# Department of Economics
# Graduate Program
# Policies and Procedures

IOWA STATE UNIVERSITY

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# Introduction

The Department of Economics at Iowa State University provides a unique opportunity for students to obtain quality graduate education through course instruction, workshops, seminars, research, and interaction with world-class scholars. As a major part of graduate education, each student chooses a major professor who is a mentor and guide for graduate work. The major professor along with the student's graduate committee provides specific direction for a student's graduate program and research. The following guidelines will help the student, in conjunction with his/her Graduate Committee, plan a graduate program that will lead to the desired degree and career path in a timely and efficient manner while meeting all departmental and university requirements. These guidelines are approved by the economics faculty as a whole and should be interpreted as minimum standards. Individual grad committees may choose additional coursework or other requirements to meet the needs of a given student or research topic.

The Department of Economics has implemented these policies and procedures in accordance with the policies and procedures outlined by the Graduate College Handbook. It is strongly recommended that students and faculty review the Graduate College Handbook (located on the Graduate College website) to gain a comprehensive understanding of the requirements for earning a graduate degree from Iowa State University.

# Ph.D. Learning Objectives

1. Demonstrate a comprehensive understanding of scholarly literature in economics and an ability to critically evaluate it.
2. Articulate research objectives that, when met, will lead to significant contributions to economic knowledge.
3. Effectively apply theory and qualitative and quantitative empirical methods to address research questions; understand how to acquire, analyze, and report data.
4. Interpret research results appropriately, integrating them into existing knowledge in the discipline.
5. Clearly and accurately communicate research findings orally and in writing.
6. Always conduct scholarship, whether independently or in teams, in ways that reflect ethical practice and professionalism.

# Ph.D. Degree Requirements

Majors

1. Students majoring in **Economics**, in addition to completing the requirements outlined in the Ph.D. Credit Requirements section, must choose their two required fields of concentration from among the fields of a) Agricultural Economics, b) Environmental and Resource Economics, c) Financial Economics, d) Industrial Organization, e) International Economics, f) Labor/Public Economics, and g) Macroeconomics. Applied Econometrics is available as a third field.
2. Students majoring in **Agricultural Economics**, in addition to completing the requirements outlined in the Ph.D. Credit Requirements section, must choose at least one of their two required fields of concentration from either a) Agricultural Economics or b) Environmental and Resource Economics.
3. Students must choose to major in either economics or agricultural economics. They may not major in both areas. Students majoring in economics may not obtain a minor in agricultural economics. Similarly, students majoring in agricultural economics may not obtain a minor in economics.

Ph.D. Credit Requirements

1. A total of 72 credits is required. These credits must be graduate credits (5000 & 6000 level) except that, with grad committee approval, up to 9 credits of 3000 & 4000 level classes at Iowa State (not undergraduate courses from other institutions) will be eligible. Undergraduate classes in Economics may not be used. At most, 3 credits at the 3000-level may be used.
2. The material covered in Economics 6010, 6020, 6030, and 6040 forms a basis for the Departmental Qualifying Examinations in Economic Theory. Economics 6710 and 6720 (Econometrics) are also required in the first year of the program.
3. Students are required to complete at least seven field graduate courses in economics beyond the Ph.D. core (6010, 6020, 6030, 6040, 6710, 6720). Field courses must comprise at least two fields of concentration other than Applied Econometrics.

4. Students must successfully complete Econ 6940A and Econ 6940B.
5. A minimum of 21 hours must be earned as a combination of the following credits:
   Research credits (Econ 6990)
   Credits earned in special topics courses (Economics 6900)
   Additional graduate-level coursework

Major Professor

The major professor, who must be a member of the graduate faculty in the student's declared major, serves as chair of the student's graduate committee. The choice of a Major Professor represents an agreement between the graduate student and the professor to work together in planning academic studies and research for an advanced degree. Students should give this matter careful consideration, exploring conscientiously the available options as to major, research specialty, and research group. Students should determine a major professor by **October 1** of their third year in the Ph.D. program.

Graduate Committee

In consultation with the student's major professor, a graduate committee consisting of at least five members of the graduate faculty is appointed. At least three committee members must be from the student's major. One committee member should be from outside the Economics Department. Graduate Committee membership should be filed through Workday by **December 1** of the third year in the Ph.D. program.

Academic Plan

In consultation with the student's Graduate Committee, an official Academic Plan is developed listing all the classes the student will complete in order to obtain the desired degree. Determination of the Academic Plan is accomplished by filing the form through Workday. Details regarding the process for completing this process are available on the Graduate College website. The academic plan should be filed through Workday by **December 1** of the third year in the Ph.D. program and must be approved by the Graduate College at least one semester before the preliminary oral is held.

Qualifying Examinations in Economic Theory

Written qualifying examinations in microeconomic theory and macroeconomic theory are required. Each student in the Ph.D. program must pass two qualifying exams in economic theory: one in macroeconomics and one in microeconomics. Students are allowed two attempts to pass each exam. Students who have failed to pass both qualifying exams will not be admitted to candidacy and will be given the option of completing a Master's degree or leaving the program. If a student chooses not to attempt a given examination at the time it is offered, the student will be given a failing grade on the examination.

1. **The Examining Committee:** Each qualifying examination committee shall be composed of three members, at least one of whom shall be from the relevant theory teaching core. Each committee will be appointed by the Department Chair and will serve for one year.
2. **Purposes and Goals of the Examinations:** The purposes and goals of the written qualifying examinations are to help ensure that each student who receives a Ph.D. from the department is thoroughly trained in the basic core of economic theory and to provide an incentive for the student to review, integrate, and apply economic theory training.
3. **Scheduling of the Examinations:** Students must take the examinations at the times outlined. The examinations are administered during the summer session following the first year on the Ph.D. track. The first attempt of the microeconomics examination will be given on the third Friday after classes end for the spring semester. The first attempt at the macroeconomics examination will be given on the Tuesday following the micro exam.

   The second attempt at the microeconomics examination, should it be needed, will be given on the Monday one week before classes begin for the fall semester. The second attempt at the macroeconomics examination will be given on the Friday immediately before classes begin for the fall semester.
4. **Form of the examinations:** Each exam will be administered over a four-hour period from 9 am to 1 pm. Students will be asked to answer at least three questions, each of which must be answered (there are no optional questions). The Graduate Coordinator is responsible for exam logistics and proctoring arrangements, including accommodation requests. A committee member will be available, over the phone or in person, to address student questions during the exam. The use of smartphones, tablets, or other electronic devices by students is not permitted while taking the exam.
5. **Material to be covered in the examinations:** Questions on the qualifying examinations will cover material from the current topic outlines in economic theory. This outline encompasses the general subject matter of microeconomic

and macroeconomic theory appropriate for study by beginning Ph.D. students. The graduate courses Econ 6010, Econ 6020, Econ 6030, and Econ 6040 will cover the majority of topics in this outline and the syllabi for these courses are a useful reference for the examinations. Students will be provided with information regarding their ability to pass the qualifying examinations through their performance in the relevant courses. Specifically, instructors of the relevant courses should assign grades of B+ or higher only to those students who have done work of sufficient quality to suggest that they will be able to pass the corresponding examination. As a study aid, questions but not answers from prior exams will be made available to students.

6. **Grading of the examinations:** Each examination will be evaluated separately, and a grade of "Pass with Distinction," "Pass," or "Fail" will be assigned. The examining committees will complete the grading of the examinations as soon as practical. Barring unusual circumstances, the committees should make a reasonable effort to complete grading within two weeks after receiving student solutions. The committees will produce answer outlines to be maintained in faculty archives. If requested within two weeks after receiving the exam grade, a student who failed an exam is entitled to a meeting with the respective committee to discuss the student's exam performance. The request should be addressed to the committee chair. The mode (in-person or online) and other logistical aspects of the meeting are at the discretion of the chair. Students should note that the committee members' role is that of examiners rather than teachers. The DOGE will present the overall results of the examinations at the earliest scheduled faculty meeting.
7. If a student does not pass both qualifying exams, the student will be dismissed from the Ph.D. program. Withdrawing from the university would end the student's assistantship funding and tuition scholarship. The student, however, can transfer to the M.S. Economics program. This transfer should be initiated expeditiously using the program transfer form on the graduate college website. Once transferred to the M.S. Economics program, the student will need to determine a major professor and file an Academic Plan. The Academic Plan must be approved at least one semester prior to graduation. Assistantship funding and tuition implications should be discussed with the Graduate Program Coordinator prior to transferring.
8. **Appeal Process:** If a student is dissatisfied with the grading of a qualifying examination, the student may file an appeal of the grade with the Department Chair no later than two weeks after receiving the grade or one week after meeting with the respective examining committee to discuss the student's exam performance, whichever is later. The appeal must include written arguments in defense of the student's exam solution.

   The student's appeal will then be given to the examining committee for its consideration. If the committee judges that the student's arguments are reasonable, the committee may reverse its original decision and change the grade accordingly. If the committee does not reverse its original decision, it will provide a written explanation to the student and the Department Chair.

   If the student still has a grievance after the examining committee has revisited its original decision, a further appeal procedure is available in the Graduate College, as described in the Graduate College Handbook: https://www.grad-college.iastate.edu/handbook/.
9. **Petition Process:** A student who has failed either the microeconomics or macroeconomics qualifying examination in two attempts because of exceptional personal circumstances can petition the Department Chair to allow such student to take the examination in question one additional time. The student will have two weeks after receiving the grade to file the petition. If the student has appealed the decision and lost that appeal, the student will have two weeks from the date of the appeal decision to file the petition. Within four weeks from the time the petition is filed, the Department Chair will then make one of the following decisions:

   - The student will be dismissed from the Ph.D. program; or
   - The student will be permitted to take the next offering of the relevant qualifying examination. No further petition will be allowed.

   The Department Chair may grant the petition if, in the opinion of the Chair, the student's exceptional personal circumstances have negatively affected the student's exam performance.
10. The Graduate Coordinator and DOGE will inform students about qualifying exam rules and procedures.

Field of Concentration Requirements

Mastery of two fields of concentration is required. Mastery in each field of concentration in the Department of Economics is demonstrated by completion of coursework requirements for that field. Fields of Concentration in the Department of Economics are chosen from: Agricultural Economics, Environmental and Resource Economics, Financial Economics, Industrial Organization, International Economics, Labor and Public Economics, Macroeconomics, and Applied Econometrics (available as a third field only). See Appendix A.

Third-Year Paper

A substantive research paper under the direction of the major professor is required during the third year of the Ph.D. track. This paper is intended to be the first step for students to develop their dissertation research program. A major objective of the third-year paper, therefore, is to help ensure that each student is familiar with the independent research process of a doctoral dissertation. Consistent with the educational purpose of the third-year paper, it is expected that the major professor, along with other graduate committee members and Econ 6940 instructors, will provide substantial guidance and feedback as the project develops.

1. Evaluation: This paper must be approved by the student's major professor and a second reader (usually a member of the student's committee) before the preliminary oral examination may be held. The second reader is chosen by the student and approved by the major professor. (If the student has two co-major professors, both should be readers.) Ideally, the third-year paper and the paper required for the Econ 6940 seminar will be the same.

2. Timing: The paper should be submitted to the major professor and second reader by **May 1** of the third year on the Ph.D. track. By **June 1** the two readers must either submit a passing grade or ask the student to revise and resubmit the paper. A final version must be submitted by **July 15** to both readers and the DOGE. The readers will determine the final grade to be satisfactory / not satisfactory by **August 1**.

3. Focus: In general, the paper should address a topic/problem in the student's major field of study that is likely to emerge as a component of the student's Ph.D. dissertation. However, the paper may be in a related area.

4. Authorship: All parts of the third-year paper must be written by the student. As noted above, however, it is expected that advisors will provide substantial guidance. As part of this guidance, advisors can (and should) provide feedback on the student's writing, including grammar, syntax, and general writing style. The third-year paper may eventually turn into a publication that can be sole-authored by the student or jointly authored with others.

5. Transparency and Disclosure: As articulated in the foregoing, a major objective of the third-year paper is to promote students' independent research skills. In the process of writing this paper, however, students may receive substantial help from their dissertation advisor(s) and/or others. Consistent with standard principles of ethical conduct in scientific research and publication, students must disclose such information at the time of first submission of the third-year paper. Specifically, the front page of the third-year paper requires an "Acknowledgements" footnote that includes: (a) An explicit statement that the paper was in fact wholly written by the student, as required by point 4 above; (b) The name(s) of the major professor(s) who advised the student with guidance and feedback in the research project leading to the third-year paper; and, (c) The names of other individuals who made significant intellectual contributions to the study (note: this list should include individuals who are likely to become co-authors of later versions of the third-year paper).

Preliminary Oral Examination

A preliminary oral examination is required of all Ph.D. students and is administered by the student's major professor and committee.

1. **Timing of the Exam**: The preliminary oral examination requires prior approval by the Graduate College. Students should submit a Graduate Request for Oral Exam in Workday at least two weeks before the date of the examination. **The examination should be held no later than June 1 of the student's fourth year.** Ideally, it should be held early enough in the student's research program that significant faculty input into the process can be obtained. Students are required to provide a copy of the proposal to each committee member at least two weeks before the preliminary oral examination. The preliminary oral must be completed at least six months prior to the final oral exam. Students are required to be registered for at least one graduate credit during the semester in which they complete their preliminary exam.
2. **Evaluation of the Exam:** While the exact nature of the preliminary oral examination depends on the Academic Plan and the particular area of research, some general departmental guidelines apply. In all cases the student should be given clear direction regarding expectations well before preparing the dissertation proposal. The purpose of the examination is to rigorously test the student's knowledge of major, minor, and supporting subject areas relevant to the proposed dissertation topic, as well as the student's ability to analyze, organize, and present subject matter relevant to the field. The means of doing so is to consider the student's proposal for the economic research that will lead to the dissertation. While the committee may question over general issues, the bulk of the examination will concentrate on the dissertation topic.

3. **Format of the Exam: T**he student should prepare a specific and well-documented proposal for research. The dissertation proposal consists of a statement of the problems to be considered, a review of the relevant literature, a consideration of theoretical models to analyze the problems, and a discussion of potential data and quantitative methods to be used in addressing the topic. If a three essay approach is chosen, the preliminary oral should consider the specific topic of each essay, along with basic models, data issues and quantitative methods to be used in addressing these topics. The first of the three essays should be complete or nearly complete before taking the preliminary oral examination. An appropriate literature review for the entire dissertation should be prepared.

Final Oral Examination

The final oral examination requires prior approval by the Graduate College. Students should submit a Graduate Request for Oral Exam in Workday at least three weeks before the date of the examination. Students are required to provide a copy of the dissertation to each committee member at least two weeks before the final oral examination. The first hour of a student's final oral exam is open to the public. Students are required to be registered for at least one graduate credit during the semester in which they complete their final oral exam. Deadlines for graduation are stipulated by the Graduate College and should be considered when scheduling the final oral exam.

Co-major Requirements

A co-major, at the Ph.D. level, in economics or agricultural economics and another discipline requires the approval of the Director of Graduate Education. Students pursuing a co-major at the Ph.D. level must complete 72 credits. These credits must be graduate credits (5000 & 6000 level) except that, with Graduate Committee approval, up to 9 credits of 3000 & 4000 level classes at Iowa State (not undergraduate courses from other institutions) will be eligible. Undergraduate classes in economics may not be used. At most, 3 credits at the 3000-level may be used.

1. Students are required to complete the Ph.D. core (Econ 6010, 6020, 6030, 6040, 6710, 6720) and pass the written qualifying examinations in microeconomic theory and macroeconomic theory.
2. Students are required to complete three graduate courses in economics beyond the Ph.D. core, comprising at least one field of concentration other than Applied Econometrics. These courses shall be at the 6000 level, other than 6900 or 6990, or shall be 5000 level courses that are acceptable as part of a Ph.D. Field of Concentration. The student must demonstrate mastery of the elective field by completion of coursework requirements for that field.
3. A minimum of 9 of the 72 credits must be earned as research credits (6990-numbered courses, with the "Econ" or other designator) in connection with the preparation of a Ph.D. dissertation deemed, by the Graduate Committee, to be acceptable as a Ph.D. dissertation in the discipline of economics. A maximum of 21 credits of 6990-numbered courses may count toward the required 72.
4. Co-major students face the same credit hour restrictions that are detailed under the Ph.D. Credit Requirements.
5. Co-major students face the same preliminary oral examination and final oral examination requirements.

Grading of Ph.D. Graduate Courses

Graduate courses are usually graded on a letter grade basis (A-F). A grade of B- or lower is typically a signal unsatisfactory performance. Only grades of satisfactory/fail are given in the following classes: Econ 5900, 5990, 6900, 6940A/B, and 6990.

Ph.D. Course Expiration

Courses completed toward a Ph.D. in Economics or Agricultural Economics are valid for ten years. This aligns with the Graduate College's policy for course time-to-degree limits. Requests to honor courses past the ten-year limit will be decided on a case-by-case basis by the Graduate College and the Economics Director of Graduate Education. If any courses older than ten years are included on a student's Academic Plan, the student must submit the Expired Course Petition to the Graduate College for approval.

Annual Review of Ph.D. Students

Academic progress reports are issued to graduate students during the fall semester. Students should review the progress reports carefully to ensure that they are making normal academic progress and to prepare for upcoming academic deadlines.

# Ph.D. Normal Progress Guidelines

Entry

All Ph.D. programs begin in the fall. The rare student who enters during the spring term will be officially entered into the Ph.D. program in the fall term of that calendar year and will face the same requirements for normal progress as the fall Ph.D. entrants of that year. Most students will enter the Ph.D. track in their first fall semester in the program. Some students will be advised to start with the 5000-level core and postpone their entry to the Ph.D. track 6000-level courses until fall of the second year. Students who start the Ph.D. program with the 5000-level core will, for the first year, face the same normal progress requirements as students in the first year of the M.S. program. Assuming normal progress is maintained, the student may continue on with the 6000-level core courses the following year (no reapplication to the Ph.D. program is necessary).

First Year

Ph.D. students complete the microeconomic theory (Econ 6010 and Econ 6030), macroeconomic theory (Econ 6020 and Econ 6040) and econometrics (Econ 6710 and Econ 6720) courses in the first year of the program. The normal load is three courses per semester. These students must take the microeconomics and macroeconomics qualifying examinations for the first time shortly following the spring semester of their first year. Should it be needed, the second attempt will be completed in August preceding the second year. These students will complete 24 credits by the end of the first year in the program. Normal progress requires a cumulative grade point average of at least 3.0 in these courses.

Second Year

Students will take a total of at least nine credits of formal coursework in the fall semester, and at least nine credits of formal coursework in the spring semester. Students will have completed at least 18 of the required 21 hours of field courses and a minimum of 42 total credits by the end of the second year. Normal progress requires a cumulative grade point average of at least 3.0 in all courses to this point.

Third Year

Students take the third year workshop courses, Econ 6940A in the fall semester and Econ 6940B in the spring semester of their third year. Students who have not completed all field course requirements take the number of credits needed to do so during the fall or spring semester of the third year. To maintain normal progress, students must choose a major professor by **October 1** and the rest of the Graduate Committee by **December 1**. The Academic Plan is to be electronically filed through Workday by **December 1**. Students must complete and submit the third-year paper by **May 1** during the third year. To make normal progress, a student must receive a passing grade on the third-year paper by **August 1** prior to the fall semester of their fourth year. Students should spend most of their time on dissertation research and register for an appropriate number of research credits (Econ 699) each semester. Students making normal progress complete all field requirements by the end of the fall semester of the third year. Normal progress requires a cumulative grade point average of at least 3.0.

Fourth Year and Beyond

Ph.D. students must complete the preliminary oral exam by **June 1** of their fourth year in the Ph.D. program in order to be eligible for funding for the fall semester of the fifth year. A cumulative grade point average of at least 3.0 is required in order to graduate.

| Year 1 | Coursework | Credits | Comments |
|---|---|---|---|
| Fall | Econ 6010 Microeconomic Analysis I<br>Econ 6020 Macroeconomic Analysis I<br>Econ 6710 Econometrics I | 4 cr<br>4 cr<br>4 cr | Year 1 normal progress consists of 24 credits completed and a cumulative GPA ≥ 3.0 |
| Spring | Econ 6030 Adv. Microeconomic Analysis<br>Econ 6040 Adv. Macroeconomic Analysis<br>Econ 6720 Econometrics II | 4 cr<br>4 cr<br>4 cr | |
| Summer | **Micro and Macro qualifying exams**: First qualifying exam takes place in late May or early June. Second attempts, if necessary, take place in August. | | |

| Year 2 | Coursework | Credits | Comments |
|---|---|---|---|
| Fall | Econ Field course<br>Econ Field course<br>Econ Field course | 3 cr<br>3 cr<br>3 cr | Complete two fields of concentration** |
| Spring | Econ Field course<br>Econ Field course<br>Econ Field course | 3 cr<br>3 cr<br>3 cr | |
| Summer | Econ 6990 (dissertation research)* | 1 cr | |

| Year 3 | Coursework | Credits | Comments |
|---|---|---|---|
| Fall | Econ Field Course<br>Econ 6940A | 3 cr<br>3 cr | Choose major professor by October 1<br>Choose full Graduate Committee and file Academic Plan by December 1 |
| Spring | Econ 6940B<br>Econ 6990 (dissertation research) | 3 cr<br>1-6 cr | Third-year paper due to major professor and a second committee member by May 1 |
| Summer | Econ 6990 (dissertation research)* | 1 cr | Third-year paper requested revisions received by June 1; final version submitted by July 15; final grade (S/NS) due by August 1 |

| Year 4 | Coursework | Credits | Comments |
|---|---|---|---|
| Fall | Econ 6990 (dissertation research) | 1-6 cr | |
| Spring | Econ 6990 (dissertation research) | 1-6 cr | File request for preliminary oral exam.<br>Successfully complete prelim oral no later than June 1 |
| Summer | Econ 6990 (dissertation research)* | 1-6 cr | |

| Year 5 | Coursework | Credits | Comments |
|---|---|---|---|
| | Econ 6990 (dissertation research) | 1-6 cr | Apply for Graduation<br>File request for final oral exam (must be scheduled at least 6 months after passing preliminary oral)<br>Pass final oral exam |

**Summary of Ph.D. Requirements**

| | |
|---|---|
| Ph.D. core courses (Econ 6010, 6020, 6030, 6040, 6710, 6720) | 24 credits |
| Field coursework | Minimum of 21 credits and at least two separate fields must be completed |
| Third-Year Research Workshop (Econ 6940A, 6940B) | 6 credits with grade of 'Satisfactory' |
| Research (Econ 6990) and/or<br>Special Topics (Econ 6900) and/or<br>Additional Graduate-level Coursework | Combined minimum of 21 credits |
| **Total Graduate Credits Required** | **Minimum of 72. All coursework must be completed with a 3.0 GPA or higher in order to graduate.** |

* Summer credits for Econ 6990 are optional. Students should be engaged in research activities during summer months regardless of whether they are enrolled in Econ 6990.

** Occasionally due to scheduling constraints, students require an additional semester of coursework in order to complete two fields of concentration. Econ 5110X, Research Seminar in Experimental Economics, counts as an elective course but not as one of the 7 required field courses.

# Graduate Minor in Economics

Students wishing to complete a graduate minor in Economics are required to have at least 9 hours of formal coursework in economics courses. These courses must be at the 3000-level or above, excluding Econ 3130, 3340, 3360, 3370, 3530, 3620, 3640, 3700, 3780, 3800, 3980, 4900, 4920, 4950, 4960, and 4980. It is required that one of the courses be in microeconomic theory (Econ 3010, Econ 4010, or Econ 5010). Per the Graduate College policy, there is a limit of 9 credits at the undergraduate level allowed on a student's Academic Plan (including both major and minor courses). Of these 9, only 3 can be at the 3000-level.

# Funding

Students who obtain university support for their graduate education in the form of teaching or research assistantships receive direct and indirect benefits from the university. The most important indirect benefit is the Graduate College tuition scholarship. Other benefits may include better access to equipment and research materials. Thus, those on assistantship are subject to additional requirements. The Department policy concerning reappointment eligibility for teaching or research assistantships requires that the following criteria be met:

1. Satisfactory completion of the prior appointment duties and responsibilities;
2. Satisfactory academic performance as defined in this document is achieved;
3. Satisfactory academic progress (normal progress as defined in this document) is accomplished;
4. Satisfactory behavior in compliance with the ISU Student Disciplinary Regulations is maintained;
5. The maximum length of time on appointment as defined by the Department in this document has not expired;
6. Continuation is always contingent on the availability of funding.

Economics Ph.D. Student Funding

Graduate assistantship appointments are administered by the Economics Graduate Studies Office. Determination of the specific assistantship appointment is based upon a number of factors, including departmental needs, faculty needs, student interests, and funding availability. Requests for changes in assistantship appointments should be initiated through the Director of Graduate Education.

1. Students admitted to the Ph.D. program with funding will be given priority for assistantship support for a total of five academic years from initial registration.
2. For international students who entered the Ph.D. program in Fall 2023 or later, eligibility for fifth-year funding requires achieving Level 1 (full certification) on the Oral English Certification Test (OECT): https://cce.grad-college.iastate.edu/speaking/oect-for-itas/overview
3. As a longstanding department policy, students usually are not eligible for TA or RA funding beyond the fifth year. Therefore, students and faculty should not plan on a student being eligible for funding past five years. For the most part, the faculty member should transition to a new RA once the current RA's eligibility expires after year five. Exceptions have been made on a very limited basis if the department has a critical need for standalone instructors. Rare exceptions have also been made if a faculty member's longstanding RA is instrumental in the completion of a project. **All requests for funding beyond year five must be approved in advance by the Director of Graduate Education.**
4. Students who meet normal progress deadlines are eligible for funding increases after the following milestones: Academic Plan completion, third-year paper completion, and prelim oral completion. Students who fail to meet the deadlines for these progress millstones may have their funding reduced or withheld until normal progress is resumed.
5. Students initially admitted to the Ph.D. program who start with the M.S. core will be required to achieve a GPA of 3.0 or better in Econ 5000, 5010, 5020, and 5710 in order to be eligible for renewal of funding beyond the first year.
6. Ph.D. students who receive funding from the department are discouraged from seeking additional employment outside the assistantship. Such outside commitments can hinder normal academic progress and can affect the performance of assistantship responsibilities. Students who find jobs in addition to their assistantship are still required to meet normal progress requirements in order to qualify for departmental support.

Ph.D. Co-Major Student Funding

In the case of students pursuing a Ph.D. with a co-major in economics or agricultural economics and another field, it is the expectation that the Economics Department and the co-major department or program will both contribute to the

teaching or research assistantship funding of the student. The co-major Ph.D. student will be given priority for assistantship support from the Economics Department for the equivalent of three academic years with the possibility of a fourth. Support for the fourth year is dependent on a number of factors including exemplary performance of duties, availability of funding for a specific project, and normal progress toward the degree. For a co-major student, normal progress requirements (for renewal of assistantship) will be determined by the Director of Graduate Education on a case-by-case basis and will be communicated to the student in writing.

# Student Grievance Procedures

The Department of Economics strives to be a welcoming place for students and faculty with different backgrounds and diverse opinions. If there is ever a time when a graduate student feels that their personal, academic, or professional integrity is not being respected fairly, the student is encouraged to first speak to their adviser or major professor(s). If the issue is not resolved or involves the major professor(s), all efforts should be made to contact the Economics Department Director of Graduate Education. Pursuant to these actions, the Graduate College Handbook outlines a student grievance procedure that offers several options for conflict resolution.

# Leave and Absence Policy

Graduate Assistants have an important role in the work of Iowa State University, and their campus presence is important to the operation of the department. Absence from campus must be discussed in advance with the department's Teaching Coordinator (for TAs), instructor of the course to which they are assigned (TAs), the Help Room coordinator (TAs - if applicable), and/or faculty members for whom they are working (RAs). Graduate Assistants who are absent without prior approval risk loss of pay and potential loss of eligibility for future funding, at the discretion of the Director of Graduate Education. TAs and RAs who are not available during the times specified below generally have their salary reduced at least in proportion to the time they are absent. Additional penalties may be incurred depending on the circumstances.

1. **Fall semester:** Teaching assistants will be available for duties beginning on the Wednesday prior to the start of classes. At the end of the semester, TAs are available through grading of final examinations and submission of grades.
2. **Summer and Winter sessions:** Teaching assistants will be available for duties beginning on the Wednesday prior to the start of classes. At the end of the session, TAs are to be available through grading of final examinations and submission of grades.
3. **Spring semester:** Teaching assistants will be available for duties on the Thursday prior to the start of classes. At the end of the semester, TAs are to be available through grading of final examinations and submission of grades.
4. **Research assistants:** Research assistants will be available for duties throughout the duration of their appointment. Research assistants need to check with their supervisors for their responsibilities, if any, during semester breaks.
5. **All graduate students**: Any graduate student planning to be away from campus in excess of one week while school is in session, regardless of appointment status or assignment, must notify Amy Emmett (abainum@iastate.edu) and provide contact information for the period of leave. This information should be provided as soon as leave arrangements are made and approved by the instructor, help room supervisor, or RA supervisor.

# Graduate Student Travel

Travel Policy

1. Ph.D. students will be reimbursed travel expenses for a total of up to six approved professional meetings or workshops during their Ph.D. program. Travel should be conducted with the intention of furthering a student's program of study and enhancing his or her education. In rare cases, additional trip funding may be granted for students who have exceeded the six-trip funding allotment. All exceptions will need to be approved by the DOGE and the Graduate Student Programs and Policy Committee (GPPC) BEFORE travel is undertaken.
2. MS student travel reimbursement is rare. Applications for MS travel funding will be considered on a case-by-case basis.
3. Requests for funds must be submitted using the Department of Economics Graduate Student Travel Form **BEFORE** travel is undertaken. Post trip requests are subject to denial or to lower rates of reimbursement.
4. Students who attend an approved professional meeting, workshop, or other approved event will be reimbursed up to $375.
5. Students presenting original research (may be co-authored) at an approved meeting, workshop, or other approved event will be reimbursed up to $750. Poster presentations do not qualify for this additional funding.

6. Students applying for a Professional Advancement Grant (PAG) should follow the instructions on the Graduate and Professional Student Senate (GPSS) website. Link to the PAG application: https://www.gpss.iastate.edu/pag.
7. All trip receipts, including proof of conference or meeting registration, must be submitted to finance_delivery@iastate.edu when you return from your trip to receive reimbursement up to the preapproved amount. This includes funding from all sources – Economics, CARD, Professional Advancement Grants (PAG).
8. For international travel, it is strongly recommended that students enroll in International Health Insurance and Emergency Service (https://www.riskmanagement.iastate.edu/international). This is provided by the university at no cost to the student.
9. If you have questions contact Amy Emmett abainum@iastate.edu or finance_delivery@iastate.edu **BEFORE** you travel.

Travel Guidelines

Before you travel, please visit the Iowa State Controller's website and review the posted travel guidelines. To simplify and expedite the travel reimbursement process, the following are some guidelines to help you with travel planning. **Paying expenses on behalf of another traveler is strongly discouraged**. It is preferable to have each student pay for and claim their expenses separately. If you do submit shared expenses, no one will be reimbursed until receipts from all students involved have been received and payment to each other has been proven by way of a copy of your credit card statement, cancelled check or bank transfer. If lodging/airfare is purchased through Hotwire, Priceline, or a similar vendor, you will need to prove payment from one student to another. **The Economics Department has the right to refuse payment to any student submitting suspicious documentation or students who are uncooperative regarding the implementation of these rules.**

1. **Lodging:** If you share a hotel room with another student(s), have the charges split at the hotel desk and submit your individual itemized receipts. If you do not, ISU Accounting will require proof of payment to the hotel or to the other student(s) as described above.
2. **Car Rental:** As with lodging, if you share the cost of car rental, ISU Accounting will require proof of payment to the other student(s) or to the rental car company by way of a copy of your credit card statement, cancelled check or bank transfer. Gas for rental cars can be reimbursed only if receipts are submitted (this is department policy.) ISU has contracts with Enterprise and National which include coverage for CDW/LDW insurance. If you use other agencies, you should purchase the CDW/LDW coverage. Not all insurance is reimbursable. Rent the vehicle "to Iowa State University, by … (your name)." See the Procurement Services and Risk Management websites for additional information.
3. **Mileage:** If you choose to drive your personal vehicle, a per mile reimbursement can be requested by the vehicle owner. You cannot claim mileage and car rental/gas for the same portion of the trip. If the mileage claimed is greater than 400 miles one way, a drive vs. fly comparison must be completed prior to the trip.
4. **Meals:** Domestic Travel: Iowa State University uses the GSA rate to determine daily meal per diems for the continental United States, including Iowa. Per diem rates are determined by county within the United States and travelers should use the county of destination to determine the per diem rate. Department of Defense rates should be used for Alaska, Hawaii and U.S. Territories. Per diem rates (continental United States), U.S. General Services Administration https://www.gsa.gov/travel/plan-book/per-diem-rates . Per diem rates (Alaska, Hawaii, U.S. Territories), Department of Defense https://www.defensetravel.dod.mil/site/perdiemCalc.cfm . Foreign Travel: Iowa State University will use per diem rates set by U.S. State Department. https://aoprals.state.gov/web920/per_diem.asp. Gratuities are included as part of the incidental amounts associated with a per diem rate, and are not generally reimbursable separately. Meals paid for by a registration fee cannot be claimed for additional compensation. Costs for alcohol cannot be reimbursed.
5. **Airfare:** If you elect to travel from an airport other than Des Moines, you must print and retain a price comparison from Des Moines dated the day of purchase. You must be able to verify that there was a cost savings when including any additional lodging, meals, and mileage to/from the alternate airport.
6. **Combing Business and Personal Travel:** When vacation or personal travel requires an air ticket that does not have a direct route to your business destination, you must obtain a comparison on the date you purchase your ticket. The comparison must be submitted with your reimbursement request. Reimbursement is capped at the lower of the two quotes.
7. Additional helpful links: https://www.transportation.iastate.edu/airport-shuttle https://www.controller.iastate.edu/travel-expenses-allowed

# Appendix A: Fields of Concentration

I. **Agricultural Economics** (Chandio, Choi, Crespi, DePaula, Feng, Hallam, Hart, Hayes, Hennessy, Lence, Martens, Moschini, Schulz)

Required: Econ 6410 Agricultural Economics I
Econ 6420 Agricultural Economics II

II. **Applied Econometrics**: Available as a third field only. (Blochowicz, Bunzel, Chandio, Crespi, DePaula, Hallam, Harris-Lagoudakis, Kreider, Moschini, Zhylyevskyy)

Choose Two: Econ 6730 Microeconometrics
Econ 6740 Macroeconometrics
Econ 6750 Advanced Topics in Econometrics

To fulfill the requirement for this field, students must complete 2 of 3 courses listed above.

III. **Environmental and Resource Economics** (DePaula, Feng, Hallam Hennessy, Hoffman, Jacqz, Moschini, Singh, Turhan, Weninger)

Required: Econ 5810 Advanced Environmental Economics
Econ 6800 Advanced Resource Economics

IV. **Financial Economics** (Chandio, Cordoba, Hennessy, Lence, Li, Singh, Zhylyevskyy)

Required: Econ 6530 Financial Economics

Choose One: Econ 5370 Commodity Markets: Analysis and Strategy
Econ 6570 International Finance

To fulfill the requirement for this field, students must complete Econ 6530 and one course from the others listed.

V. **Industrial Organization** (Blochowicz, Cordoba, Crespi, Harris-Lagoudakis, Kim, Li, Moschini, Turhan, Weninger)

Required: Econ 6150 Industrial Organization I

Choose One: Econ 6180 Game Theory
Econ 6420 Agricultural Economics II

To fulfill the requirement for this field, students must complete Econ 6150 and one course from the others listed.

VI. **International Economics** (Cordoba, Choi, Singh)

Required: Econ 6550 International Trade
Econ 6570 International Finance

VII. **Labor-Public Economics** (Cordoba, Harris-Lagoudakis, Hoffman, Kim, Kreider, Rosenbloom, Turhan, Winters, Zhylyevskyy)

Required: Econ 5200 Labor Supply and Human Capital Formation

Choose One: Econ 5100 Experimental Economics
Econ 6210 Advanced Labor Demand and Labor Markets
Econ 5450 Public Economics
Econ 5760 Spatial Economics

Recommended: Econ 6730 Microeconometrics

To fulfill the requirement for this field, students must complete Econ 5200 and one course from the others listed.

VIII. **Macroeconomics** (Bunzel, Cordoba, Singh)

Choose Two: Econ 6060 Advanced Topics in Macroeconomics
Econ 6570 International Finance
Econ 6740 Macroeconometrics

To fulfill the requirement for this field, students must complete 2 of the 3 courses listed above.