

Ph.D. Program Policies and Procedures
(Revised April 2016)

Contents:

- I. Administration*
 - A. Establishment of Policy
 - B. Director of Graduate Studies
 - C. Admissions Committee
 - D. Awards Committee
 - E. Student Responsibilities

- II. Admission*
 - A. Academic Requirements
 - B. GRE Examinations
 - C. Requirements for Foreign Applicants
 - D. Application Procedures

- III. Degree Requirements*
 - A. Registration
 - 1. Course Approval (each term)
 - 2. Graduate Assistants
 - 3. General
 - B. Residency
 - 1. Annual Requirements
 - 2. Total Requirements
 - C. Transfer Credits
 - D. Course Requirements
 - 1. Theory Courses (first three semesters)
 - 2. Quantitative Methods (prior to end of second year)
 - 3. Minor Field
 - 4. Fields of Specialization
 - 5. Electives

- E. Annual Review
- IV. *Plan of Work (POW)*
- V. *Qualifying Exams*
 - A. Written Qualifying Exams
 - B. Oral Qualifying Exams
- VI. *Masters Degree for Doctoral Students*
- VII. *Minimum Performance Standards*
- VIII. *The Doctoral Dissertation*
 - A. Dissertation Committee
 - B. Dissertation Prospectus
 - C. Dissertation Outline and Record of Approval
 - D. Dissertation Candidate Status
 - E. Dissertation Advising Responsibilities
 - F. Final Public Lecture Presentation/Defense
 - G. Submission of Dissertation
- IX. *Time Limits*
 - A. Age Limit on Credits
 - B. Candidate Maintenance Status
- X. *Ideal "Standard Program" for Completion*

I. ADMINISTRATION

- A. Ph.D. program policies are established by the Department, acting within the framework of pertinent University and College regulations, upon the recommendation of the Department's graduate faculty. The Director of Graduate Studies, who is also Chair of the Executive Committee of the Graduate Faculty, administers these policies. The Director consults this Committee on cases involving new policy questions or significant exceptions to established policies, and these may be referred to the Department's regular faculty for final action.
- B. The Director of Graduate Studies serves as the basic academic counselor to all Ph.D. students. He/She guides their general program of studies and approves the membership of qualifying exam and dissertation committees, directed study advisors, etc. Each Ph.D. student's *Plan of Work* is developed with and must be approved by the Director and by the Dean of Graduate the Graduate School.
- C. The Department's Admissions Committee, consulting with the graduate faculty of the Department if necessary, decides admission to the Ph.D. program. Appeals may be made to the Department as the ultimate authority.
- D. The Department Chair upon recommendation of the Department's Awards Committee makes appointments to Graduate Teaching/Research Assistantships and the specific duty assignments of Graduate Assistants. Graduate Teaching Assistants applicants must submit their GRE Scores before they can be considered for an appointment.
- E. Graduate students are responsible for knowing and complying with all pertinent regulations and policies of the Graduate Division, as published in the *WSU Bulletin*, and all announced departmental policies. There are no exceptions to these requirements except by specific written authorization obtained in advance.

II. ADMISSION

- A. All applicants to the Ph.D. program must have a Bachelor's Degree and undergraduate honor (grade) point average of 3.0 (where B=3.0) or better. They are expected to have the following minimum background in economics and mathematics:
 - 1. One course in intermediate macroeconomics; ECO 5050.
 - 2. One course in intermediate microeconomics; ECO 5000.
 - 3. At least two semesters of calculus; MAT 2010 and 2020.
 - 4. At least one semester of statistics (ECO 5100 or equivalent).

- B. All applicants must take the Verbal, Quantitative, and Analytical sections of the Graduate Record Examinations (GRE). The Economics module of the GRE is not required.
- C. Foreign applicants must also show proficiency in English by obtaining a score of 550 (or its equivalent in other forms) or better on the Test of English as a foreign language (**TOEFL**). Foreign graduate assistants must pass the **SPEAK** Test (a test of spoken English given at WSU) prior to receiving any classroom assignment. Those who do not pass must enter remedial programs if recommended by Wayne State's English Language Institute (**ELI**).
- D. Application will be considered only after these materials have been received:
1. Original transcripts from all universities attended, including one in the applicant's native language and one in English;
 2. TOEFL scores, if applicable;
 3. A completed Economics Department application form;
 4. GRE scores;
 5. A *Statement of Purpose* as to why the applicant wishes to study economics at Wayne State University
 6. Three letters of recommendation from instructors at the university most recently attended.

All of the necessary materials are available at our web site at <http://www.econ.wayne.edu/>

ETS codes are (Economics, 1801; Wayne State, 1898)

You must apply on line at <https://app.applyyourself.com/?id=wayne-grad>. Any additional materials should be sent to

III. DEGREE REQUIREMENTS:

A. Registration

1. All active students in the Ph.D. program must meet with the Director of Graduate Studies (DGS) prior to the first day of class in each term for which they are registered to take courses. This meeting will permit students to obtain approval for the courses they plan to take. The DGS must approve any subsequent changes involving courses outside the department and courses that are added or dropped. Students who fail to adhere to this policy will be dropped from the enrollment rolls of any course for which the DGS's approval was not given. In addition, a failure to adhere to this policy may also result in the loss of financial aid or dismissal from the graduate program in which the student has been admitted.
2. Students on graduate assistantships in the Economics Department normally register for 8-12 hours of course work per semester. Because of limits on tuition paid by an assistantship, the Director of Graduate Studies may reduce this requirement, but not below 6 credit hours. (International students must always take 8 hours or more to maintain full-time status). Prior to completing course work, graduate assistants must take these minimum credits in regular course work.
3. All Ph.D. students must successfully complete 90 semester hours of graduate study consisting of 60 hours of course work, and 30 hours of dissertation research.

B. Residency

1. The Ph.D. requirement of one year of residency is met by the completion of at least six graduate credits in course work, exclusive of dissertation or other research, in each of two successive semesters. (The Spring/Summer semesters may be excluded from the definition of successive semesters).
2. Students must earn at least 30 credits in graduate course work, exclusive of dissertation research, at Wayne State University.

C. Transfer Credit(s)

The Department does not accept transfer credits to the Ph.D Program.

D. Course Requirements

To obtain the Ph.D. degree in Economics, a student must complete the following:

1. 24 hours of economic theory (ECO 7020, 7021, 7000, 7010, 7050, 7060). Grades of B- or better must be earned in all economic theory courses.
2. 12 hours of quantitative methods (ECO 7100, 7110, and 7120). Grades of B- or better must be earned in each of 7100, 7110, and 7120.
3. At least 8 hours of a minor field must be completed by the end of the student's third year in the program. These courses will normally be taken within the Economics Program, and the Director of Graduate Studies must approve the minor courses. A grade of B (3.0) or better must be earned in all minor courses.
4. At least 8 credit hours of 7000 level course work in each of two of the following elective fields of specialization:
 - Industrial Organization
 - International Economics
 - Labor and Human Resources Economics
 - Health Economics
 - Advanced Macroeconomics

Fields may not be offered in a given year depending on the availability of faculty to teach them. In rare cases, students may elect to specialize in fields in which courses are not regularly offered. A student interested in pursuing this option must submit a proposal, outlining both the reasons for doing so and the program of studies to be followed, to the Director of Graduate Studies. This proposal must then be approved by:

- a. a qualified faculty member who will assume responsibility for supervising the student's work;
 - b. the Executive Committee;
 - c. the Department.
5. Each student must take eight (8) hours of regular course work in economics ("required electives") beyond the requirement of fields of specialization. No preliminary examination will be offered in connection with these courses. The DGS may, at his/her discretion, authorize reading courses, directed study, or pertinent courses other than economics courses.

E. Annual Review

The Department of Economics, under the direction of the Director of Graduate Studies will perform structured written formal reviews, every year, with each doctoral student.

The Annual Review will:

- a. occur after the Winter term;

- b. evaluate the student's accomplishments;
- c. evaluate the student's prospects for program completion.

IV. **PLAN OF WORK (POW):**

Doctoral applicants must plan their sequence of studies early in their programs. An official *POW*, approved by the Director of Graduate Studies, must be filed with the Office of Graduate School before the student completes 24 graduate credits. The *POW* is a prerequisite to taking the qualifying exams.

V. **QUALIFYING EXAMS:**

A. Written Qualifying Exams:

1. Ph.D. students must successfully complete written qualifying examinations in microeconomic theory, macroeconomic theory, and the two chosen fields of specialization. These exams will cover, but are not restricted to, the material of the respective graduate courses in the four fields. Two chances are given to pass each of the four written qualifying exams. If a student fails to pass any of the exams on the second attempt, that student will be dismissed from the program immediately.
2. All written exams must be taken at the first opportunity after the requisite course sequence has been completed. Field written exams should be taken no later than the end of the student's third year in the program.
3. Effective January 2014 qualifying exams will follow the new schedule

| <u>January</u> | <u>May</u> | <u>August</u> |
|-----------------------|----------------------|----------------------|
| Micro | Micro (if necessary) | Field(s) (if nec.) |
| Macro | Macro (if nec.) | |
| | Field(s) | |

4. Written qualifying exams occur before classes begin in the Fall and Winter Semesters and after Final exams in the Winter Semester.
5. A student wishing to take written qualifying exams must submit a request to do so to the Graduate Secretary or the Director of Graduate Studies at least one month in advance. This request will be granted only if the student is in good standing in the Ph.D. program and has had adequate course preparation for the requested exams. A request to take a qualifying exam is binding on the student.
6. Grades of B (3.0) or better are considered passing grades on qualifying exams.

7. If a written exam is not passed on the first attempt, it must be retaken at the next scheduled exam period. For example, a failed exam in August must be retaken in May of the following year; a failed exam in May must be retaken in August.
8. If a Ph.D. student is excused for legitimate reasons from taking a written qualifying examination at the required time, the student will be held responsible for the material covered in qualifying exams when the examination is taken during the following exam period.
9. Each of the four written qualifying exams is composed and graded by a committee of department members appointed by the Director of Graduate Studies.

B. Oral Qualifying Exam:

1. Once all four written qualifying exams are passed with an average grade of B (3.0) or better, the student must take an oral exam on either the dissertation prospectus or a research paper in a field.
2. Normally the student will take the oral exam by presenting a paper in a Dissertation Workshop. The oral exam is to take place within 60 days after the prospectus (or the paper) is approved, and the prospectus (or paper) must be submitted to the dissertation or paper adviser for approval within two years after the student has completed all prelims.
3. A student may register for no more than 10 credits of Economics 9990 until he/she has achieved candidacy by filing a *Doctoral Dissertation Outline and Record of Approval* and by completing all qualifying examinations, including the oral qualifying exam.
4. The oral exam is graded on a pass-fail basis. If this exam is not passed on the first attempt, the student is entitled to a second attempt, which must be scheduled in the following semester, but no sooner than 15 weeks after the initial oral. Failure to pass the oral exam on the second attempt automatically requires dismissal from the program.
5. The oral exam committee consists of the paper or dissertation adviser, and two faculty members appointed by the Director of Graduate Studies.

VI. MASTER'S DEGREE FOR Ph.D. STUDENTS:

Students in the Ph.D. program may be awarded a Master's Degree by successfully completing 32 credit hours of graduate course work and three Master's Written Qualifying examinations or three Ph.D. prelim exams. Students should consult the Director of Graduate Studies if they wish to exercise this option.

VII. MINIMUM PERFORMANCE STANDARDS:

The Executive Committee of the Graduate Faculty may dismiss from the Ph.D. program, at any time, a student whose performance is considered inadequate. Inadequate performance entails earning grades of C+ (2.33) or lower, maintaining less than a 3.0 grade average, or progressing too slowly in meeting the degree requirements.

VIII. THE DOCTORAL DISSERTATION:

- A. Relatively early in a student's program he/she should approach a graduate faculty member in the field in which he/she wishes to write a doctoral dissertation and informally discuss possible topics. When a tentative understanding on a topic has been reached, the student shall report this to the Director of Graduate Studies and discuss the formation of a dissertation committee.
- B. The dissertation prospectus should be prepared under the supervision of the intended Advisor and three additional members (two from within the Department, and one from another department) of his/her dissertation committee. The proposal should outline the thesis to be examined, the importance of the problem, and the relationship of the study to other work in the field, the methodology to be employed, the data sources to be used and the expected results. A concise bibliography should be attached.
- C. When the dissertation committee feels the proposal is acceptable, they will sign the *Doctoral Dissertation Outline and Record of Approval form*, which is then submitted to the Graduate School. The Director of Graduate Studies formally appoints the dissertation committee at this time, including its chair or advisor.
- D. Ph.D. Candidate Status.
 1. Once the *Dissertation Outline and Record of Approval form* is approved and the student has successfully completed the four written qualifying examinations the student will be advanced to the Ph.D. Candidacy status. Upon attaining candidacy, the student will either:
 - Sign up for any remaining coursework necessary.
 - Sign up for ECO 9991, 9992, 9993, 9994, or 9995.
 2. The proposed research and the doctoral committee are subject to the approval of the Dean of Graduate Studies. Any disagreements on the proposal, which the committee cannot resolve, are to be settled by the Director of Graduate Studies. (NOTE: If substitutions have to be made in a committee, the new members must record their approval of the student's proposal by signing the *Doctoral Dissertation Outline and Record of Approval form*.) The Office of Graduate Studies in the Graduate School

will return approved copies of the *Doctoral Dissertation Outline and Record of Approval form* to the student, Chairman or Advisor and the Director of Graduate Studies.

3. Doctoral Dissertation Research – ECO 9991 – 9995. For the foreseeable future, students will fall into one of two categories:
 - a. Upon reaching candidacy the student is required to register for four consecutive semesters of Candidate Status, carrying 7.5 credit hours each term. After four semesters of Candidate Status, registration, if necessary, the student may register in a Maintenance Status until completion of the degree requirements. Both Candidate Status and the Maintenance Status registrants will be considered full-time students.
 - b. Students must be enrolled in ECO 9995 at the time they defend their dissertations.

- E. The Advisor of the dissertation committee shall serve as the official contact with the student during the period in which the student is working on the dissertation. The student may and normally will consult other members of his/her committee, but it is the responsibility of the Advisor to insure that the dissertation emerges in acceptable form. It is also the Advisor's responsibility to supervise expeditious preparation of draft materials, to see that they are submitted to, and read in a reasonable period, by other committee members, and to act as a channel through which comments and criticisms by committee members are communicated to the student. It is expected that any differences among committee members or between committee members and the student will normally be resolved by the committee advisor. In the event they are not, the Director of Graduate Studies will arbitrate.

- F. The Final Public Lecture may not be scheduled until two weeks after the committee approves the Dissertation and so notifies the Director of Graduate Studies in writing. The Dean of Graduate Studies must then approve the Dissertation and Lecture Presentation/Defense. The lecture will be postponed if any committee member or the Graduate Examiner is not present. In emergencies, departures from this procedure must be approved by the Director of Graduate Studies and the Graduate School.

The student is expected to have copies of the abstract of his/her dissertation available for interested faculty and students who may wish to attend the lecture.

- G. The Ph.D. candidate must provide members of the dissertation committee with copies of the completed dissertation as well as fulfill related requirements with the Office of Graduate Studies-submission of final copies of the dissertation and its abstract, payment of fees and the like-as described in the *WSU Graduate Bulletin*.

IX. TIME LIMITS:

- A. Students have seven years to complete all requirements for the Ph.D. degree. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and began taking work toward meeting degree requirements. This time limit does not apply to approved transfer credit. On the recommendation of the Director of Graduate Studies, up to 10 semester credits over seven years old that were earned at Wayne State University (for example, as part of the Master's Degree) may be specified for revalidation by examination.

If the student has not attempted to defend after 7 years, the student must request an extension.

- B. Ph.D. students who have registered for all their required dissertation workshop and research credits, but who have not finished their dissertations, will register for Candidate Maintenance Status. The Maintenance Status allows students access to University resources – libraries, computer systems, laboratories, and faculty advising. It will carry a fee equal to the registration fee plus the omnibus fee for one credit hour. A student will continue to register for Maintenance Status until he/she:

- completes degree requirements;
- declares himself or herself no longer a candidate for the degree;
- exceeds the time limit for securing the degree.

NOTE: Students who have not defended in 10 years must retake written qualifying exams.

X. “STANDARD PROGRAM”:

The standard program to follow is presented below. It is possible to complete the Ph.D. within four to five years. Students must plan their studies early and carefully, recognizing that the Department does not offer all courses each year. Deviations from this program must be approved in advance and in writing by the Director of Graduate Studies.

| <u>Semester</u> | <u>Courses</u> | <u>Hours</u> | <u>Miscellaneous Requirements</u> |
|--|---|----------------------------------|---|
| 1. FALL | 7020 (Fund. - Statics) 7021 (Fund. - Dynamics) | 4 <u>4</u> 8 credits | |
| 2. WINTER | 7000 (Micro 1) 7050 (Macro 1) 7100 (Econometrics 1) | 4 4 <u>4</u> 12 credits | File Plan of Work form |
| 3. FALL | 7010 (Micro 2) 7060 (Macro 2) 7110 (Econometrics 2) | 4 4 <u>4</u> 12 credits | |
| <i>January (Year 2) Micro and Macro Qualifying Exams</i> | | | |
| 4. WINTER* | 7120 (Econometrics 3) Field I or Elective | 4 <u>4</u> 8 credits | |
| 5. FALL* | Field I Field II Required Elective | 4 4 <u>4</u> 12 credits | |
| 6. WINTER* | Field I or Elective Field II or Elective | 4 <u>4</u> 8 credits | Submit dissertation outline and record of approval. |
| <i>May (Year 3) Fields I and II Qualifying Exams</i> | | | |
| 7. and 8. | Dissertation Candidacy Status 9991, 9992 | 15 credits | Take Oral Qualifying Exam. |
| 9. and 10. | Dissertation Candidacy Status 9993, 9994 | 15 credits | Prepare for Public Lecture Defense. |
| TOTAL HOURS | | 90 credits | |

*Fields I and II depend on the years in which particular field sequences are offered. If one or both of the fields are taken in year 3, then some rearrangement will be necessary for the minor and the required electives.