

Ph.D. PROGRAM IN ECONOMICS

Student Manual

2017

Oklahoma State University
Department of Economics and Legal Studies
345 Spears School of Business
Stillwater, OK 74078
405.744.5195

August 2017

Table of Contents

INTRODUCTION	4
APPLYING.....	5
Application Process	5
Fall Admission Deadlines:	5
Applicant Review Policy:	5
Suggestions for Applicants	5
Preparation for Graduate Studies in Economics.	6
Transcripts.....	6
Letters of recommendation.	6
Statement of Purpose.	6
Educational Testing Service’s Graduate Record Exam (GRE).	6
International Applicants.....	6
GRADUATE STUDENT INFORMATION	7
Departmental Assistantships.....	7
GRA’s.	7
International Students/GRA’s.....	7
Duration and Continuation of Awards.....	7
TA Training.	8
Employment Information for International Students.....	8
Tuition Waivers and Fees.	8
GRADUATE CURRICULUM.....	9
General Requirements.....	9
Core Curriculum.	9
Major Fields/Course Sequence.	10
Research and Thesis.....	11
Satisfactory Progress.....	12
Grade Point Requirements.	12
Dissertation Proposal.	12
Additional Requirements	13
Training.....	13
Annual Review.....	13
Teaching Seminar.	13

Academic Conduct.....	14
Final Semester.....	14
Graduation Checklist.	14
Oral Dissertation Defense.	14
Nine Year Completion Rule.....	14
Annual Review of PhD Students in Economics	15

INTRODUCTION

Welcome to the Department of Economics and Legal Studies at Oklahoma State University

This student manual outlines the Economic Department's Ph.D. program including the application process, graduate assistantships, and graduate curriculum. If you have further questions after reviewing the manual, please contact Dr. Mary Gade, Department of Economics Graduate Advisor (see contact information below).

Recent graduates of the program have accepted tenure track (or equivalent) academic positions at:

- University of Alaska-Anchorage
- University of Minnesota-Duluth
- University of Wisconsin-Stevens Point
- Northeastern State University
- Pittsburg State University
- Lindenwood University
- Renmin University of China
- Southwestern University of Finance and Economics (China)
- Zhongnan University of Economics and Law (China)
- Sakarya University (Turkey)
- Northern Lights College (British Columbia)

In addition, recent graduates have obtained positions with:

- Boise State University
- Oklahoma City University
- Oklahoma Department of Human Services
- Oklahoma State University, Center for Applied Economic Research
- East China Normal University, School of Urban and Regional Science
- Government of Canada, Human Resources and Skills Development Canada

Former students also hold leadership positions with:

- Federal Reserve Bank of Kansas City – Denver (Vice-President and Economist)
- Fresno State University (Department Chair)
- Michigan State University, Center for Economic Analysis (Director)
- Pittsburg State University (Dean)
- Sam Houston State University (Dean)
- Korea Energy Economics Institute (Director and Research Fellow)

Dr. Mary N. Gade, Graduate Advisor
 Department of Economics and Legal Studies
 341 Spears School of Business
 Oklahoma State University Stillwater, OK 74078
 Tel: 405-744-5197
 Email: mary.gade@okstate.edu

APPLYING

Application Process

All applicants use this link to apply to the OSU Graduate College:
<http://gradcollege.okstate.edu/apply>. All application materials are uploaded through this link.

Fall Admission Deadlines: The department accepts applications completed by February 1 for Fall Semester admission. The department has a second, final deadline of March 1 for Fall Semester admission. Please note, however, that priority for financial assistance is given to applicants who meet the February 1 deadline.

Applicant Review Policy: The Graduate Committee will not review an application unless accompanied by all required Graduate College and department materials. Upon approval by the Graduate College, the applicant's materials will be referred to the Economics Department. The Department of Economics Graduate Committee will evaluate all required and optional materials submitted by the applicant for admission to the doctoral programs in economics and reach a decision on admittance. Please note that the Economics Department's Graduate Committee will not review partial applications, including applications that lack official and up-to-date Graduate Record Examination (GRE) scores. See the GRE website concerning the length of time that GRE scores remain valid.

Following Graduate College policy, students must enroll in the program's core courses at OSU within a year after their admission date to retain active status. A student who does not enroll within one year or who interrupts enrollment for one year must reapply to both the Graduate College and the Economics Graduate Committee for admission. Students reapplying for admission will be subject to Department and College regulations in effect at the time of admission. For further information in this regard, the Graduate College can be contacted directly by phone at (405) 744-6368 or by email at grad-i@okstate.edu.

If you would like more information from the Graduate College, please access the Graduate College website <http://gradcollege.okstate.edu>.

Suggestions for Applicants

When the Graduate College and the Economics Department have received a complete application on or before the appropriate deadline, the applicant's file will be reviewed by the Graduate Committee for admission to the Graduate College and to the Economics Graduate Program. Please note that as a policy only the Graduate College can notify applicants whether they have been accepted or denied admittance. Neither Economics Department staff, the Economics Graduate Committee members, nor the Economics Graduate Director can notify applicants. Applicants who have not been notified of their status after one month (4 weeks) of the official deadline should contact OSU's Graduate College to inquire about the status of their application.

The following information will be useful in helping individuals prepare their application. To increase the likelihood of a successful application, please consider the following information:

Preparation for Graduate Studies in Economics. As part of its evaluation process, the Economics Graduate Committee will consider applicants' academic preparation. Graduate work in economics makes heavy use of math and requires adequate preparation. For most Ph.D. programs, the expectation is that students will have previously had at least three semesters of calculus and one semester of linear algebra. Some applied Master's programs will admit students with only one or two semesters of calculus preparation, but still recommend further math preparation when possible. Additional courses in econometrics, forecasting, differential equations, advanced calculus, real analysis, statistics, and probability theory are also helpful.

Transcripts. Official transcripts must be submitted directly to the Graduate College. Students interested in graduate work in economics should strive to have at least a 3.5 undergraduate GPA, especially in economics and math courses. The minimum GPA is 3.0 for admission.

Letters of recommendation. Three letters of recommendation are required by the Economics Department. The on-line system will require the applicant to enter information (including confidentiality) for each professor asked to provide a letter. The system will email each professor who will upload their own letter and fill out a rating form to go with it. The most effective letters of recommendation come from full-time faculty members who have instructed the applicant in one or more university courses as an undergraduate or Master's student. Faculty instructors can best evaluate and discuss the applicant's academic abilities and achievements, and his or her potential to succeed in graduate studies. Letters of recommendation from employers, college counselors, university administrators, or other individuals who lack direct knowledge of the applicant's academic abilities are discouraged. The Graduate Committee also prefers that applicants not ask graduate student instructors to write letters on their behalf.

Statement of Purpose. The statement of purpose is a written essay, approximately two to three pages in length. The Graduate Committee asks applicants to describe in clear terms their educational and professional goals, background and past experiences that relate to these goals, and their rationale for pursuing graduate studies at OSU. The statement of purpose should be clear, concise, and well-organized.

Educational Testing Service's Graduate Record Exam (GRE). All domestic and international applicants to OSU's Economics Department Graduate Program are required, without exception, to submit GRE scores from the GRE General Test as part of their application. The suggested minimum GRE scores are 155 for math and 156 for verbal (Institution Code: 6546). However, those scores do not guarantee admission.

International Applicants. International applicants must include evidence of an official Test of English as a Foreign Language (TOEFL) score with a minimum test score of 550 on the paper-based, 233 computer-based, or 80 on the internet-based TOEFL exam. In addition, international applicants must provide confirmation of financial resources.

International students who are accepted into graduate programs must provide the Graduate College with a certified English translation of prior diplomas, specifically stating what degree was granted and when. Students are advised to obtain these translations before leaving their home country, or as soon as possible after entering the graduate program at Oklahoma State University.

GRADUATE STUDENT INFORMATION

Incoming graduate students should contact Dr. Mary N. Gade, Graduate Advisor, after arriving on campus. Dr. Gade serves as the advisor for all new students and assists them in planning their Fall and Spring Semester schedules.

Departmental Assistantships

GRA's. Acceptance in the graduate program does not guarantee financial assistance from the Department of Economics and Legal Studies. Graduate Research Assistantships/ Associateships (GRA's) are awarded on the basis of academic merit rather than financial need. GRA's assist faculty with their teaching and research endeavors. Department assistantships are awarded each year on a competitive basis at 50% (half-time). In general, full-time enrollment for graduate students is 9 credit hours per semester. Full-time enrollment for those graduate students with a total of 0.50 FTE in assistantships is 6 credit hours per semester. Therefore, your 0.50 FTE assistantship requires you to enroll in at least 6 credit hours of eligible graduate coursework relevant to your degree each semester (fall/spring). However, the Economics Department requires you to enroll in 9 hours during the first two years of the program in order to make satisfactory progress towards your degree.

International Students/GRA's. The offer of GRA employment is conditional upon your satisfaction of the employment eligibility requirements established by Federal Immigration Control Law. On or before your first day of employment, you must complete Section One of the Employment Eligibility Form (I-9) and provide departmental personnel with original documents pertaining to your identity and eligibility to work within the United States. You must also provide a social security number at this time or you must submit an application for one as soon as possible upon your arrival in Stillwater, Oklahoma. University policy requires that all non-citizens of the United States hold appropriate visas in order to be employed as GRAs. If you are not a US citizen or Permanent Resident card holder, you must appear in the Office of International Students and Scholars in 250 Student Union (Stillwater Campus) prior to starting work as an assistant in order to obtain an on-campus work permit.

Duration and Continuation of Awards. No more than five years of half-time support (20 hrs/week) GRA is available to doctoral candidates. The Graduate Committee evaluates applicants and recommends GRA's on a year-by-year basis. Awards for subsequent years are contingent on continued academic achievement in the Economics Graduate Program and favorable evaluations as a GRA. First year Ph.D. students holding GRA's will not receive notification of their GRA renewal for their second year until after they have successfully passed the macroeconomic and microeconomic theory preliminary examinations given annually in May

and August (see “Ph.D. Preliminary Examinations” below). Second year students must complete ECON 6023 (Microeconomic Theory II) and ECON 6043 (Macroeconomic Theory II) with a minimum grade of B to continue to receive funding. Third year Ph.D. students who fail to complete the requirements of the third year paper will only receive funding for the fourth year. Fifth year funding will not be provided in that case. In general, poor academic performance (e.g., poor grades, incomplete courses, failure to pass preliminary exams, failure to complete third year paper) may result in the withdrawal of funding as a GRA.

TA Training. The department provides training and individual experience in teaching methods. Ph.D. students on a GRA will participate in an instructional seminar conducted by the Economics Department during their fourth semester on campus to prepare for the opportunity to teach courses as a Teaching Associate.

In order to develop as academics, doctoral students benefit greatly from exposure to teaching. Therefore, doctoral students in Economics are required to teach at some point during their program.

Generally, students will not be assigned to teach during the first two semesters of the doctoral program. Teaching assignments will be made at the discretion of the Department Head, who will also evaluate and provide feedback relative to the student’s performance in the classroom.

Employment Information for International Students. OSU policy and laws of the State of Oklahoma requires all persons for whom English is a second language to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity. Employment at OSU requires demonstrated proficiency on the Test of Spoken English (TSE) or by taking at OSU the institutional version, SPEAK (Spoken English Assessment Kit). International students who have been offered a teaching assistantship must take one of these tests. The test score is used as a condition of employment and is not a condition for admission to the Graduate College. Other spoken English examinations are not acceptable as substitutes for the TSE or OSU administered SPEAK. Further information about the OSU SPEAK can be found at this web address: <http://english.okstate.edu/ita/>.

Tuition Waivers and Fees. All GRAs with qualifying 0.50 FTE appointments receive a full tuition waiver for eligible graduate courses. With qualifying GRA appointments, graduate students are eligible for tuition waivers for the number of graduate credit hours designated in their graduate degree program. The tuition waiver covers all required credits for the PhD program, but it does not cover fees, and it does not cover courses taken after reaching the required number of credits for the program, and not required for your Plan of Study.

To receive this tuition waiver benefit, and for a definition of “eligible courses,” you must complete the online “Tuition Waiver Agreement” and submit it as soon as possible after you arrive at OSU and no later than the first day of the semester. You are required to submit a new contract each semester of your employment thereafter.

GRA’s will also receive health insurance through OSU for the duration of the award. The single-person health insurance premium will be paid on your behalf.

GRADUATE CURRICULUM

All Ph.D. students must submit an online plan of study (POS) to the Graduate College during your third semester, prior to the beginning of the enrollment period for the next semester. If not, there will be a hold until it is submitted. The committee members to include on the plan of study are the current members of the Graduate Studies Committee: Dr. Mary Gade (Chair), Dr. Bidisha Lahiri, Dr. Mehtabul Azam, and Dr. Tim Krehbiel. The link to the plan of study can be found at <http://gradcollege.okstate.edu/planofstudy>.

General Requirements

A total of 64 graduate credit hours are required for a Doctoral degree in Economics at Oklahoma State University. The recommended plan of study is shown below.

GTA/GRA 64 hour Recommended Plan of Study			Total Hrs.
Year 1	5033, 5223, 5213	6013, 6033, 6213	18 hours
Year 2	6023, 6043, 6243	6233, 2 Field Courses	36 hours
Year 3	2 Field Courses	2 Field Courses	48 hours
Year 4	6 hrs. Research	6 hrs. Research	60 hours
PhD Candidacy			
Year 5	2 hrs. Research	2 hrs. Research	64 hours

Core Curriculum. During their first four semesters of full-time course work students are required to take classes in mathematical economics, microeconomic theory, macroeconomic theory, and econometrics to acquire an understanding of the theoretical perspectives and methodologies in economics.

Required courses include: ECON 5033 Macroeconomic Analysis, ECON 5223 Mathematical Economics, ECON 5213 Introduction to Econometrics, ECON 6013 Microeconomic Theory I, ECON 6033 Macroeconomic Theory I, ECON 6213 Econometrics I, ECON 6023 Microeconomic Theory II, ECON 6043 Macroeconomic Theory II, ECON 6243 Econometrics II, and ECON 6233 Time Series Econometrics. These classes represent 30 of the 48 hours of the required coursework prior to research hours.

Doctoral candidates must pass written qualifying examinations (prelims) in Micro and Macro economic theory. Students must take the Micro and Macro prelims the first time they are offered at the end of their second semester (May). The Micro prelim will focus within the framework of ECON 5223 Mathematical Economics and ECON 6013 Microeconomic Theory I. The Macro prelim will focus within the framework of ECON 5033 Macroeconomic Analysis and ECON 6033 Macroeconomic Theory I.

A student who fails the first attempt of a theory prelim must retake the exam the next time it is offered, before the beginning of the second year (August). All students should have passed both

theory prelims by the beginning of their second year. A student who fails a theory prelin a second time is automatically dismissed from the doctoral program. At that point, a student may apply to finish a Masters degree in economics. However, funding for the second year will be contingent on departmental needs.

In addition, all students are required to earn at least a minimum grade of B in ECON 6023 Microeconomic Theory II, and ECON 6043 Macroeconomic Theory II, in order to continue to make satisfactory progress in the doctoral program.

Major Fields/Course Sequence. The Department offers three fields of specialization in the Ph.D. program, Regional and Urban Economics, Development Economics, and International Economics. Each doctoral student must complete the six hours of coursework in all three fields and complete a third year paper and oral defense of that paper in one of the three fields.

Regional and Urban Economics. Regional and urban economics examines issues related to the intersection of economics with geography and public policy. Central to this field is the study of economic forces related to the development and growth of urban and rural areas.

Specific topics include:

- Sub-national economic growth and development
- Location choices of utility-maximizing households and profit-maximizing firms
- Spatial differences in incomes, unemployment, and individual well-being
- Advantages and disadvantages of spatially concentrating economic activity
- Transportation of goods, people, and ideas across areas
- Land use, land prices, and housing markets
- State and local public finance and governance

Field courses for Urban and Regional include ECON 6903 Regional Economics and ECON 6913 Urban Economics.

Development Economics. Development economics is the study of developing countries and the people who live there. It uses economic theory to ask how to improve the economies of these countries and the quality of life of their inhabitants. As such, Development Economics overlaps with most fields in economics. Our faculty's main focus is on empirical microeconomic analysis of development using a wide range of methods. Our faculty are actively engaged in field work involving the collection of both observational and experimental data.

Common topics examined include:

- Schooling, child labor and human capital development
- Health and nutrition
- Employment, entrepreneurship, wages, and income
- Marriage, fertility, and gender roles
- Food security, poverty and inequality
- Discrimination and affirmative actions
- Capital market constraints
- Migration and remittances
- Financial markets

Field courses for Development include ECON 6623 Development I and ECON 6643 Development II.

International Economics. International economics includes topics related to international finance and international trade. Research in international economics can be based on microeconomic or macroeconomic methods, depending on the question under consideration. Theoretical, empirical and simulation techniques are often used. International finance studies topics in open economy macroeconomics. It uses theories based on micro-foundations and intertemporal approach to examine empirical regularities in international asset markets. Specific topics include international business cycles, exchange rate fluctuations, macroeconomic policy in emerging markets, and sovereign debts. In the international trade specialization, we look at how trade in goods and services across economies is affected by different factors including international trade policies, trade agreements, exchange rate volatility or even by apparently non-trade changes like environmental rules, labor laws or institutional changes. Conversely, we recognize that trade itself has an impact on various economic outcomes like income and employment, inequality, environmental or other developmental indicators of an economy. Together the forces that affect trade or are affected by trade provide a broad range of topics for research in international trade.

Field courses for International include ECON 6613 International Finance and ECON 6633 International Trade,

Course Sequence. Field courses cycle through every three semesters. The tentative field course rollout for the next four years is as follows:

	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2021
ECON 6613		XX			XX			XX
ECON 6643			XX			XX		
ECON 6633	XX			XX			XX	
ECON 6623		XX			XX			XX
ECON 6903	XX			XX			XX	
ECON 6913			XX			XX		

All students must take all six field courses. A student will choose one major field of study for the third year paper and begin to develop a dissertation research path. The third year paper will be guided by a mutually agreed upon faculty member. The specific requirements of the paper will be defined by that faculty member. Students are required to complete an oral defense of their third year paper by the end of the spring semester of their third year in order to continue to make satisfactory progress.

A student who fails to complete the requirements of the third year paper by the deadline will not receive funding for a fifth year of study.

Research and Thesis. A minimum of 15 credit hours of ECON 6000 (Research and Thesis) are reported on the final Plan of Study for graduation. Students enrolled in ECON 6000 are required to attend and participate in the Economics Workshops. Once all coursework is completed and only ECON 6000 credits are being taken, students on an assistantship enroll for a minimum of 6 hours per semester until admitted to doctoral candidacy. Continuous enrollment is required for all Doctoral students until graduation.

Satisfactory Progress. In addition to the prelim requirements, the Graduate Advisor will assess satisfactory performance required for continued enrollment in the doctoral program. Satisfactory performance includes successfully completing courses consistent with obtaining the doctoral degree in a timely manner, completing the third year paper, and defending a dissertation proposal by the end of the fourth year. Students will be required to submit an annual review every June documenting their progress in the program and their plans for the coming year.

Grade Point Requirements. Each semester the Graduate College audits the grades of all graduate students. Any student receiving a grade below a “B” will receive a letter of warning from the Graduate College. Students whose cumulative grade point average falls below a 3.0 are subject to being placed on Strict Academic Probation (SAP). Students on SAP may be suspended if they receive any grade below a “B.” A student must have a minimum of a 3.0 GPA in all course work and a minimum of a 3.0 GPA in research hours to graduate. The Graduate College calculates GPAs for course work and research hours independently. Failure to meet GPA requirements will result in the student’s suspension from the Graduate College.

Dissertation Proposal. Following successful completion of the third year paper, every doctoral candidate must present a dissertation proposal at a general meeting open to the Department faculty and fellow students. Arrangements for this presentation are made with the student’s primary advisor and the Department Assistant ten days in advance of the presentation date. Copies of the proposal are expected to be in the hands of the committee members one week prior to presentation.

A copy of the proposal is electronically submitted to the Department Assistant who notifies all Department faculty and graduate students. The faculty may make recommendations and suggestions to the student and the Advisory Committee; however, final approval or disapproval of the proposed dissertation rests with the student’s Advisory Committee.

There are two forms the doctoral candidate must submit to the Graduate College after the dissertation proposal has been accepted. These include the Committee Change form to change your committee on your plan of study to your dissertation committee, and the Admission to Doctoral Candidacy form. The student should take both forms to the proposal defense. All forms can be found at the Graduate College link at <http://gradcollege.okstate.edu/FormsPage>.

To be admitted to candidacy, a doctoral student must have (1) an approved Plan of Study on file with the Graduate College and (2) a dissertation proposal approved by the student’s graduate Advisory Committee.

Doctoral students who have completed the requirements for admission to doctoral candidacy and had their “Admission to Doctoral Candidacy” form accepted by the Graduate College may enroll for a minimum of two credit hours and be considered full-time. This post-candidacy reduced enrollment option includes GTAs, GRAs and international students. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy.

Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credits per semester is required for every semester of a student’s candidacy (summer

session excluded) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement. Reduced continuous enrollment post-candidacy doctoral students are defined as “full-time” for purposes such as, visa status and Federal financial aid and assistantship eligibility.

The dissertation proposal and defense must be completed by the end of the student’s fourth year. The plan of study requires that the doctoral candidate be admitted to PhD Candidacy prior to the student’s fifth year, in order to be able to drop to the two research credits per semester minimum. Failure to do so would require the student to have to enroll in more than two research hours and thus, exceed the 64 total hours on the plan of study. The Graduate College will not provide a tuition waiver for hours that exceed the 64 credit hours defined in our degree program.

Additional Requirements

There are additional requirements that all Ph.D. students must complete to maintain satisfactory progress.

Training. There are 4 training modules that you must complete. Record the date at which you have completed each required module on your annual review.

All current PhD level students are required by the Graduate College to complete the Human Subjects Research IRB Training modules. You should do it in your second year of study. Follow the information at <http://irb.okstate.edu/training-and-education>.

Students must also complete the Responsible Conduct of Research Training prior to the end of your second semester. It can be found at <http://compliance.okstate.edu/rcr/training>.

Before teaching or working with undergraduates, all students need to complete the 10-15 minute FERPA tutorial for faculty/staff at <http://registrar.okstate.edu/FERPA-Tutorial>.

All graduate students who intend to complete a thesis or dissertation are required to watch the Online Thesis/Dissertation Workshop Webinar prior to graduation at <http://gradcollege.okstate.edu/tdg>.

Annual Review. All Ph.D. students in the Economics Department must complete an annual review in June. If the student is assessed not to be making adequate progress, then a specific plan to address and correct any inadequacies in progress will be prepared in a written document provided to the student and the dean of the Graduate College annually by June 30. Failure to correct these inadequacies may result in termination from the graduate program and/or Graduate College.

Teaching Seminar. Ph.D. students on a GRA will participate in an instructional seminar conducted by the Economics Department during their fourth semester on campus to prepare for the opportunity to teach courses as a Teaching Associate. This seminar serves as preparation for being in the classroom, and provides international students the opportunity to prepare for the ITA test. See <http://gradcollege.okstate.edu/ita> for more information about the ITA.

Academic Conduct. It is expected that students will act in a professional way in all activities and relationships connected with their academic program. This expectation implies acting honestly and in good faith. Acts of academic dishonesty violating the principles of academic integrity can lead to expulsion from the program. OSU has developed an Academic Integrity Policy is as follows:

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. Go to academicintegrity.okstate.edu for a short video on OSU's academic integrity policy and additional information.

Final Semester

Graduation Checklist. Verify the Admission to Doctoral Candidacy form is on file in the Graduate College and ensure the in-candidacy enrollment has been (or will be) met. Enroll for last semester classes. Turn in Final Revision of Plan of Study (if needed) and Graduation Clearance form. File the online diploma application. Make sure the online thesis/dissertation workshop webinar has been completed. Submit the Thesis/Dissertation Oral Defense Results Form to the Graduate College. Complete online submission of dissertation. Complete all coursework and teaching responsibilities. This checklist can be found at <http://gradcollege.okstate.edu/tdg>. All required forms can be found at <http://gradcollege.okstate.edu/FormsPage>.

Oral Dissertation Defense. When the final draft of the thesis is accepted by the student's committee, the oral examination of the thesis may be scheduled provided the candidate has furnished copies of the final draft to all Committee members before the examination. The oral examination is primarily a defense of the thesis. If the defense is judged inadequate, the committee will decide about reexamination.

Arrangements for this presentation are made with the student's primary advisor and the Department Assistant ten days in advance of the presentation date. A copy of the dissertation abstract is electronically submitted to the Department Assistant who notifies all Department faculty and graduate students. The faculty may make recommendations and suggestions to the student and the Advisory Committee; however, final approval or disapproval of the proposed dissertation rests with the student's Advisory Committee.

Nine Year Completion Rule. The Graduate College requires that PhD students complete their program within nine years of the date of first enrollment in the Doctoral program. Coursework is valid toward a degree for a maximum of ten (10) years.

Annual Review of PhD Students in Economics

Student Name:

Date Entered Current Degree Program:

Current Cumulative GPA:

Major Field of Study:

Student Self Report and Self Assessment:

1. Completed courses with grades.

<input type="checkbox"/> ECON 5033	<input type="checkbox"/> ECON 6023	<input type="checkbox"/> ECON 6623
<input type="checkbox"/> ECON 5223	<input type="checkbox"/> ECON 6043	<input type="checkbox"/> ECON 6643
<input type="checkbox"/> ECON 5213	<input type="checkbox"/> ECON 6243	<input type="checkbox"/> ECON 6903
<input type="checkbox"/> ECON 6013	<input type="checkbox"/> ECON 6613	<input type="checkbox"/> ECON 6913
<input type="checkbox"/> ECON 6033	<input type="checkbox"/> ECON 6633	<input type="checkbox"/> ECON 5733
<input type="checkbox"/> ECON 6213	<input type="checkbox"/> ECON 6233	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. List other degree requirements completed (e.g., department GTA class, ITA) with dates.

3. Comprehensive exams taken, including dates and results.

<input type="checkbox"/> Macro Theory	<input type="checkbox"/> Micro Theory
<input type="checkbox"/>	<input type="checkbox"/>

4. Third year paper.

Major Field:

Title:

Advisor:

Date of Oral Defense:

5. Status of dissertation. Describe progress in the last year.

Title:

Advisor:

Committee Members:

Proposal Date:

Defense Date:

Progress Made in the Past Year:

JEL Classification Codes:

6. GRA service during the last year and outcomes.

Faculty Worked For:

Responsibilities:

Courses Taught:

7. Required training completed (with dates).

<input type="checkbox"/>	Human Subjects Research (IRB) (before end of 2 nd year)
<input type="checkbox"/>	FERPA Tutorial for faculty/staff
<input type="checkbox"/>	Responsible Conduct of Research (before end of 2 nd semester)
<input type="checkbox"/>	Online Thesis/Dissertation Workshop/Webinar

8. Fellowships and scholarships held during the year.

9. Professional activity (e.g., papers, presentations, or publications) during the last year.

10. Honors, awards, or other recognition received during the last year.

11. Milestones to complete/plans for next year (e.g., courses and credit hours to complete, comprehensives exams to take, expected progress on dissertation, publications or other professional activity).

12. Provide estimated graduation date based on current degree progress.

Student Signature:

Date:

Include a current CV.