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APPENDIX 1

MA Course Requirements (and Checklist)

Grade

- _____ ECON 500, Microeconomic Theory
- _____ ECON 501, Macroeconomic Theory
- _____ ECON 502, Econometrics
- _____ ECON 503, Math Analysis for Economists
- _____ ECON 504, Advanced Economic Forecasting
- _____ ECON 5____, _____ *
- _____ ECON 5____, _____ *
- _____ ECON 5____, _____ *

*As specified by the Economics Department

PhD Students who wish to obtain an MA while pursuing the PhD may apply the following courses to the MA:

Grade

- _____ ECON 611, Microeconomic Theory I
- _____ ECON 612, Microeconomic Theory II
- _____ ECON 613, Macroeconomic Theory I
- _____ ECON 614, Macroeconomic Theory II
- _____ ECON 615, Economic Statistics
- _____ ECON 616, Econometrics
- _____ ECON _____, _____
- _____ ECON _____, _____

The cumulative GPA for the eight courses presented for the MA degree must be 3.0 or higher

Cumulative GPA in courses presented for the degree: _____

When the courses and requirements listed above have been successfully completed, this form should be filled out and submitted to the MA Advisor.

Student Name _____ B-Number _____

Graduate Director Signature Confirming Degree Completion

Date

APPENDIX 2

MA Course Sequence
(For Students Entering Fall 2017)

<u>Fall</u>	<u>Spring</u>	<u>Fall</u>
ECON 500	ECON 501	ECON 558
ECON 502	ECON 504	ECON 509C
ECON 503	ECON 542	

PhD Course Requirements (and Checklist)

Required Courses:

(30 credits)

Grade

_____ ECON 611, Microeconomic Theory I

_____ ECON 612, Microeconomic Theory II

_____ ECON 613, Macroeconomic Theory

_____ ECON 614, Macroeconomic Theory II

_____ ECON 615, Economic Statistics

Grade

_____ ECON 616, Econometrics

_____ ECON 617, Applied Econometrics

_____ ECON 693, PhD Seminar I

_____ ECON 694, PhD Seminar II

Field Courses and Electives: *At least two fields must be represented. A field consists of two courses.*

(28 credits)

Fields: _____

Grade

_____ ECON 6 _____

_____ ECON 6 _____

_____ ECON 6 _____

_____ ECON 6 _____

Grade

_____ ECON 6 _____

_____ ECON 6 _____

_____ ECON 6 _____

Additional Requirements – All Students

_____ Microeconomics Comprehensive Exam at the end of the second semester

_____ Macroeconomics Comprehensive Exam at the end of the second semester

_____ 25 page paper at the end of the 6th semester

_____ Pre-prospectus and Prospectus presentation in the 7th semester or, under special circumstances, at a time jointly specified by the dissertation committee chairperson and Director of Graduate Studies

_____ ECON 699

_____ Dissertation

The cumulative GPA for the all courses presented for the PhD degree must be 3.0 or higher

Cumulative GPA in courses presented for the degree: _____

When the courses and requirements listed above have been successfully completed, this form should be filled out and submitted to the Graduate Director.

Student Name _____ B-Number _____

Graduate Director Confirming Degree Completion

Date

APPENDIX 5

APPENDIX 6

Third Year Papers—Guidelines for Students

Department of Economics, SUNY-Binghamton

1. **The purpose of the third-year paper** is for students to provide evidence that they will be able to undertake a research project—the dissertation—on their own. Ideally, the paper is part of the student's dissertation project—as such, its topic can be either a comprehensive and critical literature survey, or original research. Students should discuss with their advisor which type of paper is most suitable for them. The 3rd year paper is due no later than noon on the Friday of final exam week in the spring semester of the third year.

2. **The general format of the third-year paper**

(1) If the student chooses to write a literature review:

(a) The expected length of a literature review is 30 – 35 pages, double spaced. (The list of references is not counted as part of the page requirement.) The literature review must be:

Comprehensive (address all relevant issues and include all relevant papers),

Comparative (evaluate how different papers address the same/similar issues),

Critical (evaluate the strengths and weaknesses of these papers).

Students should treat this project as the start of the literature review that they will need to undertake for their dissertation. Overly selective literature reviews, or reviews that simply summarize the literature without comparative and critical evaluation, are not acceptable.

3. Non-acceptable third-year papers:

(1) The third year paper cannot be a paper that the student has already turned in as a term paper for a class.

However, substantial revisions of such papers are acceptable. If students have already written a term paper on the same topic, then they must submit the term paper together with the third-year paper.

(2) Papers with overly large numbers of typos, grammatical errors, and unintelligible sentences will be returned to the student without evaluation. Students should consult the [Writing Center](#) for help with professional writing.

(3) The Director of Graduate Studies or the faculty reviewers may find that the paper does not fulfill the minimum standards of a third-year paper. This provides information to the dissertation advisor, who may decide that he/she cannot be the student's advisor any longer. In this case the student will need to find another faculty member who agrees to be the dissertation advisor. Students who have not found another advisor by the beginning of the fall semester of their 4th year will not be permitted to enroll in ECON 699 (dissertation), which for most students means that they will have to leave the university. Students who are unable to find a dissertation advisor by the beginning of the fall semester of their 4th year will not be permitted to enroll in ECON 699 (dissertation), which for most students means that they will have to leave the university. Students who are unable to find a dissertation advisor by the beginning of the fall semester of their 4th year will not be permitted to enroll in ECON 699 (dissertation), which for most students means that they will have to leave the university.

APPENDIX 7

Economics Department - Prospectus Rules

APPENDIX 8

Department of Economics - FORM C

OVERLOAD AND OUT OF DEPARTMENT PETITION FORM

USE THIS FORM TO REQUEST PERMISSION:

**TO ENROLL FOR MORE THAN 12 HOURS OF GRADUATE CREDIT (not counting ECON 591)
TO ENROLL IN COURSES OUTSIDE THE ECONOMICS DEPARTMENT**

Student should complete the top portion and take to the Director of Graduate Studies.

DATE: _____

STUDENT: _____

B#: _____

FOR SEMESTER: (Circle one) Fall Spring 201____

I wish to take the following courses which will bring the total number of credits for the semester to _____:

REASON FOR REQUEST:

Student Signature

This portion to be complete and signed by the Director of Graduate Studies.

The student has my permission:

† To take a total of _____ credits for the semester.

† To take (course name and number) _____ outside of the Economics Department.

COMMENTS: _____

Director of Graduate Studies

Return this form to the Department Secretary when complete.

APPENDIX 9

Economics Department Policies for Graduate Teaching/Research Assistantships

Economics Department Policy for Graduate Teaching/Research Assistantships (cont'd.)

- (d) All PhD students must present their PhD prospectus during the fall semester of their fourth year. Students whose prospectus is not approved by their committee have until the end of the spring semester of their fourth year to remedy all shortcomings. A student who fails to remedy the prospectus within this time may be terminated from the PhD program.

A graduate assistantship may be withdrawn from a student if the above conditions are not satisfied, although this action will normally be taken at the end of the award period, that is, the award will not be renewed.

4. CRITERIA FOR ASSISTANTSHIP RENEWAL

- (a) If no change in university funding occurs, assistantship renewals are automatic, based upon course grades and

APPENDIX 10

DEPARTMENT OF ECONOMICS - ACADEMIC GRIEVANCE PROCEDURES

The departmental grievance procedures described below contain the following elements: an informal mediation procedure, a formal grievance committee(s) with defined departmental membership, a description of the elements of a formal hearing, a record of the hearing, a statement of how the committee's findings will be communicated, a description of the appeal procedure, and throughout the process, a sense of timeliness. This grievance procedure consists of two basic stages, an informal mediation stage designed to reach mutual agreement between the parties involved, and (if the first stage is not successful) a second formal stage in which the complaint is considered by a grievance committee.

For the purposes of these procedures, a working day is defined as a week day of normal academic obligation, e.g. summer session days do not count.

I. Informal Stage:

- A. The grievant should attempt to find satisfaction first by discussing the matter directly with the faculty member involved.
- B. If no mutually agreeable resolution is reached during stage I-A, the grievant should seek mediation through the Department Chair (or the Undergraduate or Graduate Director, who may serve as the Chair's designee). If the Chair or Chair's designee is the respondent, i.e. the person against whom the grievance is directed, then to avoid a conflict of interest the Undergraduate or Graduate Director should serve as the mediating agent.
- C. When complaints and concerns are resolved through the informal process to the satisfaction of both the grievant and the respondent, all written materials shall be removed from each party's file. The department shall keep the original of any written agreement signed by both parties.

II. Formal Stage:

A. Filing A Grievance:

If the informal mediation procedures described above do not result in a mutually agreeable resolution, the grievant may file a formal written complaint submitted to the Department Chair (or Undergraduate or Graduate Director if the Chair is the respondent).

A formal complaint must be filed before the end of the semester following the semester of the complaint incident.

Within 10 working days of receipt of the written complaint, the Chair (or designee) must forward a copy of the formal complaint to the respondent. The Chair must also forward copies of the formal written complaint to all members of the Grievance Committee, along with a request that they convene a meeting.

B. The Grievance Committee:

The Grievance Committee shall be a departmental standing committee consisting of six members, four faculty members (including the Undergraduate Director) and two undergraduate students from the Undergraduate Committee in the case of an

undergraduate student-faculty or undergraduate student-student dispute, four faculty members (including the Graduate Director) and two graduate students from the Graduate Committee in the case of a graduate student-faculty or graduate student-student dispute, four faculty members from the Executive Committee and two staff members in the case of a staff-faculty or staff-staff dispute, and five faculty members from the Executive Committee in the case of a faculty-faculty dispute. The Department Chair will serve as the non-voting Chair of the Grievance Committee, except that in the case of a tie vote, the Chair will cast the deciding vote.

The grievant and the respondent have the right to challenge the impartiality of any member of the committee. The other members of the committee shall decide by secret ballot whether that member shall be disqualified. The grievant and the respondent have the right to bring one non-participating observer each to the hearing.

(2)

The Grievance Committee Chair shall schedule the hearing within 20 working days from receipt of the complaint at a time which does not preclude the attendance of either party or any member of the Grievance Committee.

All parties to the hearing shall be provided at least 5 working days notice of the hearing time and date.

C. The Hearing:

6 . 4 -) (e h t c r e e i cGr 1030 -0.002 Tw 11.04 -205 ()Tj [6 (ev)12.8 (an)2 (y)1tayayes anend 0C2 (t)11.2 (I

APPENDIX 11

DEPARTMENT OF ECONOMICS Procedures for Handling Gender Sensitivity/Sexual Harassment Complaints

It is the goal of the Department of Economics to provide a positive and productive environment within which all members of the department - students, staff and faculty - can work together in an informal atmosphere of trust and mutual respect. The following departmental and university procedures are meant to handle complaints involving either gender sensitivity or sexual harassment by any member of the department.

Before describing departmental procedures and resources, it should be pointed out that university procedures exist and can be used by any member of the university community at any time. These procedures involve the university's Affirmative Action Office, located in LSG 663 and directed by the University Affirmative Action officer. According to university policy,

Sexual harassment is unlawful and will not be tolerated at SUNY- Binghamton. Employees or students who feel that they have experienced this form of discrimination may file a complaint under the University's 'Grievance Procedure for Review of Allegations of Discrimination' with Valerie Hampton, Director of Affirmative Action, in LSG 663.

Further discussion of these procedures can be found in the University publication, *Sexual Harassment: Definition and Prevention - A Guide for Students, Faculty and Staff*.

A guiding principle of departmental procedures is that any member of the department experiencing a gender sensitivity or sexual harassment problem should feel free to discuss it with any member of the department in order to seek a prompt, equitable and informal resolution whenever possible. The department feels that it is important to bring such incidents to the attention of appropriate department staff or faculty so that the department can address such issues promptly and can attempt to reach an equitable resolution with full regard for confidentiality and discretion. The department will make every effort to work these problems out informally and to the mutual satisfaction of all parties involved.

Formally, these departmental procedures outlined below define three levels of involvement: department chair, department grievance committee and university procedures. In general, departmental procedures shall follow formal departmental grievance procedures, with the exception of the initial informal investigation phase by the department chair. All documents resulting from these procedures will be kept confidential subject to agreement by all individuals concerned.

Incidents reported to the department chair shall be investigated directly by the chair. After speaking with all individuals involved, the chair will attempt to resolve each incident to the satisfaction of all involved individuals. If the department chair cannot resolve the incident in an informal manner, the incident can be referred to the formal departmental grievance procedures by any of the individuals involved in the incident.

Formal departmental grievance procedures are outlined in a separate document, and involve the department chair, the Advisory (Executive) Committee, the individual bringing the complaint, and additional appropriate student or staff