

Graduate Student Handbook



Department of Economics

2024-2025 Academic Year

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1 Introduction

1.1 Overview

Welcome to the Department of Economics at SDSU! This handbook is intended to guide graduate students through the M.S. program. It provides specific procedures and regulations and other important information. Although it is not a formal contract, following these guidelines is highly recommended to ensure swift completion and success in the graduate program. We welcome any comments or suggestions you may have to improve this handbook.

The M.S. program in Economics provides students with advanced training in decision making techniques and quantitative analysis by building on a core of applied microeconomics and econometrics classes. Students learn to apply analytic methods to business and policy issues, use advanced econometric methods and computer software. An internship program provides students with valuable work experience. The M.S. program is designed to prepare students for careers in consulting, domestic and multinational firms and government agencies; provide advanced training in economics for students planning on entering a Ph.D. program; and offer opportunities for university-level teaching experience valuable to a wide range of careers

Our goal is for every student in our program to achieve the following **degree learning outcomes**:

1. Proficiency with advanced microeconomic analysis, including: constrained and unconstrained optimization, comparative statics, market equilibrium, strategy, welfare and policy analysis.
2. Proficiency with advanced econometric data management, analysis, and causal inference methods, including: multiple regression, instrumental variables, panel data methods, and difference-in-differences.
3. The combined application of microeconomic and econometric analysis for academic, private- and public-sector research, including proficiency in data management and statistics with modern software tools.

1.2 Departmental Organization

The **Economics Department Office** is open from 9:00AM to 4PM, M-F. It is located in Nasatir Hall 329, Phone: 619-594-1675. Photocopying and printing facilities are for faculty use only.

The **department chair**, Dr. Joseph Sabia, serves as the link between the faculty and the university administration, communicating the department's needs to the administration, and keeping the faculty and staff informed of university policies, procedures, and initiatives.

The **graduate program advisors**, Ryan Abman and Ed Balsdon, are the official liaisons between students, the economics department, and the College of Graduate Studies. They have signature authority for all university forms and ensure that students have met all departmental requirements. They will be your primary point of contact for any questions about your course of study while in the M.S. program.

The **department academic/administrative coordinator and Office Manager**: JoAnn Davison. She handles all administrative tasks including key requests, printing and photocopying, course paper-work requirements, contracts for academic , payroll, and many more duties.

1.3 Economics Faculty

Getting to know the faculty listed below is an important step in completing your M.S. in Economics. These faculty will teach your classes, potentially serve on your thesis committees, write letters of recommendation, and serve as mentors throughout your academic and professional careers. We encourage you to reach out and get to know the department faculty as soon as possible.

- Ryan Abman, Associate Professor and Graduate Advisor
Office: NH-308, Email: rabman@sdsu.edu
Natural Resources and Regulation
- Ed Balsdon, Associate Professor and Graduate Advisor
Office: NH-313, Phone: 619-594-5492, Email: ebalsdon@sdsu.edu
Environmental, Natural Resources
- Hao Teng Fe, Assistant Professor and Undergraduate Advisor
Office: NH-307, Phone: 619-594-5468, Email: hteng@sdsu.edu
Child development, Education Policy, Economics of Crime, Social Networks, Health Economics
- Hisham Foad, Associate Professor and Department Chair
Office: NH-311, Email: hfoad@sdsu.edu
International Finance, Immigration
- James Gerber, Professor Emeritus
Office: NH-314, Email: jgerber@sdsu.edu
Latin America
- Shoshana Grossbard, Professor Emerita
Office: NH-307, Email: shosh@sdsu.edu
Labor Economics, Population, Economics
- Mike Hilmer, Professor
Office: NH-306, Email: mhilmer@sdsu.edu
Labor Economics, Public Economics, Applied Econometrics, and Economics of Education
- Tia Hilmer, Professor
Office: NH-317, Email: chilmer@sdsu.edu
Econometrics, Natural Resources, Environmental Economics
- Jennifer Imazeki, Senate Distinguished Professor and Associate Vice President for Faculty & Staff
Diversity
Office: NH-312, Phone: 619-594-5012, Email: jimazeki@sdsu.edu
Public Finance, Labor Economics
- Kangoh Lee, Professor
Office: NH-319, Phone: 619-594-8496, Email: klee@sdsu.edu
Applied Microeconomics, Public/Labor Economics, Risk/Uncertainty

- Yang Liang, Assistant Professor
Office: NH-323, Phone: 619-594-1221, Email: yliang@sdsu.edu
International Trade
- Thiago de Lucena, Assistant Professor
Office: NH-309, Email: tdelucenacoelho@sdsu.edu
Development Economics, Labor Economics, and Political Economy
- Clark Lundberg, Associate Professor
Office: NH-303, Email: clundberg@sdsu.edu
Econometrics, Finance, Macroeconomics
- Jacob Penglase, Associate Professor
Office: NH-, Phone: 978-317-2858, Email: jpenglase@sdsu.edu
Family Economics, Labor Economics, Applied Econometrics
- Joseph Sabia, Professor
Office: NH-302, Phone: 619-594-2407, Email: jsabia@sdsu.edu
Health, Labor, Demography
- Quazi Shahriar, Professor and Undergraduate Advisor
Office: NH-325, Email: qshahria@sdsu.edu
Applied Microeconomics, Industrial Organization and Experimental Economics
- Julia Li Zhu, Assistant Professor
Office: NH-314, Email: jzhu5@sdsu.edu
Applied Microeconomics, Economics of Migration, Labor Economics

Economics Staff

- JoAnn Davison, Academic/Administrative Support Coordinator and Office Manager
Office: NH-329B, Phone: 619-594-5530, Email: jdavison@mail.sdsu.edu
- Celeste Rodriguez, Administrative Support Assistant II
Office: NH-329B, Phone: 619-594-1675, Email: crodriguez8@sdsu.edu

Resource Librarian

- Research Desk: 619-594-6728, eref@mail.sdsu.edu

2 Requirements for the M.S. in Economics

2.1 Unit requirements and core curriculum.

The M.S. in Economics requires a minimum of 33 units of coursework at the 500-700 level. Of these 33 units, the courses listed in the table below are *required* to be completed. The semester offered assumes

a full time student completing the requirements for the program within 3 semesters.

Course Number	Course Name	Units	Semester Offered
Econ 630	Microeconomic Theory	3	Fall Semester, Year 1
Econ 640	Econometrics	3	Fall Semester, Year 1
Econ 650	Stat Tools for Economics	3	Fall Semester, Year 1
Econ 631	Applied Microeconomic Methods	3	Spring Semester, Year 1
Econ 641	Applied Research in Econometrics	3	Spring Semester, Year 1
Econ 740	Seminar in Applied Economic Research	3	Fall Semester, Year 2
Econ 795	Internship in Economics	3	After completing Econ 630 and 640

2.2 Elective courses

Looking at the table above, there are a total of 21 units of required courses. Thus, the remaining 12 units of coursework are to be met by elective courses. These are courses for which you have some discretion over what to take. Electives must be taken at the 500-700 level, with no more than 6 units may be at the 500 level. As nearly all elective courses are three units, this means you need to select four elective courses, no more than two of which can be at the 500 level. The following is a list and description of potential elective courses in the economics department that can be used as electives:

Upper Division Courses (open to both undergraduate and graduate students)

ECON 507. Mathematical Economics (3)

Prerequisite: Mathematics 124 or 150. Recommended: Economics 320 or 321.

Mathematical concepts as tools in understanding, developing, and illustrating economic theories. Applications of calculus and linear equations to constrained optimization, macro models, elasticity, general equilibrium, and input-output analysis.

ECON 561. International Trade (3)

Prerequisites: Economics 320 and 321.

Theory and policy of international trade with examples drawn from current issues. Models of determinants of trade. Free trade and protectionism. Trade and economic development. Trading blocs, the European community, GATT and U.S. trade policy.

ECON 565. North American Economic Relations (3)

Prerequisites: Economics 101 and 102. Recommended: Economics 360.

Socioeconomic development of U.S., Mexico, and Canada since World War II. Issues affecting the three countries' relations, including trade investment, technology, and international organizations and agreements.

ECON 592. International Monetary Theory and Policy (3)

Prerequisite: Economics 320 or 490.

International monetary spillovers from domestic macroeconomic policies. Foreign exchange markets and balance of payments. Fixed, flexible and managed exchange rates. Bretton Woods, international monetary fund, and world debt crisis.

Graduate Courses

ECON 700. Seminar in Microeconomic Applications (3)

Prerequisites: Economics 630 or classified graduate standing in another department and consent of instructor.

Microeconomic applications to individual, firm, or government. Maximum credit six units of Eco-

nomics 700 applicable to a master's degree. See Class Schedule for specific content. Seminar topics include:

Seminar in Industrial Organization and Firm Behavior

Seminar in Labor Economics

Seminar in Economic Issues in Demography

Seminar in Experimental Economics

ECON 710. Seminar in Public Economics (3)

Prerequisites: Economics 630 or classified graduate standing in another department and consent of instructor.

Government in a market economy. Impact on individual and firm behavior. Maximum credit six units of Economics 710 applicable to a master's degree. See Class Schedule for specific content. Seminar topics include:

Seminar in Environmental Issues

Seminar in Public Expenditures

Seminar in Urban and Regional

Seminar in Regulation

Seminar in Tax Policy

Seminar in International Trade and Commercial Policy

ECON 720. Seminar in Development and Planning (3)

Prerequisite: Consent of instructor.

Development process and policies. Planning techniques. Relations among developing and developed countries. Maximum credit six units of Economics 720 applicable to a master's degree. See Class Schedule for specific content. Seminar topics include:

Seminar in Development Economics

Seminar in Development Planning

Seminar in International Trade and Commercial Policy

ECON 730. Seminar in Macroeconomic Policy (3)

Prerequisite: Consent of instructor.

Applications of macroeconomics to open economics. Maximum credit six units of Economics 730 applicable to a master's degree. See Class Schedule for specific content. Seminar topics include:

Seminar in National Monetary Institutions

Seminar in International Monetary Policy

Seminar in Business Cycles

Seminar in Macroeconomic Modeling and Prediction

ECON 750. Seminar in History of Economic Thought (3)

Prerequisite: Consent of instructor.

Economic development in historical perspective. Maximum credit six units of Economics 750 applicable to a master's degree. See Class Schedule for specific content. Seminar topics include:

Seminar in U.S. Economic History

Seminar in Economic Growth in Historical Perspective

Seminar in Contemporary Economic Systems

ECON 795. Internship in Economics (3) Cr/NC

Prerequisite: Economics 630, 640, and approval of graduate adviser.

Students will be assigned to various jobs in which economic theory can be applied to decision making. Supervision will be shared by the graduate adviser and on-the-job supervisor.

ECON 797. Research (3) Cr/NC/RP

Prerequisites: Classified graduate standing and consent of instructor.
Independent research project in an area of economics.

ECON 798. Special Study (1-3) Cr/NC/RP

Prerequisite: Consent of staff; to be arranged with department chair and instructor.
Individual study. Maximum credit six units applicable to a master's degree.

ECON 799A. Thesis (3) Cr/NC/RP

Prerequisites: An officially appointed thesis committee and advancement to candidacy.
Preparation of a project or thesis for the master's degree

In addition to the economics courses listed above, you are welcome to take graduate courses offered by other departments at SDSU, provided you meet the pre-requisites for these courses. Suitable courses outside economics that may appeal to you include:

Course Number	Course Name
BA 629	Financial Management
Fin 642	Financial Risk Management
Fin 651	Seminar in Investments
Fin 654	Seminar in International Business Finance
Geog 573	Population and the Environment
Math 524	Linear Algebra
Math 531	Partial Differential Equations
Math 537	Ordinary Differential Equations
Math 623	Linear Algebra and Matrix Theory
Math 636	Mathematical Modeling
Pol S 560	Comparative Public Policy
Pol S 615	Seminar in Research Design and Analysis in Political Science
Soc 555	Immigrants and Refugees in Contemporary American Society
Stat 550	Applied Probability
Stat 551A	Probability and Mathematical Statistics I
Stat 551B	Probability and Mathematical Statistics II
Stat 575	Actuarial Modelling
Stat 670A	Advanced Mathematical Statistics I
Stat 670B	Advanced Mathematical Statistics II
Stat 672	Nonparametric Statistics
Stat 676	Bayesian Statistics
Stat 701	Monte Carlo Statistical Methods

This is by no means an exhaustive list and you should discuss *any* non-Economics elective courses you plan on taking with the graduate advisors before enrolling. Elective courses may be completed at any time, though we recommend spacing your four electives out over your 3-4 semesters.

2.3 Advancement to Candidacy

A student who holds classified graduate standing and who meets the scholastic, professional, and personal standards of the university may be considered for advancement to candidacy for the master's degree at the point of submission of the official program of study. The student must have completed Economics 630, 631, 640, 641 and 650 with at least a 3.0 (B) average and no individual core course grade lower than a 2.7 (B-). The average GPA across all courses listed on the student's program of study must also be no lower than a 3.0. Deficiencies may be addressed by retaking core courses. Advancement to candidacy is a pre-requisite for taking the comprehensive examinations, writing a thesis, and enrolling in Econ 740.

2.4 Selecting a Capstone Plan

Students must decide if they will follow Plan A: Thesis or Plan B: Comprehensive Examination. If a student selects Plan A, they must enroll in Econ 799A (Thesis), form a thesis committee, and submit a completed and approved thesis by the university's deadline in order to graduate. Students selecting Plan B must pass an exam drawing on the major knowledge and abilities built through the program. The process of writing a thesis can be very rewarding and a published thesis is the traditional demonstrative research product of the master's degree. There are also opportunities for independent research

projects for those students who choose Plan B. The comprehensive exam is administered following the completion of Econ 740.

2.5 Model Course Map for Plan A and Plan B

The following plan assumes completing your studies in three semesters. Many students opt to finish in four semesters, pacing their elective courses further out. Even if you do choose to finish in four semesters, it is critical that you complete the core courses (Econ 630, 631, 640, 641, 696, and 740) in the semester listed below since they are only offered once per year.

Semester	Plan A (Thesis)	Plan B (Comprehensive Exam)
Fall Semester, Year 1	Econ 630	Econ 630
	Econ 640	Econ 640
	Econ 650	Econ 650
Spring Semester, Year 1	Econ 631	Econ 631
	Econ 641	Econ 641
	Elective	Elective
Summer, Year 1	Econ 795	Econ 795
Fall, Year 2	Econ 740	Econ 740
	Elective	Elective
	Elective	Elective
Spring, Year 2	Econ 799A	Comprehensive Exam Elective

3 Thesis

Students opting for Plan A must enroll in Econ 799A and have an approved thesis submitted before the University deadline. Students will not be permitted to register for Econ 799A until they have been officially advanced to candidacy, and have an officially approved Thesis or Project Committee Form on file in the College of Graduate Studies. The process for writing a thesis begins by first coming up with an idea for original independent research in Economics. Once you have a general idea what you want to write on, you must form a thesis committee. This committee is composed of at least three full-time SDSU faculty members. At least two of the members, including the committee chair, must hold permanent faculty appointments, or be an approved emeritus faculty including faculty in the FERP program. The first two committee members must be faculty from the economics department. The third committee member must be an SDSU faculty member from outside the economics department.

Determination of whether the thesis research will involve human or animal subjects must be made at this point. If human or animal subjects will be used, appropriate authorization for such use must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs. The thesis committee will not be approved without appropriate research clearance. Upon official approval of the thesis committee and publication authorship forms by the Division of Graduate Affairs, the student is eligible to enroll in 799A, Thesis. Enrollment must occur during the normal registration period each semester and the schedule numbers for registration are provided by the Division of Graduate Affairs. Registration dates and deadlines are listed in the academic calendar each year.

Final submission of a thesis requires formal approval of the faculty thesis committee. Thesis manuscripts

will only be accepted that conform to the format and presentation requirements specified by the Graduate Council and the Economics department. These requirements are fully outlined in the SDSU Dissertation and Thesis Manual.¹ Students must be enrolled in Econ 799A, Thesis, or Econ 799B, Thesis Extension, in the term in which the thesis is granted approval by the faculty committee and submitted to Montezuma Publishing for review. Students will not be required to register for thesis in any subsequent term, provided the thesis is accepted by Montezuma Publishing by the end of the last working day of the semester in which the student is enrolled in 799A or 799B. Consult the SDSU academic calendar for specific deadline dates. Manuscripts deemed unready for submission, as determined by the Montezuma Publishing reviewer, will be rejected and returned to the student. Manuscripts are considered unready for submission when (1) they are not in compliance with department guidelines as described in Section 1.4.1 of the SDSU Dissertation and Thesis Manual; (2) they are not in compliance with the university's guidelines as stated in the SDSU Dissertation and Thesis Manual (that is, there are gross deficiencies of format or presentation; see Section 1.4.2); (3) they are incomplete. Students who cannot meet the final deadline for submission because of such rejection will be required to enroll or re-enroll in 799B and reapply for graduation for the following term.

A "Cr" grade in 799A, Thesis, will only be granted upon approval of the thesis and payment of thesis filing fee. The Division of Graduate Affairs is solely responsible for the submission of grades for 799A and 799B. If the entire submission process is not completed by the publication deadline listed in the academic calendar, the student will be required to reapply for graduation for the term they expect to graduate. If a student submits for review before the last day to submit deadline, but does not pass, the student can resubmit at any point until the last day to submit deadline or within 45 days of receiving a corrections email, whichever comes later. If the student does not pass within this time frame, the thesis will be rejected and the student will have to register in 799B, Thesis Extension, the following semester and re-apply for graduation. A student must pay for publication within 90 days of the notification that they have passed review. If a student fails to pay for publishing within this time frame, the thesis will be rejected and the student will have to register in 799B, Thesis Extension, the following semester and re-apply for graduation.

Clearly there is a lot of planning that goes into successfully writing a thesis. The earlier you start on this option, the better. You should establish relationships with economics faculty who are potential thesis chairs as soon as you enter the graduate program. Your thesis chair will be your most important mentor and your relationship with him or her is essential for a successful thesis experience. While a professor may agree to work with you on the thesis proposal, this does not mean that the professor is officially committed to be your chair. A signature on the Thesis or Project Committee form is the official commitment to serve as chair.

Completing a thesis in one semester takes advanced planning and close coordination with your thesis chair. Most students need two semesters to complete their thesis. Completing the thesis in one semester is difficult because Graduate Affairs requires 4 – 6 weeks to review your thesis and sets a submission deadline early in the semester. In addition to this early deadline you must also provide your thesis chair at least two weeks to review your thesis. And this process usually involves several rounds of edits and thus several more weeks. Once the chair is satisfied, then you must provide the other two members of your committee another two weeks to read and edit the thesis. For the final version of the thesis you must also allow your committee another two weeks for review. Finally you must pass a public defense in front of your committee and other Economics faculty, all of which must happen before the Graduate Affairs submission deadline. For example, the deadline to submit a thesis without risk of delayed graduation for the Fall 2020 semester is October 28th. This means that you realistically would need to have the first draft of your thesis submitted to your thesis chair by the beginning of September. Thus, you need to plan quite a bit ahead to complete your thesis on time.

¹The manual is available at <http://www.montezumapublishing.com/thesis1/thesisformatting/formatting.aspx>.

4 Comprehensive Examinations

Students opting for Plan B must take a comprehensive examination (in lieu of writing a thesis). These examinations ask students to apply what has been learned in the core coursework. Students may not register for these exams until they have met the conditions required for advancement to candidacy and submitted an official program of study.

A student will have at most two chances to pass the comprehensive examination (i.e. you can fail only one time). These two attempts must be made within one year of completion of the first year core course sequence (Econ 630, 640, 631, 641, 650). The exam will typically be offered two times per year. In order to pass the examination, students must demonstrate a comprehension and application of the material taught in the first year core course sequence in econometrics and microeconomics.

5 Internships

All students are required to complete Econ 795 (Internship) as part of the M.S. program in Economics. Econ 795 is a required course, meaning that you have to register for the course and fulfill the course requirements to earn credit.

An internship is a great way to gain experience in a particular industry or field, applying the tools of economic analysis to real world problems. Past students have had internships at a wide range of fields, from the private sector to government agencies to political campaigns, to research centers. While the graduate advisors can offer advice on securing an internship, we highly recommend that you start thinking about what careers interest you and look into potential internship opportunities in these fields. Econ795 is currently supervised by Professor Ed Balsdon, please see him before you take an internship job or if you have any questions.

6 Academic Student Employment

6.1 Graduate Assistants

A limited number of Graduate Assistant (GA) positions are available each semester. Students working as GA's will have a certain number of hours that they are assigned to work with faculty in the Economics department. Typical activities for GA's include providing assistance to faculty conducting research by collecting and arranging data, assisting in the instruction of students, conducting small discussion groups related to a large lecture course, holding office hours, preparing course materials, and assisting professors in evaluating student work and examinations. The number of positions and hours available each semester depends on course offerings, enrollment, and professor need.

Interested students should complete the GA/TA application form available on the graduate program financial support website: <http://economics.sdsu.edu/graduate/support.html>. GA assignments will typically be made at the beginning of each semester. University policies regarding GA/TA positions may be found at http://grad.sdsu.edu/current_grad_students/06814-TA_GA_Handbook_v5.pdf

Please note that you must re-apply for a GA/TA position each semester. Thus, if you have a GA position in the Fall 2024 semester, you still must submit an application for a GA position in the Spring 2025 semester.

6.2 Teaching Associates

The economics department regularly hires outstanding graduate students to work in the Teaching Associate (TA) program. Following a period of training in effective teaching methods, TA's will have the opportunity to teach their own section of Principles of Micro/Macro. This is a unique experience for students at the M.S. level and is a tremendous resume builder for students interested in both academia and careers in the private sector.

To be considered for the TA program, students must have advanced to candidacy and be in good standing with the department. TA's are generally selected in the middle of the Spring semester and go through training over the summer in preparation for teaching their own classes in the following Fall semester. Those TA's who wish to teach in the Spring semester of their 2nd year will have an opportunity to do so, providing they had satisfactory performance in their first teaching semester.

7 Scholarships

There are a number of scholarship opportunities exclusively available to students in the Economics program. The McCuen Endowed Scholarship is open to currently enrolled undergraduate or graduate students in Economics. An essay as well as other application materials are required as part of the application process. The number and amount of scholarships awarded will be determined by the scholarship committee. To qualify for this scholarship you must:

- Have a minimum 3.00 overall cumulative GPA, write an essay, and file FAFSA
 - For scholarship renewals in the second year, the minimum cumulative GPA is 3.3, and an essay is required.
- Be enrolled in 6 or more units if a graduate student or enrolled full-time if an undergraduate student.
- Recipients must have financial need, as determined by the SDSU Office of Financial Aid and Scholarships.
- To be considered, applicants must file a Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application by April 1st.
- Submit all application materials by March 1, 2024²

The Economics department also administers the Terhune scholarship. An essay is required as part of the application process. The number and amount of scholarships awarded will be determined by the scholarship committee. To qualify for this scholarship, you must have a minimum 3.0 overall cumulative GPA and be enrolled in at least 6 units in the M.S. program for Economics.

Please note that you must reapply for both the McCuen and Terhune scholarships each year (the application deadline will be March 1, 2022). Renewal is not automatic and is subject to a review of your academic performance and potential in your second year.

Finally, the Economics department has several paper competitions open to both undergraduate and graduate students. The Center for Public Economics (CPE) scholarship is a contest in which students must pose a challenging issue in public economics and then come up with a solution to that problem. Your essay along with faculty recommendations and your academic performance will be used to determine scholarships ranging from \$300-\$1,000.³ We also have the Weintraub Paper Award. Graduate

²Please make sure to check the Office of Financial Aid and Scholarships, as the actual application deadline may change. This is an estimate based off the deadline last year.

³These amounts may differ from year to year, these are at best estimates based on what we have seen in the past.

students applying for this award must submit an essay using empirical analysis for consideration, with up to ten scholarships ranging from \$200-\$1000 being awarded annually.

Please check the scholarships section of the Economics department website for more information on scholarship opportunities.

8 University Policies

8.1 College of Graduate Studies

These websites provides useful information: <http://grad.sdsu.edu> and <http://catalog.sdsu.edu>

8.2 Credit/No Credit

Graduate students may not take a course listed on their program of study for a Cr/NC grade unless the course is specifically designated as credit/no credit only. The symbol “Cr” is used to report the satisfactory completion of courses Econ 795, 797, 798, 799A, and 799B. These are the only Economics courses that may be taken Cr/NC. All other Economics courses must be taken for a letter grade.

8.3 Schedule Adjustment

The schedule adjustment period begins when a student first registers on their assigned day and time and runs through the schedule adjustment deadline which is the 10th day of classes at 11:59 p.m. During this period, students are responsible for checking their schedules regularly and for taking the necessary actions to add, drop, or change grading options before the schedule adjustment deadline. Students who do not attend a class and who do not ensure that the course is officially dropped in the SDSU WebPortal at <http://www.sdsu.edu/portal>, will receive a failing grade.

Students are not permitted to drop or add a class after the stated deadlines, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not applicable. All such request must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor who indicates the student’s grade status in the class and approved by the dean (or designee) of the college of the student’s major.

8.4 Withdrawals and Leaves of Absence

All students who do not register for main campus policies must petition for a leave of absence, or lose matriculation. Students who lose matriculation must then apply for re-admission. However, graduate students do not need to be matriculated in order to complete their thesis, pass their comprehensive examination, or graduate. Please contact Graduate Affairs with any questions about these situations.

Students are permitted to take up to four semesters of approved leave of absence. Students must apply within the specified time frame for the particular semester they wish to be absent from school. If they wish to take leave for additional semesters, they must do so on a semester-by-semester basis. Students may access the leave of absence form at <http://www.sdsu.edu/portal>. Approval from the student’s college designee is required and educational leaves of absence will be granted only to students who

have completed a minimum of one semester at San Diego State University. Leaves will not be granted to students who have been disqualified, students who qualify for a change from undergraduate to graduate status, or students who have a registration hold.

8.5 Degree Time Limitations

All requirements for the M.S. in Economics coursework must be completed within six consecutive calendar years after initial registration. Time spent on leave of absence is counted toward the degree time limit. Time spent in compulsory service by active duty military is not counted toward the degree time limit. Students who do not graduate by this deadline will be subject to administrative disqualification by the graduate dean. With the approval of the program or department graduate adviser, a student in the sixth academic year of graduate study may appeal to the graduate dean for a one-year time limit extension. Students who exceed the time limit and wish to continue their studies must formally apply for new admission. Programs readmitting students who have been disqualified for exceeding the time limit should consult with the student at the time of readmission to determine whether credits previously earned will meet current degree requirements. Disqualified and readmitted students will be held to current Graduate Bulletin requirements and will need approval from their program adviser to use expired courses.

8.6 Probation and Disqualification

A post-baccalaureate graduate student in any admission category shall be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 2.85 in all units attempted subsequent to admission to the university.

A graduate student whose cumulative grade point average falls below 2.85 for work attempted at San Diego State University will be placed on academic probation at the end of the semester. If during the first semester on probation the student does not achieve a term GPA of a 2.85 or higher, the student will be disqualified from San Diego State University. If during the first semester on probation the student earns a term GPA of 2.85 or better in San Diego State University coursework, but still has an overall cumulative GPA less than 2.85, the student will continue on academic probation for a second semester. If at the end of the second semester a student fails to achieve a cumulative GPA of 2.85, the student will be subject to academic disqualification from further attendance at the university. If at the end of the second semester the student has attained a 2.85 cumulative GPA or better on all work attempted at San Diego State University, academic probation will be lifted.

Graduate students who are academically disqualified from further attendance at the university may not attend SDSU, to include the College of Extended Studies, for a minimum of one full semester. They must file an application for readmission with a \$55 application fee. They will be sent a Petition for Reinstatement that they need to return as soon as possible. Readmission to the university is NOT automatic. Each applicant will be considered on an individual basis by the graduate adviser with recommendations to the graduate dean.

8.7 Cheating and Plagiarism

Institutions of higher education are founded to impart knowledge, seek truth, and encourage one's development for the good of society. University students shall thus be intellectually and morally obliged to pursue studies with honesty and integrity. In preparing and submitting materials for academic courses and in taking examinations, a student shall not yield to cheating or plagiarism, which not only violate academic standards but also make the offender liable to penalties explicit in Section 41301 of Title 5, California Code of Regulations as follows:

Expulsion, Suspension, and Probation of Students. Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes that must be campus related.

Cheating is defined as the act of obtaining or attempting to obtain credit for academic work by the use of dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to: (a) copying, in part or in whole, from another's test or other examination; (b) discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor; (c) obtaining copies of a test, an examination, or other course material without the permission of the instructor; (d) using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition; (e) collaborating with another or others in work to be presented without the permission of the instructor; (f) falsifying records, laboratory work, or other course data; (g) submitting work previously presented in another course, if contrary to the rules of the course; (h) altering or interfering with the grading procedures; (i) plagiarizing, as defined; and (j) knowingly and intentionally assisting another student in any of the above.

Plagiarism is defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting same to the university as one's own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to (a) submitting work, either in part or in whole, completed by another; (b) omitting citations for ideas, statements, facts, or conclusions that belong to another; (c) omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof; (d) close and lengthy paraphrasing of the writings of another; (e) submitting another person's artistic works, such as drawings, musical compositions, paintings, photographs, or sculptures; and (f) submitting as one's own work papers purchased from research companies.

Cheating and plagiarism in connection with an academic program at the university may warrant two separate and distinct courses of action that may be applied concurrently in response to a violation of this policy: (a) academic sanctions, such as grade modifications; and (b) disciplinary sanctions, such as probation, suspension, or expulsion. Academic sanctions are concerned with the student's grades and are the responsibility of the instructor involved. Disciplinary sanctions are concerned with the student's records and status on campus and shall be the responsibility of the university president or designated representative. The Director of the Center for Student Rights and Responsibilities shall be the president's representative in matters of student discipline.

9 A Few Last Tips

- Meet with the graduate advisors at least once a semester to check and see how you are progressing and to discuss any issues that arise. You are encouraged to meet with us any time you have a question.
- It is easy to get overwhelmed by the dense course material you will be taking. In order not to fall behind, it is critical that you have regular class attendance, make full use of office hours and put in work reviewing your course material every day, even when you don't have any assignments due. One practice that may be helpful is to take 1-2 hours after each class and re-write your class notes. Don't re-write these word for word, but rather re-write them in your own words while the material is still fresh in your head. Doing so will reinforce the knowledge that you have learned, highlight areas that you need to review early on, and save you a lot of time when it comes to studying for exams.
- Do participate in class discussions. Don't be afraid to ask questions of your instructors. Chances are if you have a question, your classmates probably do too. Don't let a fear of looking foolish hurt your chances at academic success.
- Attend all department research seminars. These provide a great opportunity to see cutting-edge economics research and provide important applications of the material you learn in your courses.
- Get to know faculty in the department, not just those teaching your classes. We all have office hours, so stop by when we have hours (and don't have a line of students out the door). We want to get to know you and this is your chance to find out more about our research and potential opportunities for collaborations, mentoring, etc.
- Take advantage of all the resources that SDSU has to offer. These could be academic resources like the writing center, athletic facilities at the ARC, discounted classes/rentals at the MBAC, etc. Become a part of the campus community and you will enjoy your time here a lot more.
- Pay close attention to deadlines. This is true for your classes, but also for University deadlines for things like course registration, add/drop, applying for graduation, and scholarships. Here are some important dates to remember for the 2024-2025 academic year:

Fall 2024 Semester

August 26th	First day of classes
September 2nd	Holiday: Labor Day
September 9th (11:59 PM)	Last day to add/drop classes or change grading basis
October 25th	Last day to submit a thesis without risk to Montezuma Publishing
November 11th	Holiday: Veteran's Day
November 27th-28th	Holiday: Thanksgiving
December 11th	Last day of classes
December 12th-18th	Final examinations
December 31th	Last day of Fall semester (grades must be in by this point)

Spring 2025 Semester

January 21st	First day of classes
March 31st - April 4th	Holiday: Spring Break
May 8th	Last day of classes
May 9rd - 15th	Final examinations
May 16th-18th	Commencement
May 22nd	Last day of Spring semester