program. Note: The program's GPA standard is higher than the University minimum (2.8).
- No 4xxx-level (or lower) courses, or graduate level courses completed while enrolled as an undergraduate, are allowed to count toward the M.S. degree.

REQUIRED COURSES

All M.S. students are required to take the following core courses or their equivalents:

- ApEc 5151: Applied Microeconomics, 3 credits
- ApEc 5152: Applied Macroeconomics, 3 credits OR ApEc 5032: Economic Data Analysis for Managerial & Policy Decisions, 3 credits.
- ApEc 5031: Methods of Economic Data Analysis, 3 credits
- ApEc 8901: Graduate Seminar, 1 credit.
- ApEc 8902: Graduate Research Development Seminar, 1 credit

SUBSTITUTION OF 8XXX-LEVEL COURSES

The following Ph.D.-level courses may be substituted for those listed above: ApEc 8001-02, Econ 8101-02 (4 credits) for ApEc 5151; Econ 8105-06 (4 credits) for ApEc 5152; ApEc 8211 (4 credits) for ApEc 5031. The latter substitution requires permission of the 8211 instructor, which generally will be based on whether you have previously taken a strong master's-level econometrics course with an applied emphasis; consult your advisor if in doubt.

TRANSFER CREDITS

If you hope to transfer credit from another university, discuss this with your advisor first and then with the DGS. You may be able to transfer up to 40% of your program course credits (not including thesis credits) from outside the university. You will need the approval of the DGS for transfer credits, which is obtained by providing transcripts and course syllabi. It is important to take care of any transfer credit requests early on in your program.

Your program may include credits that have been counted toward another Master's degree at

the University of Minnesota.

GRADUATE SEMINAR CLASSES

The required graduate seminar classes (ApEc 8901 and ApEc 8902) have two purposes. The first is to help students become better acquainted with the faculty and research areas in the program. The second is to help students better understand the research process, including how to find a research topic, how to refine a research question, how to conduct a literature review, how to find data, research ethics, and so on. In the spring semester, M.S. students will develop and present a thesis or project proposal.

SUBMISSION OF THE GRADUATE PLANNING AND AUDIT SYSTEM (GPAS)

Submit your Graduate Planning and Audit System for approval at least one semester before you plan to hold your final oral examination. Most M.S. students should submit it before the end of their third semester in the program. The GPAS must be approved before your thesis committee can be assigned. You can find the Graduate Planning and Audit System through the Student Center in MyU.

Students should use the GPAS tool throughout their program to ensure the set of courses they plan to take will meet the minimum program requirements. If you have any questions or problems with your GPAS you should consult with the Graduate Program Coordinator.

The Plan A thesis or Plan B project phase

OVERVIEW

1. Meet with your major advisor to determine a committee for your thesis or Plan B project. By the end of your first year or the start of your second year, complete your degree plan with your advisor. You can submit your GPAS for approval prior to the completion of your courses. You will only be able to nominate a committee with an approved GPAS.
2. Working with your major advisor, develop an idea for your research project and write a proposal. Your major advisor will help you decide when to show the proposal to other members of your committee.
3. Once your GPAS is approved and committee elected, you can request a Graduation Packet from the Graduate School here:
<https://onestop.umn.edu/academics/apply-graduate>
4. After your advisor has approved your thesis or paper, distribute copies to your other committee members. For a Plan A thesis only, when your other committee members are ready, obtain their signatures on the Thesis Reviewers' Report Form (included in the Graduation Packet). Submit this form to the Graduate School. You will then be issued a Final Examination Report Form.
5. Schedule your final oral examination. Plan this well ahead of time in order to accommodate the schedules of your committee members. Don't forget to reserve a

room for the presentation. The Graduate Program Coordinator can assist you with scheduling a room.

6. Check with your advisor about his or her expectations for the exam, including the length of your presentation, what questions to expect, and so on. Bring the Final Examination Report Form with you to the final exam. Assuming you pass, return the form to the Graduate School by the last working day of the month in which you would like to graduate (typically, successful students return the form immediately after the exam).

PLAN A OPTION

Ours is a research degree, and therefore the research component is considered to be an essential part of the educational experience for the M.S. A thesis should demonstrate familiarity with the theoretical and/or empirical tools of applied economics. Though significant input may be expected from your advisor and your committee members, the thesis should also represent independent scholarly work. Communicating your research by writing the thesis is an important component of the project. Many students find it useful, as they begin, to peruse some recent M.S. theses. The collection is maintained by the Waite Library. Manuscript preparation guidelines for formatting and submitting the Plan A thesis are available at: <https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>

The Plan A option requires registration for 10 thesis credits (ApEc 8777), which may be taken at any time during the program.

PLAN B OPTION

As with the Plan A thesis, students who complete a Plan B project are to demonstrate familiarity with the theoretical and empirical tools of economics. They are to perform independent scholarly work and write up their research. Students often ask how a Plan A and a Plan B research project differ. The answer is not easy, as there is no clear dividing line between the two. In principle, the Plan A should be somewhat more ambitious, polished, and sophisticated in its implementation than a Plan B project. In practice, this is not always true. In the end, the standard to which you will be held is determined entirely by your committee and their judgment about the required level of research quality. You may wish to adhere to the Graduate School's Plan A manuscript preparation guidelines (see above), but this is not necessary. Plan B project papers must include a cover page that lists the title of the paper, the author, and advisor.

The Plan B option requires registration for 4 to 6 project credits (ApEc 8793), which may be taken at any time during the program. You will not be allowed to graduate if you have any incomplete grades for courses that appear on your Graduate Degree Plan.

THE FINAL ORAL EXAMINATION

There is no written comprehensive examination for the M.S. degree. For both Plan A and B options, you will be required to complete an oral examination in which you defend your research and demonstrate competence in your chosen field of study. The exam may be based on coursework and the research component of your program. The exam is administered by your three- (or more) member examining committee consisting of your advisor as chair, one other

member of the AEGP's faculty, and one member of the graduate faculty from another program.² At least two university departments must be represented in your committee. At least one member must have a primary appointment in a department outside of Applied Economics.

For a Plan A thesis, in order to permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, the Graduate School requires you to notify your advisor and other committee members at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered. You will need to obtain committee member's signatures on the Thesis Reviewers' Report form located in the Graduation Packet. For Plan B projects, you should make your project paper available to the examining committee for its review well in advance of the final examination (at least two to three weeks).

The exam usually begins with a 30 to 40 minute presentation by the candidate. Plan to describe the problem you have addressed, your research objectives, the methods you used, your data, and your results. In most cases, your committee members will ask some questions during your presentation. With these interruptions, a talk that is expected to last 30 minutes often takes an hour. After all questions from your committee members have been answered, you will be asked to leave the room while the committee deliberates. When they have their decision, you will be invited back into the room and notified of the outcome.

When you have passed the exam, you should bring the Final Examination Report Form (included in your Graduation Packet) to the Graduate School by the last working day of the month you wish to graduate. Most students take the form to the Graduate School immediately or soon after required revisions have been completed. It is very common to have to make some revisions to your thesis or Plan B paper after the final oral examination.

Graduation!

STEPS TO COMPLETE AFTER YOUR FINAL EXAMINATION

1. Complete the Application for Graduation that came with your Graduation Packet and submit the form and corresponding fee to the Graduate School on or before the first day of the month in which you wish to graduate.
2. Plan A students must submit one electronic copy of their Plan A thesis to the Graduate School and one to the Waite Library for archiving. Also submit an unbound paper copy to Waite Library. Paper copies of the title page/signature page must be signed by the advisor (after any revisions are completed) and submitted as well.

² Members of the AEGP faculty who are not faculty in the Department of Applied Economics may serve in any *one* of these capacities. Similarly, faculty from the Department of Applied Economics who hold appointments in other graduate programs can represent either the Applied Economics field (major) or the other graduate program. Each person may represent only one program. External experts will represent the major, if their background is appropriate, or be listed as an additional member. They may not serve as the outside member.

Plan B students must submit one electronic and one paper copy of their project paper to the Waite Library, also signed by the advisor. After any revisions are completed, your advisor must submit a signed form approving the final version of your Plan B paper.

You will be asked to sign an agreement to allow your paper to be archived in AgEcon Search, but your signature is not required for graduation.

3. Complete the Applied Economics Exit Information Form, which is obtained from the Graduate Program Coordinator or online [here](#).
4. When you register for Plan B credits, you are issued a grade of incomplete for ApEc 8793. Immediately after your successful completion of the final oral exam and once any revisions to your paper are completed and approved, your advisor should ask the Graduate Program Coordinator to change the grade to “S.” At this time the Coordinator will check that you have filled out the exit survey and check that you have submitted copies of your completed paper to Waite Library.
5. To attend the commencement ceremony, submit a Commencement Approval form on or before the deadline published on the College website, which is usually in March for the spring commencement ceremony. Commencement for graduate programs is held only once per year.

M.S. program – administrative details

ANNUAL STUDENT REVIEWS

Each year, toward the end of the spring semester, each graduate student will be asked to complete an annual-review form. This form is designed to help you, your advisor, and the DGS track your progress in the program. Annual completion of this form is instrumental in facilitating the timely completion of your degree. The first step is to meet with your advisor to discuss your progress.

Completion of the annual review is required by University and program policy. If you do not complete the annual review form by the announced deadline, a hold will be placed on your registration for the following semester.

REGISTRATION

APEC 8333

The University considers any graduate student registered for 6 or more credits in a semester a full-time student. You must remain a full-time student in order to be eligible for a research assistant or teaching assistant position. After you have completed your coursework, thesis or project credits, and are working on your research, you will probably not wish to remain registered for 6 credits. The University has developed a procedure for remaining a full-time student while registering for only one credit. If you are in this situation, you may be able to register for ApEc 8333: FTE Master’s (the FTE stands for “full-time equivalent”). You will need to submit to the Graduate School, an Application for Advanced Master’s Status form, which can be found here:

<http://policy.umn.edu/forms/otr/otr194.pdf>

This procedure is designed to certify students as “full-time” for teaching or research assistant positions. It also reduces the benefits that the hiring department must pay. It may allow you to defer a student loan. Note that the deadline for applying for Advanced Master’s (FTE) status is well **before** the semester begins (August 15 for the following fall term and December 15 for the following spring term).

GRAD 999

Students who are not working on an assistantship and therefore do not need to maintain full-time status, but wish to maintain “active” status in the program, may be able to register for Grad 999. This is a zero-credit, zero-tuition registration. If, for example, you choose to begin employment off campus before you have graduated, you may be able to register each semester for Grad 999 until graduation. **Do not register for Grad 999 if you must be registered as a full-time student to maintain legal visa status, defer loans, receive financial aid, or for any reason other than to meet the Graduate School’s registration requirement.** Be sure to check the official guidelines for registering for Grad 999 at:

http://onestop.umn.edu/special_for/MaintainingActiveStatus.html

Students may register for up to four semesters of Grad 999 if they are continuing to work on a Plan A thesis or Plan B project. A hold will be placed on the student’s registration after four semesters of Grad 999. In order to register for each additional semester of Grad 999 in excess of four, the student will be required to get the approval of the DGS. The DGS will confer with the student’s major advisor to determine whether the student is making progress towards completion. If the student demonstrates that he or she is continuing to work on a Plan A thesis or Plan B paper and has a plan to complete the degree, the hold on the student’s registration will be removed and the student will be allowed to register for Grad 999. A scholarly work agreement may be required.

LOSING “ACTIVE” STATUS AS A GRADUATE STUDENT

If you do not register for one or more (fall or spring) terms, you will lose your “active” status as a graduate student. If you decide to return to the program, you will have to re-apply to the program and pay the application fee to the Graduate School. You may qualify for the “Express Re-admit” process. While students whose active status has been terminated under such circumstances may apply for readmission to the program, readmission is not guaranteed. For more details, see <http://www.grad.umn.edu/students/registration/index.html>

LEAVE OF ABSENCE POLICY

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with the Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who experience circumstances, such as prolonged severe illness, that prevent them from maintaining active student status may be granted college approval for a leave of absence upon request. Students must complete a leave of absence form that specifies the term(s) and year(s) of the leave. An approved leave of absence may not exceed two academic years.

Students granted a leave of absence may not use University facilities or services available only to registered students. The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree. More information about the leave of absence policy and the application form are available on the Graduate School's website.

THE PH.D. MICROECONOMICS PRELIMINARY EXAMINATION

Students who have not been admitted to the Applied Economics Ph.D. program, including Applied Economics M.S. students, but who have taken the appropriate courses may take either version of the microeconomics preliminary exam **one** time. If they subsequently enroll in the Applied Economics Ph.D. program, that will count as one of their allowed attempts in the Ph.D. program.

TIME LIMIT

All requirements for the master's degree must be completed and the degree awarded within **five** calendar years after initial enrollment in the graduate program.

The Ph.D. Degree

For students who entered the Ph.D. program PRIOR to Fall 2012: The requirements described below are substantially different than those that apply to students who entered the Ph.D. program before Fall 2012. For the requirements that apply to you, please consult the Graduate Handbook for the year you entered the program.

The Ph.D. in Applied Economics is designed to prepare students for careers in academia, government, international organizations, and the private sector. These positions require a specialized set of skills and expertise.

It may be useful to consider a series of layers that make up the coursework required for the degree. The first layer is economic theory. Economic analysis at the Ph.D. level is quite technical. It relies upon a sound foundation of training in economic theory. The mathematical style of analysis that is encouraged in theoretical economics permeates applied work in fundamental ways, providing the framework within which economic problems may be analyzed. The second layer comprises quantitative methods. Applied work requires advanced training in econometrics, or statistics applied to economic problems, as well as other quantitative techniques like dynamic programming and model simulations. The quantitative tools are, ideally, applied in ways that are informed by theoretical considerations about how the economy works and how people behave. The third layer, which draws from both the theory and quantitative elements of the program is specialized study in one or more fields within economics.

It is useful to divide the Ph.D. program into four overlapping components: the coursework phase, preliminary examinations and qualifying paper, the dissertation phase, and graduation. The following are the main components and milestones of the Ph.D. program:

- year-long core courses in econometrics and microeconomic theory, generally taken during the first year;
- additional credits of applied economics coursework, chosen to support your intended areas of expertise, generally taken during the second and third years;
- two written preliminary examinations, one in microeconomic theory and one in a field of specialization, generally completed after the first and second years, respectively;
- a qualifying paper, completed during the second year;
- an oral preliminary examination based on a dissertation proposal, generally completed during the third year;
- research for and writing of the dissertation; and a final oral examination.

The details of these components are explained in the following sections.

To ensure you are aware of the requirements and paperwork that must be satisfied in each phase, refer to the Graduate School's Degree Completion Steps found at: <https://onestop.umn.edu/academics/degree-completion-steps>

The coursework phase

The coursework that makes up your Ph.D. program includes a set of required courses, additional courses in Applied Economics, required seminar classes, and thesis credits.

GENERAL REQUIREMENTS AND OVERVIEW

1. There are 24 credits of required coursework in microeconomic theory, econometrics, macroeconomic theory, and seminars. Generally, these are completed in three semesters (except ApEc 8904).
2. You must complete at least 18 additional credits comprising a minimum of six courses in Applied Economics at the 8xxx-level. These will be the courses you use to develop a specialization within applied economics. These may include certain courses offered by the Humphrey School, Department of Work and Organizations, or Department of Health Policy and Management (see “Field Courses” below).
3. Your advisor will help you design a program of coursework that will help you meet your professional goals and support your dissertation process.
4. It may be possible to transfer credits for equivalent coursework from another graduate program (see “Transfer Credits” below).
5. By the end of your second year, select a major advisor and contact the Graduate Program Coordinator to have the change submitted to the Graduate School (see page 5).
6. Work with your advisor to submit your degree plan in the Graduate Planning and Audit System (GPAS) for approval. GPAS is accessed through your student center and serves as a tracking tool for your program requirements. In order to nominate a thesis committee, your degree plan in GPAS must be approved by your advisor and the DGS. If there are any issues with where your courses are showing on the audit, please contact the Graduate Program Coordinator for assistance. Your coursework does not have to be complete to have your degree plan approved.
7. You are required to register for 24 thesis credits (ApEc 8888), which can be completed at any time throughout your program. Try to complete these credits before your oral preliminary examination so that you can reach advanced status, which could save you a lot of money.
8. Students must maintain a 3.0 GPA for courses that are counting towards degree requirements. Students who fall below the program's minimum GPA requirement may be terminated from the program or face disciplinary action.

TRANSFER CREDITS

If you hope to transfer credit from another university, discuss this with your advisor first and then with the DGS. You may be able to transfer up to 40% of your program course credits (not

including thesis credits) from outside the university. You will need the approval of the DGS for transfer credits. You will also need course syllabi and transcripts.

REQUIRED COURSES

The courses listed below are required. At the discretion of the DGS, a student may be exempted from taking one or more required courses if equivalent coursework has been completed at another university. Note that many courses are offered in a half-semester format, with two two-credit courses offered in each semester. If you plan to take both courses, you should register for both at the beginning of the semester to avoid late fees.

1. *Microeconomic Theory*. Complete one of the following sequences:³
 - (i) ApEc 8001-2-3-4: Applied Microeconomic Theory, 8 credit, two-semester sequence,
 - (ii) Econ 8101-2-3-4: Microeconomic Theory, 8 cr., two-semester sequence.

2. *Macroeconomic Theory*. Complete

Econ 8105-6: Macroeconomic Theory, 4 cr., offered every fall semester.

3. *Econometrics*. Complete

ApEc 8211-12: Econometric Analysis, 8 cr., two-semester sequence.

4. *Seminar classes*. Ph.D. students are required to complete four seminar classes. The first set, ApEc 8901 and ApEc 8902, are normally taken during the first year of the Ph.D. program. These seminar classes are intended to increase students' awareness of research areas in the program, encourage their attendance at research seminars, help them understand the research process, and help them begin the process of finding a thesis topic. The second set of seminar classes, ApEc 8903 and ApEc 8904, are normally taken during the second year of the Ph.D. program and provide support for writing the qualifying paper (the paper requirement is described below).

FIELD COURSES AND MINIMUM CREDIT REQUIREMENT

In addition to the required courses listed above, students must complete at least 18 credits and a minimum of 6 courses in Applied Economics at the 8xxx-level, not including seminar classes (ApEc 8901-4), independent study, pre-thesis credits or thesis credits. These courses must be taken on an A-F grade basis and must be taken while a student in the Applied Economics Graduate Program (Ph.D. or M.S.). Public Affairs (PA), Public Health (PubH) and Work and Organizations (HRIR) courses included in the list of field classes count towards meeting this requirement; other courses in those units or in other departments do not. Up to six credits of Department of Economics 8xxx field courses, excluding microeconomic theory,

³ The Econ 81xx sequence studies microeconomics in a more abstract and general way, which requires the use of real analysis. Students choosing this sequence are therefore strongly encouraged to also enroll in Math 5615H, Real Analysis if they have not previously taken equivalent courses.

macroeconomic theory (Econ 8105 and 8106) and econometrics, can be substituted for Applied Economics classes to meet this requirement.

Most students complete electives beyond the 18 credit minimum in Applied Economics or other departments and are encouraged to take additional coursework in mathematics, statistics, or economics. Graduate minors are available in several relevant areas including Conservation Biology; Economics; Plant Pathology; Population Studies (free-standing); Public Policy; Science, Technology, and Environmental Policy; Statistics; Sustainable Agriculture Systems (free-standing); and Water Resources Science.

Lists of minors related to majors and free-standing minors can be found in the Graduate Education Catalog at <http://www.catalogs.umn.edu/grad/>.

FIELDS OF STUDY

Each field consists of a set of courses, which can either be full-semester or half-semester courses. Courses taken in your field(s) of study prepare you to take a written preliminary examination in the field and are counted toward the minimum credit requirement. *It is important that you consult your advisor while designing your degree plan.*

The following six fields, with the associated coursework listed, are available. Note that courses in the fields may not be offered every year and may change. Discuss your plans for taking field classes with your advisor and faculty in the field so that you are aware of changes in these classes.

AGRICULTURAL AND FOOD ECONOMICS

- ApEc 8401: Agricultural Markets and Policy, 2 cr.
- ApEc 8402: Consumption Economics, 2 cr.
- ApEc 8403: Applied Consumer Theory, 3 cr.
- ApEc 8404: Applied Production Theory, 3 cr.

Students should expect to complete three of the four courses in preparation for the field examination.

HEALTH ECONOMICS

- PubH 6832. Economics of the Health Care System, 3 cr.
- PubH 8811. Research Studies in Healthcare, 3 cr.
- PubH 8821. Health Economics II, 3 cr.

Students should expect to complete all three courses in preparation for the Health Economics examination. Students planning to complete the field in Health Economics must pass the Health Economics written preliminary exam administered by the School of Public Health.

LABOR AND POPULATION ECONOMICS

- ApEc 8501: Labor Economics I, 2 cr.

- ApEc 8502: Labor Economics II, 2 cr.
- HRIR 8801: Fundamentals of Economic Analysis for Work and Organizations, 3 cr.
- PA 8331: Economic Demography, 3 cr.

ApEc 8501 and 8502 are considered core classes for this field; students taking the written preliminary examination are expected to be able to answer questions about the material from ApEc 8501-2 and either HRIR 8801 or PA 8331. (Students are nevertheless encouraged to take all four classes.)

For planning purposes students should be aware that ApEc 8501 and 8502 are currently offered in alternate years (and during the same semester). HRIR 8801 is currently offered in the years ApEc 8501-2 are not offered. PA 8390 is currently offered every year.

POLICY ANALYSIS

- ApEc 8341. Applied Public Finance, 3 cr.
- PA 8302. Policy Analysis, 3 cr.
- PA 8312. Analysis of Discrimination, 3 cr.

Students should expect to complete any two of these three courses in preparation for the field examination. It is highly recommended that students interested in this field also take ApEc 8203: Applied Welfare Economics and Public Policy.

RESOURCE AND ENVIRONMENTAL ECONOMICS

- ApEc 8601. Natural Resource Economics, 3 cr.
- ApEc 8602. Economics of the Environment, 3 cr.

Students should expect to complete both courses in preparation for the field examination.

TRADE AND DEVELOPMENT ECONOMICS

- ApEc 8701. Trade and Development I, 2 cr.
- ApEc 8702. Trade and Development II, 2 cr.
- ApEc 8703. Trade and Development III, 2 cr.
- ApEc 8704. Trade and Development IV, 2 cr.

Students should expect to complete all four courses in preparation for the field examination.

THESIS CREDITS

You are required to register for 24 thesis credits (ApEc 8888). You may register for thesis credits at any time during your Ph.D. program when you are working on your thesis research. Since full-time tuition is paid for a 6-14 credit band, it is a good idea to register for thesis credits when you are taking less than 14 credits of coursework. This could save you lots of money in later semesters.

Written preliminary examinations and qualifying paper

Two written preliminary examinations must be completed: the microeconomic theory exam and one field exam administered by the Applied Economics Graduate Program. You may choose when to take the exams (subject to time limits explained below), but typically the microeconomic theory exam will be taken after the first year and the field exam after the second year. Sometimes because of course scheduling students cannot take their preferred field exam until their third year. Students must also complete a qualifying paper.

Together with the qualifying paper, the microeconomics and field exams constitute the Graduate School's requirement of a written preliminary examination.

Students whose primary language of instruction for their secondary school and undergraduate degree programs was not English are eligible to apply in advance for an extra one half hour of writing time for each preliminary exam.

WRITTEN PRELIMINARY EXAM IN MICROECONOMICS

Students may choose to take one of two preliminary examinations in microeconomic theory: the exam administered either by the Applied Economics Graduate Program or the exam for "majors" given by the Department of Economics. The Applied Economics micro exam is based on ApEc 8001-2-3-4. The Economics Department exam for majors is based on Econ 8101-2-3-4. If you have to retake the exam because you did not pass, you will be allowed to choose a different one of the two exams.

Students are allowed to take the exam up to two times.⁴ The Graduate Committee considers requests for a third attempt with a student petition. Students must pass the written preliminary examination in microeconomics no later than the end of their second year in the Ph.D. program (see "Second Year Status" below). Failure to do so results in termination from the Ph.D. program automatically. The Graduate Committee grants extensions to this deadline only in exceptional circumstances.

Students who have not been admitted to the Applied Economics Ph.D. program, including Applied Economics M.S. students, but who have taken the appropriate courses may take either version of the microeconomics preliminary exam **one** time. If they subsequently enroll in the Applied Economics Ph.D. program, that will count as one of their allowed attempts in the Ph.D. program.

⁴ Students entering the Ph.D. program before Fall 2016 are allowed three attempts with the possibility of petitioning for a fourth.

FIELD EXAMS

Students are required to pass one written field exam. Field exams are approximately four hours in length and cover material based on the associated coursework. Field exams are usually offered twice yearly, typically during the last two weeks of January and the last two weeks of June. Each field examination is written and graded by a committee of at least three faculty in the Applied Economics Graduate Program. This committee reports the results to the DGS, who then reports exam results to individual students. A student is allowed two attempts to pass a field exam. The Graduate Committee considers requests for a third attempt by student petition.

THE QUALIFYING PAPER

The purpose of the qualifying paper (usually called the second-year paper) is to provide a guided opportunity for students to complete a substantial research paper. The qualifying paper should demonstrate professional competence in the formulation of a research question in applied economics, formulation of a research design, execution of the design, and written presentation of results. ApEc 8903 and ApEc 8904, normally taken in the second year of the Ph.D. program, are intended to provide support for writing the qualifying paper. Students are also assigned a paper supervisor, who can provide suggestions and guidance.

The qualifying paper may not be co-authored. If you plan to base your paper on your previous research (for example, a master's thesis), you should consult with the faculty assigned to ApEc 8903 to ensure that your qualifying paper is sufficiently distinct from your previous research.

The paper is due at the end of the spring semester and is evaluated on a pass-fail basis. If the paper does not fully meet the standard, the student is given a chance to revise the paper and is provided comments detailing how to do so. Revised papers are due back to readers before the beginning of Fall semester. If at this point the student's revised second year paper still does not pass, the student may petition the Graduate Committee for one additional attempt to revise the paper, which must be completed by the end of the Fall semester.

Please see Appendix B for more detailed information on qualifying paper requirements.

TIME LIMIT

After you have completed the last of your written preliminary exams and the qualifying paper, the Graduate Program Coordinator will record the date of your last written preliminary exam. You must complete your preliminary oral examination within three years of this date. Note that you can continue to take courses after you have completed the written preliminary exams requirement.

The dissertation phase

According to the Graduate School, a Ph.D. dissertation must demonstrate your originality and ability for independent research. It must contain results that contribute to knowledge in the field, and it must be presented in a satisfactory manner. Some dissertations in the program are primarily theoretical or analytical in nature; others are primarily empirical. Most are a combination of the two. It should be on a significant topic, but it must be sufficiently narrow

in scope to be feasible. Dissertations are typically between 150 and 200 pages, but this is not a firm limit. Many students find it useful, as they begin their project, to peruse some recent Ph.D. theses. The collection is maintained by the Waite Library.

The dissertation phase may be the most important part of your doctoral program because the Ph.D. is fundamentally a research-oriented degree. This is where you show the world what you can do. There are two parts to this phase of your program. First, in consultation with your major advisor you will formulate and begin to develop a dissertation topic. Your oral preliminary examination (“oral prelim”) will be based partly on this work. After passing your oral prelim, you will complete the dissertation and defend it as part of your final oral examination.

The process of finding a dissertation topic is one of progressively narrowing your focus. First you will choose field classes in areas that appeal to you. These will orient you to the major areas of research in the field, helping you to define a broad topic area. At this stage, more or less, you should switch from your intake advisor to a major advisor, if you have not already done so. Your major advisor will help you to further refine your research ideas. Depending on the direction you go, it may be appropriate to switch to a different major advisor or include a co-advisor.

Once you have a topic in mind, discuss with your advisor expectations for the prelim oral and the formation of a preliminary examination committee.

THE PRELIMINARY ORAL EXAMINATION

After passing your written preliminary exams and qualifying paper, you must take a preliminary oral exam. The exam can be based on your coursework, your thesis proposal, or some combination. The exam is administered by your preliminary examining committee, consisting of your advisor as chair, two other members of the Applied Economics Graduate Program faculty, and one member of the graduate faculty of another graduate program (the “outside” member).⁵ If you have declared a minor on your Degree Program form, one committee member must be from that program’s graduate faculty. Your advisor will help you decide who will be on your committee.

Expect to complete a written thesis proposal before your committee gives you permission to schedule your preliminary oral exam. You will work closely with your advisor in preparing the proposal; be sure to keep other members of your committee apprised of the state of your work as you develop your ideas. You should give your committee at least two weeks to read the final version of your thesis proposal. Ideally you will complete your preliminary oral examination during your third year in the doctoral program, or early in your fourth year.

⁵ Members of the AEGP faculty who are not faculty in the Department of Applied Economics may serve in any *one* of these capacities. Similarly, faculty from the Department of Applied Economics who hold appointments in other graduate programs can represent either the Applied Economics field (major) or the other graduate program. Each person may represent only one program and at least two university departments must be represented by a faculty member with a primary appointment in that department. External experts may be nominated, when appropriate. These external members must be approved by the DGS and the college. The external expert may represent the field, if their background is appropriate, or be listed as an additional member; they may not serve as the “outside” member of the committee.

Several administrative steps need to be taken before you can take the preliminary oral exam. You must have approval of your degree plan in the Graduate Planning and Audit System, which should be submitted at least two months before the date of your oral exam, and preferably the semester prior to it. There are also forms required by the Graduate School to schedule your preliminary oral exam and record the names of your committee members. The exam must be scheduled one week in advance. All of the relevant Graduate School forms can be found at:

<https://onestop.umn.edu/forms>

The typical preliminary oral exam begins with a 30 to 45-minute presentation of the research proposal by the student. Your committee members may each ask questions, possibly interrupting you before you have completed your prepared remarks. They will look especially at your knowledge of economics, the quality of your proposed research, and the feasibility of the research. The oral preliminary examination is not open to the public.

Three outcomes of the preliminary oral exam are possible: “pass,” “fail,” and “pass with reservations.” A result of “pass with reservations” means that the committee will prepare a letter, addressed to you, describing further work that you must do before reservations can be removed. Although for many purposes “pass with reservations” counts as a “pass,” the Graduate School will not allow you to schedule your final oral exam until the reservations have been lifted. The letter may include a time limit on the further work which, if not respected, could make your committee unwilling to lift the reservations.

If you fail the exam, your committee will decide whether you will be given an opportunity to take a second preliminary oral examination at a later date or be asked to leave the program. University rules leave this decision entirely to the examination committee and do not allow a third preliminary oral examination.

When you pass the examination, return the Preliminary Oral Examination Report (which your advisor will bring to the exam) to the Graduate School. You may want to retain a copy for your records as well. Congratulations! You are now a candidate for the degree.

Students should plan to take their preliminary oral exam within 6 months of passing their last written preliminary exam and qualifying paper. If more than 3 years elapse between passing the last written exam and the oral exam, all written exams must be retaken and passed before the oral exam can be scheduled.

COMPLETING THE DISSERTATION

THE FINAL ORAL EXAMINATION COMMITTEE (THESIS COMMITTEE)

In most cases, the thesis committee is composed of the same people who sat on the preliminary oral examining committee, but this is not required. Your final oral examining committee can have different members than your preliminary oral exam committee. In consultation with your advisor, assign the members to your doctoral final examination committee using the online form. Your advisor cannot chair this committee, which must include at least four members, three from the Applied Economics Graduate Program’s faculty and one member of the

graduate faculty of another graduate program. If you have declared a minor, one committee member must be from that program's graduate faculty. Three members, including your advisor and an outside member, must be listed as "reviewers." When you have submitted this form, you can request a Graduation Packet. This packet includes the final Reviewers' Report and other paperwork needed to complete your degree.

FORMAT OF THE DISSERTATION

The Graduate School will not accept a dissertation that does not follow its specifications. These are available on the Graduate School website at:

<https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>

SETTING UP YOUR FINAL ORAL EXAMINATION (DISSERTATION DEFENSE)

After your advisor has approved your dissertation for defense, you should provide a copy of the final draft to all members of your committee. Most committee members will want to see drafts of your thesis, or even individual chapters, as you complete them. Some will not. It is important for you to stay in contact with all committee members, giving them the chance to provide input and feedback along the way. Faculty are busy people, so do not be offended if someone tells you they don't want to see anything until the final version. Still, the most risky practice is to not show your early work to a committee member who expects to see it. If the final product is far different from what he or she expects, gaining approval for the defense can be complicated.

At least one month before you plan to schedule your final oral examination, submit your proposed committee and thesis title to the Graduate School via the link:

<https://onestop.umn.edu/academics/examination-committees>

There are several Graduate School forms and requirements involved in successfully setting up a final oral examination.

1. At least one month before you plan to schedule your final oral examination, submit your proposed committee and thesis title to the Graduate School.
2. The student must schedule his or her final exam/thesis defense date with the Graduate School at least one week in advance and preferably at least one month ahead.

The relevant Graduate School forms for these steps can be found at:

<https://onestop.umn.edu/forms>

The Graduate School requires you to tell your committee members at least two weeks in advance of the date you will deliver your thesis to them for review. Committee members must be given at least two weeks to review your thesis before your defense. At least one to two months before your expected defense date, you should contact all of the committee members and begin to find a date and time for the defense which everyone can attend. Before your defense can be held, the members who were named as "reviewers" must sign the Thesis Reviewers' Report, which certifies that they agree the dissertation is ready for defense (the Reviewers' Report is part of the Graduation Packet provided by the Graduate School.) When you have obtained all of the reviewers' signatures, take the Thesis Reviewers' Report to the Graduate School at least one week in advance of your defense.

Be sure you have reserved a room for your Final Oral Examination and have confirmed the time and place with all committee members. Place a notice of the defense, including time, date, and location, in *Marginal Memos*, the e-newsletter of the Department of Applied Economics.

Once the final exam has been scheduled, the Graduate Student Services and Progress (GSSP) office will notify the student by email regarding any outstanding final oral exam requirements, and how to fulfill those requirements. The student will also receive confirmation from the GSSP office upon the Graduate School's authorization of the final oral examination. The Graduate Program Coordinator is automatically copied on all of the above-mentioned emails so that the graduate program office is informed of the Graduate School's review and authorization of the student's final oral exam.

THE DISSERTATION DEFENSE

If things go as hoped, the word "defense" will not describe what actually happens at the meeting. You will not be under attack. But your committee will want to see that you are able to present your work in a professional manner. The first part of the defense is open to the public. As with the preliminary oral examination, you will probably be asked to prepare a presentation of some 30 to 45 minutes. Your committee members and others in the audience may ask questions during your remarks. When all questions from the audience have been completed, everyone other than your committee members will be asked to leave. Your committee may then ask some more questions. When all your committee's questions are completed, you will be asked to leave the room while your committee deliberates. When the committee's deliberations are completed, you will be invited back into the room to learn the result. Two outcomes are possible: "pass" and "fail."

Assuming you pass, take the Exam Report to the Graduate School within 24 hours of the exam. You may be asked to make revisions. Once your advisor confirms that you have completed all revisions, he or she will sign the title page and you will be ready to submit your dissertation to the Graduate School.

TIME LIMITS

Based on university and program policy, you must complete your final oral exam within five years of passing your preliminary oral exam. If you are unable to complete your final oral in this time, you may petition the graduate school for up to one additional year. Extensions beyond an additional year are considered only in extraordinary circumstances. If you do not complete the final oral exam within the time limit, you will be terminated from doctoral candidacy. All requirements for the doctoral degree must be completed and the degree awarded within **eight** calendar years after initial enrollment to the graduate program.

Graduation!

Degrees are awarded on a monthly basis. In order to graduate, the following steps must be completed:

1. Fill out the application for graduation and submit the form with the graduation fee on or before the first day of the month in which you wish to graduate.
2. Submit an electronic copy of your dissertation and the original paper title/signature page signed by your advisor to the Graduate School by the last working day of the month in which you wish to graduate.
3. Turn in one unbound paper copy and an electronic copy of your dissertation to Waite Library.
4. Complete the Applied Economics Exit Information Form, which can be provided by the Graduate Program Coordinator.

GRADUATE COMMENCEMENT

The Graduate Commencement Ceremony is held the spring of each year. You may be eligible to participate even if you have not held your final oral examination. If your degree has not cleared, you must submit the Commencement Attendance Approval Form to the Applied Economics graduate program office by March 1st. Attending the ceremony does not imply you have officially graduated.

Ph.D. program –administrative details

ANNUAL STUDENT REVIEWS

Each year, toward the end of the spring semester, each graduate student will be asked to complete an annual-review form. This form is designed to help you, your advisor, and the DGS track your progress in the program. Annual completion of this form is instrumental in facilitating the timely completion of your degree. The first step is to meet with your advisor to discuss your progress.

Completion of the annual review is required by University and program policy. If you do not complete the annual review form by the announced deadline, a hold will be placed on your registration for the following semester.

SECOND-YEAR STATUS

Time limits for the microeconomics preliminary examination and the qualifying paper are linked to the end of a student's second year in the Ph.D. program. Normally, the second year in the program comprises the third and fourth semesters in the program plus the following summer. Some students do not complete required coursework on the normal four-semester schedule, however. If a student wishes to extend second-year status beyond the fourth semester in the program, a variance may be approved by the DGS.

Generally speaking, variances for the microeconomics examination will be linked to completion of the microeconomics core courses, and variances for the qualifying paper will be linked to

completion of the microeconomics and econometrics core courses. However, these time limits are set on an individual basis at the discretion of the DGS.

REGISTRATION

Before you have completed the coursework for your degree, you must register for at least 6 credits each semester to be considered a full-time student. This is required if you have an assistantship, may be a requirement for your visa, or for various other reasons. You may register for up to 14 credits in a semester at the fixed tuition rate. You may register for thesis credits (ApEc 8888) during any semester in which you are enrolled in the Applied Economics Ph.D. program. Although you do not need to have passed your oral preliminary examination to take thesis credits, it is expected that you are working on your thesis if you are enrolled in these credits. There are several registration categories, the major ones of which are briefly highlighted below. The complete list of categories and a comparison of eligibility requirements is found here:

https://onestop.umn.edu/special_for/SpecialRegistrationCategoriesforGraduateProfessionalStudents.html

APeC 8444

After you have completed all of your coursework, preliminary oral exam and 24 thesis credits, you may qualify to register for ApEc 8444: FTE Doctoral (The FTE stands for “full-time equivalent”). This single credit is designed by the University to allow you to be considered a full-time student while registering for only one credit. You will need to submit an “Application for Advanced Doctoral Status” form to the DGS; this form is available at:

<http://policy.umn.edu/forms/otr/otr195.pdf>

This designation reduces the benefits a hiring department must pay. It may also allow you to defer a student loan. The deadline for submitting the application is well before the start of the semester.

GRAD 999

Students who are not working on an assistantship and therefore do not need to maintain full time status, but wish to maintain “active” status in the program, may be able to register for Grad 999. This is a zero-credit, zero-tuition registration. If, for example, you choose to begin employment before you have graduated, you may be able to register each semester for Grad 999 until graduation. **Do not register for Grad 999 if you must be registered as a full-time student to maintain legal visa status, defer loans, receive financial aid, or for any reason other than to meet the Graduate School’s registration requirement.** Be sure to check the official guidelines for registering for Grad 999 at:

https://onestop.umn.edu/special_for/SpecialRegistrationCategoriesforGraduateProfessionalStudents.html#grad999

Students may register for up to four semesters of Grad 999 if they are continuing to work on a doctoral thesis. A hold will be placed on the student’s registration after four semesters of Grad 999. In order to register for each additional semester of Grad 999 in excess of four, the student will be required to get the approval of the DGS. The DGS will confer with the student’s major advisor to determine whether the student is making progress towards completion. If the student

demonstrates that he or she is continuing to work on a dissertation and has a plan to complete the degree, the hold on the student's registration will be removed and the student will be allowed to register for Grad 999.

LOSING YOUR ACTIVE STATUS AS A GRADUATE STUDENT

If you do not register for one or more (fall or spring) terms, you will lose your active status as a graduate student. If you decide to return to the program, you will have to re-apply to the program and pay the application fee to the Graduate School. You may qualify for the "Express Re-admit" process. While students whose active status has been terminated under such circumstances may apply for readmission to the program, readmission is not guaranteed. For more details, see:

<http://www.grad.umn.edu/students/registration/index.html>

LEAVE OF ABSENCE POLICY

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who experience circumstances, such as prolonged severe illness, that prevent them from maintaining active student status may be granted college approval for a leave of absence upon request. Students must complete a leave of absence form that specifies the term(s) and year(s) of the leave. An approved leave of absence may not exceed two academic years. Students granted a leave of absence may not use University facilities or services available only to registered students. The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree. More information about the leave of absence policy and the application form are available at:

<http://www.policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html>

SUMMARY OF TIME LIMITS

Here is a summary of the time limits mentioned above.

- Pass the microeconomics preliminary examination: 24 months from entering the Ph.D. program.
- Pass the qualifying paper: end of Fall semester of the third year.
- Pass the oral preliminary examination: 3 years from completion of written preliminary examinations and qualifying paper.
- Pass the final oral examination: 5 years from completion of preliminary oral examination.
- Overall time limit: 8 years (Graduate School rule).

Financial Support

Students in the Applied Economics Graduate Program may be supported with funds from a variety of sources including fellowships, teaching assistantships, and research assistantships. In general, there are two types of funding appointments awarded by the Applied Economics Graduate Program and its participating departments: service appointments and non-service appointments.

Teaching and research assistantships are examples of service appointments. Service appointments require a student to do work for an assigned faculty member. Usually these appointments are quarter- or half-time. Students with a quarter-time appointment are expected to work on average 10 hours per week under the supervision of the assigned faculty member. Students with a half-time appointment are expected to work on average 20 hours per week under the supervision of the assigned faculty member. In addition to a stipend, the typical teaching and research assistantship also offers a health insurance and tuition benefit.

Funding commitments provided by the Department of Applied Economics are conditional upon adequate performance of the assigned responsibilities in service appointments. This condition will be described in your offer letter. Other funding sources may impose their own conditions.

Fellowships are typically non-service appointments. Non-service appointments do not carry the same work responsibilities as a service appointment. However, some fellowships may require a student to fulfill other responsibilities, such as attending special seminars and workshops. With most fellowships, students are expected to work no more than 25% time either on or off campus (in addition to any responsibilities related to the fellowship). Students on fellowships are expected to work on research and may be assigned to a faculty supervisor to guide their research.

Before accepting any funding appointment, whether from an internal or external source, you should carefully review the terms and conditions of the award, so you will know precisely what is expected of you.

The following procedures will be used to allocate funds for student support in the Applied Economics Graduate Program.

1. Fellowship nominations requested from the Applied Economics Graduate Program by the Graduate School or other programs will be made by the Graduate Committee.
2. Block grant and other funds awarded to the Applied Economics Graduate Program by the College or Graduate School will be allocated by the DGS in consultation with the Graduate Committee and Applied Economics Department Head.
3. Research and teaching assistantship appointments will be awarded by individual departments within or outside of the Applied Economics Graduate Program. The DGS will

serve to coordinate appointments for departments that participate in the Applied Economics Graduate Program.

Interpretations and Exceptions

1. The Graduate Committee has the ultimate responsibility for the interpretation of policy pertaining to graduate student matters. Similarly, special cases that cannot be anticipated are decided by the Graduate Committee.
2. The Graduate Committee has the responsibility for the formulation of policies pertaining to the graduate program, which must be approved by the Applied Economics Graduate Faculty.
3. Any procedure or policy matter pertaining to the AEGP can be petitioned by a graduate student. Ruling on such petitions is the responsibility of the Graduate Committee.

Appendix A: Degree Completion Steps



DEGREE COMPLETION STEPS

UNIVERSITY OF MINNESOTA *Master's Plan A*

Students eligible to use the Graduate Planning & Audit System will follow the degree completion steps below. Contact Graduate Student Services and Progress if you are unsure whether you are completing your degree using the Graduate Planning & Audit System or paper Graduate Degree Plan.

In order to receive your degree, the following steps must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. Contact your program advisor for program-specific requirements and deadlines.

1 Submit Graduate Planning & Audit System (GPAS) planner

Submit at least one semester prior to completing your degree (if applicable).



Student GPAS planner guide: <https://onestop.umn.edu/academics/how-use-gpas-planner>

2 Assign members to master's final exam committee

Complete final exam committee assignments at least one semester prior to exam at:
<https://onestop.umn.edu/examination-committees>

3 Download Graduation Packet

The packet will include the Master's Final Examination Report form and Reviewers' Report form.

4 Submit Application for Degree

Apply by the first day of anticipated month of graduation. Application instructions are available here:
<https://onestop.umn.edu/academics/apply-graduate>

5 Submit Final Examination Report

Must be submitted no later than the last business day of anticipated month of graduation.

6 Submit Thesis

The thesis must be submitted and approved by GSSP no later than the last business day of the anticipated month of graduation. Please plan accordingly. Consult your Graduation Packet for formatting and submission guidelines.

<https://onestop.umn.edu/thesisdissertation-submission-and-formatting>

Questions? Contact Graduate Student Services and Progress office (333 Bruininks Hall)

gssp@umn.edu

(612) 625-3490

<https://onestop.umn.edu/contact-gssp>



UNIVERSITY OF MINNESOTA

DEGREE COMPLETION STEPS

Master's Plan B
Master's Plan C

Students eligible to use the Graduate Planning & Audit System will follow the degree completion steps below. Contact Graduate Student Services and Progress if you are unsure whether you are completing your degree using the Graduate Planning & Audit System or paper Graduate Degree Plan.

In order to receive your degree, the following steps must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. Contact your program advisor for program-specific requirements and deadlines.

1 Submit Graduate Planning & Audit System (GPAS) planner

Submit at least one semester prior to completing your degree (if applicable).



Student GPAS planner guide: <https://onestop.umn.edu/academics/how-use-gpas-planner>

2 Assign members to master's final exam committee (Plan B students only)

Complete final exam committee assignments at least one semester prior to final exam at: <https://onestop.umn.edu/examination-committees>

3 Download Graduation Packet

The packet will include the Master's Final Examination Report/Final Report form.

4 Submit Application for Degree

Apply by the first day of anticipated month of graduation. Application instructions are available here: <https://onestop.umn.edu/academics/apply-graduate>

5 Submit Final Examination Report

Must be submitted no later than the last business day of anticipated month of graduation.

Questions? Contact Graduate Student Services and Progress office (333 Bruininks Hall)

gssp@umn.edu

(612) 625-3490

<https://onestop.umn.edu/contact-gssp>

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UNIVERSITY OF MINNESOTA

DEGREE COMPLETION STEPS

Doctor of Philosophy
Doctor of Education

Students eligible to use the Graduate Planning & Audit System will follow the degree completion steps below. Contact Graduate Student Services and Progress if you are unsure whether you are completing your degree using the Graduate Planning & Audit System or paper Graduate Degree Plan.

In order to receive your degree, the following steps must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. Contact your program advisor for program-specific requirements and deadlines.

- 1** **Submit Graduate Planning & Audit System (GPAS) planner**
Submit at least one semester prior to your preliminary oral exam.



Student GPAS planner guide: <https://onestop.umn.edu/academics/how-use-gpas-planner>

- 2** **Assign members to preliminary oral exam committee**
Complete at least one semester prior to exam at: <https://onestop.umn.edu/examination-committees>
- 3** **Complete Preliminary Written Exam**
Program staff report results to GSSP. Must be on file with GSSP to be authorized to take preliminary oral exam.
- 4** **Schedule preliminary oral exam**
Notify GSSP of scheduled exam at least one week in advance.
- 5** **Submit Preliminary Oral Report**
Submit for your record to reflect doctoral candidacy.
- 6** **Assign members to doctoral final exam committee**
Complete at least one semester prior to exam at: <https://onestop.umn.edu/examination-committees>
- 7** **Download Graduation Packet**
Packet will include the Graduate Application for Degree form and Reviewers' Report form.
- 8** **Schedule doctoral final exam**
Notify GSSP of scheduled exam as soon as the date is set but no later than one week in advance.
- 9** **Submit Application for Degree**
Apply to graduate no later than the first day of the anticipated month of graduation. Application instructions are available: <https://onestop.umn.edu/academics/apply-graduate>
- 10** **Submit Reviewers' Report**
Submit prior to your defense.
- 11** **Submit Doctoral Final Exam Report**
Submit no later than the last business day of anticipated month of graduation.
- 12** **Submit dissertation/project**
The dissertation must be submitted and approved by GSSP by the last working day of the anticipated month of graduate. Please plan accordingly. Consult Graduation Packet for formatting guidelines. <https://onestop.umn.edu/thesisdissertation-submission-and-formatting>

Questions? Contact Graduate Student Services and Progress office (333 Bruininks Hall)

gssp@umn.edu
(612) 625-3490

<https://onestop.umn.edu/contact-gssp>

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Appendix B: Qualifying Paper Rules and Guidelines

Time line

- A draft for review is due in May, typically near the end of classes for the spring semester. The exact date will be determined by the faculty responsible for APEC 8904.
- The final draft responding to the review(s) and a document explaining your responses to the review(s) are due on the first day of Fall semester. This is a hard deadline, and extensions can be granted only by petitioning the Graduate Program Committee.
- The Graduate Program Committee is very skeptical of requests for time extensions since you are given an entire year to complete the paper.

The paper and the seminars

- The requirement that Ph.D. students complete an acceptable second-year paper is separate from the requirement that you take APEC 8903 and 8904. You can receive an N in one or both of the classes and still pass the paper.
- Passing or failing APEC 8903 and 8904 is based on adequate participation and completion of assignments, not the content of your paper. Therefore, you can receive an S in both classes while writing an inadequate paper.
- Because APEC 8903 and 8904 are *required* classes, you will need to take at least one extra elective credit if you receive a grade of N in one of them, regardless of whether your paper is ultimately successful.

Paper content

- Second-year papers *must be sole authored*. If your paper topic grows out of a research assistantship, you need to ask your supervisor to acknowledge in writing that the paper is not a joint undertaking. Because the second-year paper partially satisfies the University's written preliminary exam requirement, *obeying this rule is an important matter of academic integrity*. If a co-author later appears, difficult questions may be asked.
- Second-year papers must be *new papers*. They may evolve from earlier work, such as an M.S. thesis, in the sense of being part of the same research agenda, but they must be more than a simple extension or polishing of previous work. Again, *this is a matter of academic integrity*, so please consult the faculty responsible for APEC 8903 and 8904 if you are in any doubt.

Getting help

- Your paper supervisor has volunteered for the task and can be an excellent resource for you. Don't ignore them.
- A central purpose of the seminars is to talk through barriers students run into in the course of their research. Come prepared to explain your troubles and to try to help your peers.

Appendix C: Academic Integrity

The University of Minnesota expects all enrolled students to adhere to the Student Conduct Code, which is the standard for acceptable behavior. There are consequences and sanctions for violating the code and the Office for Student Conduct and Academic Integrity take all offenses seriously. An especially important part of the Student Conduct Code for graduate students concerns academic integrity.

One of the most frequently misunderstood aspects of academic integrity is the definition and scope of what constitutes plagiarism. Below you will find the definition of plagiarism found in the Code. Take careful note of the definition to ensure you are not in violation of the code.

Plagiarism shall mean representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples include, but are not limited to:

- *copying information word for word from a course without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;*
- *representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;*
- *producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;*
- *paraphrasing, without sufficient acknowledgement, ideas taken from another person that the reader might reasonably mistake as the author's;*
- *borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.*

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.⁷

In addition to plagiarism, scholastic dishonesty includes cheating, unauthorized collaboration, fabricating information, and obtaining grades or honors dishonestly. To familiarize yourself with the code and to learn how to submit a violation of academic integrity please visit: <https://oscai.umn.edu/>.

⁷ Portions used with permission from New York Institute of Technology and University of Texas, San Antonio.

Appendix D: International Student Information

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

This office is part of the Office of International Programs, which serves U.S. and international students and faculty at the University of Minnesota. The staff members of ISSS are dedicated to making your academic experience a success. They provide information to help you feel at home as quickly as possible, to solve problems when they arise, and to meet requirements 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: iss@umn.edu. You can visit their website: www.iss.umn.edu

FULL COURSE OF STUDY

The Immigration and Naturalization Service (INS) requires all international students holding F-1 and J-1 visas to register for a full-course of study 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, the INS requirement will hold.

Exceptions to this rule are possible in a limited number of circumstances. In such instances, the Reduced Course Load for F-1 Students form must be completed, signed by your advisor or the DGS, 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 have an alternate form. If you plan to drop classes and doing so will cause the total number of credits you are taking to fall below six, you must have the form approved by ISSS *before* dropping your classes. Information on the policy is found here:

<https://iss.umn.edu/fstudent/fullcourse.html>

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 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. Visit the ISSS website for more information on the I-20.

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 ApEc 8991 – Advanced Topics in Applied Economics for each semester you require the CPT. You should apply at the same time you request a new I-20.

PAYROLL

Any time a change is made in your visa status or your visa expires, it is important to go to the Payroll Office to report this information. Failure to notify the payroll office of 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 United States government. You can change your address in the University system at One Stop. Information on reporting your change of address to the U.S. government is found on the ISSS website.

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. Contact a J-1 advisor in the ISSS office at 612-626-7100 for more specific information regarding insurance requirements.

ENGLISH AS A SECOND LANGUAGE

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. For more information on these classes, go to the ESL website:

<http://passport.umn.edu/esl/overview>

A GRADUATE WRITING COURSE FOR INTERNATIONAL STUDENTS

We strongly recommend all graduate students take graduate level writing and speaking courses to polish their presentation skills. Some University of Minnesota students report that an extremely useful course is WRIT 5051 – Graduate Research Writing Practice for Non-native Speakers of English.

Appendix E: University Policies

All graduate students at the University of Minnesota are required to adhere to the following policies. Additional policies can be located in the University Policy Library, found online at: www.policy.umn.edu

CONFLICT RESOLUTION PROCESS FOR STUDENT ACADEMIC COMPLAINTS

<http://policy.umn.edu/education/studentcomplaints-proc01>

STUDENT CONDUCT CODE

<http://policy.umn.edu/education/studentconductcode-proc01>

MUTUAL ROLES AND RESPONSIBILITIES IN GRADUATE EDUCATION

<http://policy.umn.edu/education/doctoralperformance-appd>

NEPOTISM AND PERSONAL RELATIONSHIPS

<http://policy.umn.edu/hr/workplacere relationships>

SEXUAL HARASSMENT POLICY

<http://policy.umn.edu/hr/sexualharassment>

EMAIL AS OFFICIAL STUDENT COMMUNICATION

<http://policy.umn.edu/education/email>

Appendix F: University Resources

The University of Minnesota provides several resources for students facing a variety of circumstances that may or may not impact their academic life. Please do not hesitate to utilize these resources should the need arise. Below you will find links for assistance with conflict resolution, graduate assistant employment, online therapy, stress check-ins, time management, academic skills, career uncertainty, sexual assault, relationship violence, and others.

UNIVERSITY OMBUDSMAN AND STUDENT CONFLICT RESOLUTION CENTER

<http://www.sos.umn.edu/contact.html>

GRADUATE ASSISTANT EMPLOYMENT – HUMAN RESOURCES

<https://humanresources.umn.edu/find-job/graduate-assistant-jobs>

STUDENT MENTAL HEALTH RESOURCES

<http://www.mentalhealth.umn.edu/index.html>

***THE AURORA CENTER – ADVOCACY AND EDUCATION REGARDING SEXUAL ASSAULT,
RELATIONSHIP VIOLENCE, AND STALKING***

<http://aurora.umn.edu/>

STUDENT COUNSELING SERVICES

<http://counseling.umn.edu/>