

DEPARTMENT OF ECONOMICS **ACADEMIC POLICIES AND PROCEDURES**

This Handbook refers to two important resources throughout as follows:

- The [*University Bulletin*](#) is referred to as the *Bulletin*
- The [*Graduate School Manual*](#) is referred to as the *Manual*

1) **GRADUATE PROGRAMS IN ECONOMICS**

A. **Master's Degree**

The Economics Department offers an MA in Economics. Requirements are listed in the *Bulletin*, and are outlined in more detail in [Appendix 1](#) and [Appendix 2](#). Completion of the MA degree generally requires three semesters.

4) Course Repeat Policy

The Graduate School's policy on repeating courses is given in the [Manual](#) and the [Bulletin](#). Any course with a grade of B- or lower may be repeated if approved by the Director of Graduate Studies and the Graduate School. The original grade stays on the transcript along with the new grade, but only the new grade is used to compute the grade point average. This is NOT automatic; the student must request a memo to this effect from the Director of Graduate Studies.

5) Computer Literacy

All graduate students are expected to use the Binghamton e-mail address assigned to them, and to become familiar with

10) Course Overloads and Courses Outside the Department

Economics graduate students wishing to take more than 12 credits (excluding ECON 603 and 608A) in the first three semesters must obtain the prior written approval of the Director of Graduate Studies (Form C, [Appendix 8](#)). **Funded students** in the fourth semester and beyond wanting more than nine credits must request approval from the Director of Graduate Studies using (Form C, [Appendix 8](#)). **Self-funded students** wanting more than 16 credits in any semester must also request Graduate School approval using the [Graduate Overload Petition](#).

11) Funding Renewal Policies

The Economics Department's policies covering the initial awarding of assistantships and the criteria for renewal can be found in [Appendix 9](#).

12) Assistantship Assignments

All students in economics receiving financial aid as assistantships should expect to serve both as teaching assistants and research assistants at some time. Assignment to teaching or research will depend on the fgrctw gpvu'cuuguo gpv'qh'ku'pggf u'f wtkpi "gcej "ugo guvgt0"Dqv "vgcej kpi "cpf "tgugcteh assignments offer xcnwcdrg"tckkpi "k'unku"j cv'gpj cpeg"uwf gpwø'cwtevkxpggu"cpf "kxpgu'hqt"j gk"kvvpgf gf"ectggtu0

Recipients of assistantships should be aware that the continuation of aid depends upon performance both in coursework and in assistantship assignments. Unsatisfactory work in teaching or research assignments can be grounds for termination of assistantships.

One implication of these rules is that non-native speakers of English should work to polish the language skills required for effectiveness in the classroom. Failure to do so risks not only an unrewarding experience when assigned as a teaching assistant but also the termination of aid as a result of unsatisfactory performance. In addition to the informal practice that comes with reading, speaking, and listening in English, students should consider taking advantage of formal training offered by the English as a Second Language Program, especially ESL 725, Oral Communication in College Teaching.

15)

First Year:

- **Funded students** at Level 1 must register for 12 credits.
- **Funded students** at Level 2 will register for 12 credits to assure timely completion of the degree
- **Self-funded domestic students** at Levels 1 and 2

Economics Department Library—LT 1007

This is a library of various economics journals. PhD dissertations are also stored here. Journals may circulate for as long as needed, but should be returned as soon as possible. Dissertations are NOT to be taken from the room.

Furniture should NOT be rearranged in this room, and it is NOT intended for holding office hours.

3) Departmental Computers

The following rules should be observed regarding all computers:

- NEVER store data on the hard drive of a computer that is not your own. It will be removed without warning.
- No food or drink is allowed while working at any computer station.
- DO NOT move any of the equipment around.

Students assigned to faculty offices on a temporary basis may sometimes be allowed to use faculty computers for access to various programs. However NOTHING should be stored on these computers, nor should anything that is not directly needed for INSTRUCTIONAL SUPPORT be downloaded. Likewise, some graduate student offices may be equipped with older machines for use ONLY by the students assigned to that office. Data should never be stored on these machines and nothing other than programs

