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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.A. 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.A. 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 program is designed to:

1. Prepare students for careers in consulting, domestic and multinational firms and government agencies
2. Provide advanced training in economics for students planning on entering a Ph.D. program
3. Provide students with opportunities for university level teaching experience

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, Hisham Foad, 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 Kangoh Lee, are the official liaisons between students, the economics department, and the graduate affairs division. 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.A. program.

Our department has two administrative coordinators: JoAnn Davison and Domenique Maj. They handle all administrative tasks including key requests, printing and photocopying, course paperwork requirements, administration of Graduate Assistant (GA) positions, payroll, and many more duties.
1.3 Economics Faculty

Getting to know the faculty listed below is an important step in completing your M.A. 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, Assistant Professor and Graduate Advisor**
  Office: NH-308, Phone: 619-594-3536, Email: rabman@sdsu.edu
  Natural Resources and Regulation

- **Catalina Amuedo-Dorantes, Professor**
  Office: NH-310, Phone: 619-594-1663, Email: camuedod@sdsu.edu
  Labor Economics

- **Ed Balsdon, Associate Professor and Associate Dean of Graduate and Research Affairs**
  Office: NH-313, Phone: 619-594-5492, Email: ebalsdon@sdsu.edu
  Environmental, Natural Resources

- **Hisham Foad, Associate Professor and Department Chair**
  Office: NH-311, Phone: 619-594-8495, Email: hfoad@sdsu.edu
  International Finance, Immigration

- **Roger Frantz, Professor**
  Office: NH-323, Phone: 619-594-3718, Email: rfrantz@sdsu.edu
  History of Economic Thought, Behavioral Economics, Comparative Economic Systems

- **James Gerber, Professor**
  Office: NH-314, Phone: 619-594-5532, Email: jgerber@sdsu.edu
  Latin America

- **Shoshana Grossbard, Professor**
  Office: NH-307, Phone: 619-594-5468, Email: shosh@sdsu.edu
  Labor Economics, Population, Economics

- **Mike Hilmer, Professor**
  Office: NH-306, Phone: 619-594-5662, Email: mhilmer@sdsu.edu
  Labor Economics, Public Economics, Applied Econometrics, and Economics of Education

- **Tia Hilmer, Professor**
  Office: NH-317, Phone: 619-594-5860, Email: chilmer@sdsu.edu
  Econometrics, Natural Resources, Environmental Economics

- **Jennifer Imazeki, Senate Distinguished Professor and Director, Center for Teaching and Learning**
  Office: NH-312, Phone: 619-594-5012, Email: jimazeki@sdsu.edu
  Public Finance, Labor Economics
2 Requirements for the M.A. in Economics

2.1 Unit requirements and core curriculum.

The M.A. in Economics requires a minimum of 32 units of coursework at the 500-700 level. Of these 32 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 640L | Econometrics Laboratory I | 1 | 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 641L | Econometrics Laboratory II | 1 | 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 20 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, but 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.

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.

#### 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 Economics 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 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. Some potential
courses that may appeal to you include:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 629</td>
<td>Financial Management</td>
</tr>
<tr>
<td>Fin 642</td>
<td>Financial Risk Management</td>
</tr>
<tr>
<td>Fin 651</td>
<td>Seminar in Investments</td>
</tr>
<tr>
<td>Fin 654</td>
<td>Seminar in International Business Finance</td>
</tr>
<tr>
<td>Geog 573</td>
<td>Population and the Environment</td>
</tr>
<tr>
<td>Math 524</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>Math 531</td>
<td>Partial Differential Equations</td>
</tr>
<tr>
<td>Math 537</td>
<td>Ordinary Differential Equations</td>
</tr>
<tr>
<td>Math 623</td>
<td>Linear Algebra and Matrix Theory</td>
</tr>
<tr>
<td>Math 636</td>
<td>Mathematical Modelling</td>
</tr>
<tr>
<td>Pol S 550</td>
<td>Comparative Public Policy</td>
</tr>
<tr>
<td>Pol S 615</td>
<td>Seminar in Research Design and Analysis in Political Science</td>
</tr>
<tr>
<td>Soc 555</td>
<td>Immigrants and Refugees in Contemporary American Society</td>
</tr>
<tr>
<td>Stat 550</td>
<td>Applied Probability</td>
</tr>
<tr>
<td>Stat 551A</td>
<td>Probability and Mathematical Statistics</td>
</tr>
<tr>
<td>Stat 551B</td>
<td>Probability and Mathematical Statistics</td>
</tr>
<tr>
<td>Stat 575</td>
<td>Actuarial Modelling</td>
</tr>
<tr>
<td>Stat 672</td>
<td>Nonparametric Statistics</td>
</tr>
<tr>
<td>Stat 676</td>
<td>Bayesian Statistics</td>
</tr>
<tr>
<td>Stat 701</td>
<td>Monte Carlo Statistical Methods</td>
</tr>
<tr>
<td>Wmst 580</td>
<td>Women, Development, and the Global Economy</td>
</tr>
</tbody>
</table>

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 Program of Study

Graduate Affairs requires that the graduate program adviser electronically submits an official program
of study (POS) for each student. The POS summarizes the program of required coursework that
will be applied towards the M.A. In most cases, each student’s POS will be similar except for the
elective courses. The POS cannot be submitted any later than the semester prior to graduation. We
require that students meet with a graduate adviser during their second semester to discuss their POS.
You must submit your POS prior to sitting for the comprehensive examination or forming your thesis
committee, so it is critical that this be done as soon as you are eligible to advance to candidacy (ideally
after your first year).

2.4 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, and 641 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.

2.5 Selecting a 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 written comprehensive examinations in econometrics and microeconomics.

The majority of M.A. students in Economics opt for Plan B. That said, the process of writing a thesis can be very rewarding and there are opportunities for independent research projects for those students who choose Plan B.

2.6 Potential 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, 640L, 641, 641L, and 740) in the semester listed below since they are only offered once per year.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Plan A (Thesis)</th>
<th>Plan B (Comprehensive Exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester, Year 1</td>
<td>Econ 630</td>
<td>Econ 630</td>
</tr>
<tr>
<td></td>
<td>Econ 640</td>
<td>Econ 640</td>
</tr>
<tr>
<td></td>
<td>Econ 640L</td>
<td>Econ 640L</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Spring Semester, Year 1</td>
<td>Econ 631</td>
<td>Econ 631</td>
</tr>
<tr>
<td></td>
<td>Econ 641</td>
<td>Econ 641</td>
</tr>
<tr>
<td></td>
<td>Econ 641L</td>
<td>Econ 641L</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Summer, Year 1</td>
<td>Econ 795</td>
<td>Comprehensive Exam</td>
</tr>
<tr>
<td>Fall, Year 2</td>
<td>Econ 740</td>
<td>Econ 740</td>
</tr>
<tr>
<td></td>
<td>Econ 799A</td>
<td>Econ 795</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

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 Division of Graduate Affairs. 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. 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. 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.

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 2017 semester is October 27th. 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.

4 Comprehensive Examinations

Students opting for Plan B must take a comprehensive examination in both econometrics and microeconomics (in lieu of writing a thesis). These examinations cover the material taught in Econ 640 and 641 (econometrics) and Econ 630 and 631 (microeconomics). 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 each 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, 640L, 631, 641, 641L). The exams will typically be offered two times per year. Students will be given advance notification of the dates for comprehensive exams. In order to pass these examinations, 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.A. 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 Kangoh Lee, please see him before you take an internship job or if you have any questions.
6 Graduate Assistanships

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 https://newscenter.sdsu.edu/gra/les/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 2017 semester, you still must submit an application for a GA position in the Spring 2018 semester.

7 Graduate Teaching Associates

The economics department regularly hires outstanding graduate students to work in the Graduate Teaching Associate (GTA) program. Following a period of training in effective teaching methods, GTA’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.A. level and is a tremendous resume builder for students interested in both academia and careers in the private sector.

To be considered for the GTA program, students must have advanced to candidacy and be in good standing with the department. GTA’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 GTA’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.

8 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.
  - For scholarship renewals in the second year, the minimum cumulative GPA is 3.3
- 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 15th, 2017

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.A. program for Economics.

Please note that you must reapply for both the McCuen and Terhune scholarships each year (the application deadline will be sometime in March, 2018). 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. We also have the Weintraub Paper Award. Graduate 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.

9 University Policies

Please refer to Section 3 of the SDSU Graduate Bulletin for a complete list of University policies. A few key policies to highlight include:

9.1 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.

9.2 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

³Please 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.
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.

9.3 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.

9.4 Degree Time Limitations

All requirements for the M.A. 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.

9.5 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.

9.6 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.

10  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.

- 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 2017-2018 academic year:
### Fall 2018 Semester

- **August 27th**: First day of classes
- **September 3rd**: Holiday: Labor Day
- **September 10th**: Last day to add/drop classes or change grading basis
- **October 26th**: Last day to submit a thesis without risk to Montezuma Publishing
- **November 1st**: Registration for Spring 2019 classes begins (your registration date may be later)
- **November 12th**: Holiday: Veteran’s Day
- **November 22nd-23rd**: Holiday: Thanksgiving
- **December 12th**: Last day of classes
- **December 13th-19th**: Final examinations
- **December 31st**: Last day of Fall semester (grades must be in by this point)

### Spring 2019 Semester

- **January 23rd**: First day of classes
- **February 8th**: Last day to add/drop classes or change grading basis
- **April 1st-5th**: Holiday: Spring Break
- **May 9th**: Last day of classes
- **May 10th-16th**: Final examinations
- **May 17th-19th**: Commencement
- **May 24th**: Last day of Spring semester