GRADUATE STUDENT HANDBOOK
2022 – 2023

Applied Economics Graduate Program
University of Minnesota

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Updated August 2022

This handbook is intended for students currently enrolled in the MS or PhD Applied Economics Graduate Program. The handbook is available online at:

https://apec.umn.edu/graduate/grad-courses

A printed version of this handbook is available by request at the Department of Applied Economics. The handbook does not contain admissions information, which can be found online at:

https://apec.umn.edu/graduate/admissions

The information in this handbook is, to the best of our ability, correct and accurate as of its publication date: August 12, 2022. Nothing in the handbook can supersede the rules and regulations of the College of Food, Agricultural and Natural Resource Sciences (CFANS), Graduate School or other University of Minnesota entities. The information in this handbook and other university catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

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Welcome and Introduction

Welcome to the Applied Economics Graduate Program (AEGP) at the University of Minnesota. The program is an inter-departmental program that includes faculty from four academic units:

- The Department of Applied Economics (APEC) in the College of Food, Agricultural and Natural Resource Sciences (CFANS)
- The Division of Health Policy and Management (HPM) in the School of Public Health (SPH)
- The Hubert H. Humphrey School of Public Affairs (HHH)
- The Department of Work and Organizations (WAO) in the Carlson School of Management (CSOM)

Though they share the same name, it is helpful to understand that the Applied Economics Graduate Program is distinct from the Department of Applied Economics. Each of the four academic units offers courses that contribute to the Applied Economics Graduate Program. Economists from all four academic units can hold appointments on the Applied Economics Graduate Program's faculty. Furthermore, any faculty having an appointment on the Applied Economics Graduate Faculty may serve on thesis committees for Applied Economics Graduate Program students. Financial support for students may be available through all four academic units.

The primary administrative support for the Applied Economics Graduate Program is located in Room 231 of Ruttan Hall on the St. Paul campus. The building is named after our esteemed former colleague, Dr. Vernon Ruttan.

PROGRAM ADMINISTRATION

The members of the Applied Economics Graduate Program faculty are responsible for the governance of the program. Graduate students in the Applied Economics MS and PhD programs are students in the College of Food, Agricultural and Natural Resource Sciences (CFANS), which awards degrees and oversees graduate program policies.

The Director of Graduate Studies (DGS) and the Graduate Program Coordinator (GPC) are responsible for the day-to-day administration of the program. The DGS also chairs the Graduate Committee, which makes recommendations to the graduate faculty regarding program changes. The Graduate Committee also serves as the program's admissions committee. Four graduate students serve on the Graduate Committee at any given time.

The Graduate Program Coordinator facilities compliance with program and Graduate School requirements and helps students with a variety of program-related matters. Questions about the program should always be sent to apecdgs@umn.edu. To prevent confusion, do not send program-related questions to the individual email of the DGS or program coordinator.

YOUR INTAKE ADVISOR AND MAJOR ADVISOR

Upon entering the program, each new student is assigned an "intake" academic advisor who may help with initial registration and answer basic questions about your graduate career. For most of you, the intake advisor will be your first point of contact to the graduate program. They should be willing to answer questions about the research they are conducting and perhaps provide general program advice,

but most questions you have that are program related should have answers in this handbook. Your intake advisor expects you to have read through this handbook and acquainted yourself with its content. If you are unable to find the answer to your question in this handbook there is a good chance your intake advisor will not know the answer either. In that rare case, you should consult the Graduate Program Coordinator.

The intake advisor is not to be confused with your "major" advisor. The major advisor is the person who will direct your thesis or dissertation research. Sometimes it will make sense for the intake advisor to become your major advisor, but you should remain with your intake advisor only if they can meet your educational and training needs. Soon after your arrival,[1] you should begin searching for a faculty advisor whose interests are aligned with yours, with whom you can enjoy a close working relationship, and who holds the faculty membership required to serve as your advisor given your degree objectives. A list of the graduate faculty can be found on the program web page:

https://apps.grad.umn.edu/programs/faculty.aspx?p=1008300

The following Graduate School link indicates which graduate faculty members may serve as major advisors:

https://apps.grad.umn.edu/programs/faculty.aspx

External experts are allowed to serve on committees with departmental and college approval, but cannot be advisors or committee chairs. CFANS rules state that external experts should bring expertise not available inside the University. Please consult the DGS if you think an external expert would be appropriate for your committee. Advanced notice and additional steps are required to nominate an external expert.

In addition to an intake academic advisor, each incoming student is assigned a student mentor. The advice of current students is often helpful as you make important decisions regarding the program.

CHANGING YOUR ADVISOR

When you have identified a faculty member to be your major advisor and that faculty member has agreed to serve as your advisor, contact the Graduate Program Coordinator at apecdgs@umn.edu and ask the program coordinator to initiate a change of advisor request. The program coordinator records the change of advisor in the University records. If you change your thesis topic and need to change your major advisor or add a co-advisor, you may do so in the same way.

REGISTRATION

Unless you decide to withdraw from the program, you must register each fall and spring semester. ***If you fail to register for a fall or spring semester, you will be discontinued in the graduate program and will no longer be an active graduate student at the University.*** This is an inflexible University rule. If you are discontinued from the graduate program, you will have to apply for readmission. In such a case see:

https://grad.umn.edu/admissions/readmission

[1] MS students should identify their major advisor within their first year of study, while PhD students should identify their major advisor within the first two years of study.

There are several types of special registration if you are not registered for one or more course(s) during a semester. Which of them is appropriate for you depends on your degree objective, your progress in the program, whether you hold a graduate assistantship, and your visa status. You can consult with the program coordinator or find more details of special registration options online:

https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

The MS Degree

The MS program in Applied Economics is designed to provide students with outstanding training in both theoretical and applied economics. The emphasis is on quantitative techniques, including econometrics and the management of large datasets. The primary goal is to prepare students for employment opportunities in the public and private sector or for further graduate study.

A set of four first-year courses (three of which are required) provide the program foundation. The remaining degree requirements are flexible, *so it is very important to plan your program with an advisor.* Students are free to complete elective coursework in almost any department in the University. There are certain requirements, though, regarding total credits, the minimum courses to be taken in the Applied Economics Department, and minors. A minimum of 30 credits is required, including Plan A thesis credits or Plan B project credits.

Our MS is a research degree. Students decide whether to complete a Master's thesis (Plan A) or a more modest research project (Plan B). Beyond coursework, this is the primary degree requirement. Most students complete the coursework for the degree in two or three semesters and complete all requirements, including the research paper in three or four semesters. All requirements must be completed within five years.

There are three phases to the MS program: the coursework phase, the thesis or project phase, and graduation. The degree completion steps documents are found on the OneStop website and appendix A of this document. Make sure you are aware of the Graduate School requirements and documentation needed for each phase.

By the end of your first year, select a major advisor and ask the program coordinator to submit the change to the Graduate School.

The Coursework Phase

GENERAL REQUIREMENTS

A number of overall requirements apply to all MS students' programs.

- The MS degree requires a minimum of 30 credits.
    - The Plan A requires 10 thesis credits (APEC 8777), making minimum course credits 20.
    - The Plan B requires between 4 and 6 project credits (APEC 8793), making minimum course credits between 24 and 26.
    - Plan A and Plan B credits may be taken at any time during the program.
- Students must complete at least 14 credits in the major, excluding thesis and project credits. Major credits include Applied Economics, Economics, and Statistics. Other courses may be include as major credits at the discretion of the DGS.
- At least 9 of the 14 major credits must be Applied Economics coursework, excluding seminar, thesis/project, special topics and independent study credits.
- All core courses must be completed on the A – F grade basis. At least two-thirds of the course credits included in your Graduate Planning and Audit System (GPAS) must be completed on the A – F grade basis.

- Students are encouraged to complete 6 credits in a related field or do a MS minor in another program such as Statistics. If you complete a minor, the specific requirements are determined by the program granting the minor, and your GPAS must be approved by that program as well.
- To remain in good academic standing a minimum GPA of 3.0 is required for all program coursework. Students who fall below the program's minimum GPA requirement may be terminated from the program.
- No 4xxxx-level (or lower) courses or graduate level courses completed while enrolled as an undergraduate are allowed to count toward the MS degree.

REQUIRED COURSES

All MS students are required to take the following core courses or their equivalents:

- APEC 5151: Applied Microeconomics, 3 credits
- APEC 5152: Applied Macroeconomics, 3 credits **OR** APEC 5032: Economic Data Analysis for Managerial & Policy Decisions, 3 credits
- APEC 5031: Methods of Economic Data Analysis, 3 credits
- APEC 8901: Graduate Seminar, 1 credit
- APEC 8902: Graduate Research Development Seminar, 1 credit

SUBSTITUTION OF 8XXX-LEVEL COURSES

The following PhD level courses may be substituted for those listed above: APEC 8001-8002 **OR** ECON 8101-02 (4 credits) for APEC 5151; ECON 8105-06 (4 credits) for APEC 5152; APEC 8211-12 (4 credits) for APEC 5031. The latter substitution requires permission from the 8211-12 instructor(s), but you should consult with all instructors if you plan to take PhD level coursework.

TRANSFER CREDITS

If you hope to transfer credit from another university, you should discuss this with the DGS early on in your program. You may be able to transfer up to 40% of your program course credits (not including thesis credits) from outside the university. Approval for transfer credits is obtained by providing transcripts and course syllabi to the DGS for review.

GRADUATE SEMINAR CLASSES

The required graduate seminar classes (APEC 8901 and 8902) have two purposes. The first is to help students become better acquainted with the faculty and research areas in the program. The second is to help students better understand the research process, including how to find a topic, how to refine a research question, how to conduct a literature review, how to find data, research ethics, and so on.

SUBMISSION OF THE GRADUATE PLANNING AND AUDIT SYSTEM (GPAS)

Submit your Graduate Planning and Audit System for approval at least one semester before you plan to hold your final oral examination. The GPAS must be approved before you can elect your thesis committee. You can find the Graduate Planning and Audit System through the Student Center in MyU.

Students should use the GPAS tool throughout their program to ensure the set of courses they plan to

take will meet the minimum program requirements. If you have questions or problems with your GPAS, you should consult with the program coordinator.

The Plan A thesis or Plan B project phase

OVERVIEW

1. Meet with your major advisor to determine a committee for your thesis or project.
2. In consultation with your advisor, develop an idea for your research project.
3. Once your GPAS is approved and committee elected, you can request a Graduation Packet from the Graduate School here:

   https://onestop.umn.edu/academics/apply-graduate

4. After your advisor has approved your thesis or paper, distribute copies to your other committee members. For Plan A only, when your other committee members are ready, they will sign off on the electronic Thesis Reviewers' Report Form (included in the graduation packet). The Final Exam Report Form is also completed electronically.
5. Schedule your final oral examination. Plan this well ahead of time in order to accommodate the schedules of your committee members. Don't forget to reserve a room for the presentation. The program coordinator can assist you with room reservations.
6. Check with your advisor about their expectations for the exam, including the length of your presentation, what questions to expect, and so on. Note that the MS exam is closed; only you and your committee members are allowed to be present. If you pass, the committee members will all submit their approval electronically.

PLAN A OPTION

Ours is a research degree making the research component an essential part of the educational experiences. A thesis should demonstrate familiarity with the theoretical and/or empirical tools of applied economics. Though significant input may be expected from your advisor and your committee members, the thesis should also represent independent scholarly work. Communicating your research by writing the thesis is an important component of the project. Many students find it useful, as they begin, to peruse some recent MS theses. The collection is maintained by Waite Library. Manuscript preparation guidelines for formatting and submitting the thesis are available here:

https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting.

PLAN B OPTION

As with the plan A thesis, students complete a Plan B project to demonstrate familiarity with the theoretical and empirical tools of economics. They are to perform independent scholarly work and write up their research. Students often ask how a Plan A and a Plan B research project differ. The answer is not easy, as there is no clear dividing line between the two. In principle, the Plan A should be somewhat more ambitious, polished, and sophisticated in its implementation than a Plan B project. In practice, this is not always true. In the end, the standard to which you will be held is determined entirely by your committee and their judgment about the required level of research quality. You may wish to adhere to

the Graduate School's Plan A manuscript guidelines (see above), but this is not necessary. Plan B project papers must include a cover page that lists the title of the paper, the author, and advisor.

THE FINAL ORAL EXAMINATION

There is no written comprehensive examination for the MS degree. For both Plan A and B options, you will be required to complete an oral examination in which you defend your research and demonstrate competence in your chosen field of study. The exam may be based on coursework and the research component of your program. The exam is administered by your three (or more) member examination committee consisting of your advisor as chair, one other member of the AEGP faculty, and one member of the graduate faculty from another program.[2] If you have questions about committee makeup you can review University policy here:

https://policy.umn.edu/education/masterscompletion

For a Plan A thesis, in order to permit faculty sufficient time to read the thesis and decide whether it is ready for defense, the Graduate School requires you to notify your committee members at least two weeks in advance that the thesis will be delivered on a particular date. All members of the committee must then have at least two weeks to read the thesis before the defense. For Plan B projects, you should make your project paper available to the examining committee for its review well in advance of the final examination (two to three weeks).

Consult with your chair regarding the format of your exam. It typically involves a 30 – 40 minute presentation followed by questions. The committee will then excuse you to deliberate the exam's outcome. Upon completion of these deliberations, you will be invited back and informed of the exam outcome.

When you have passed the exam, your committee members will submit the decision via the electronic final exam report form. Graduate degrees are conferred on the last day of the month and all materials must be in prior to degree conferral. It is common to have to make some revisions to your thesis or Plan B paper after the final oral exam.

Graduation!

STEPS TO COMPLETE AFTER YOUR FINAL EXAMINATION

1. Submit the graduation application on or before the first day of the month in which you wish to graduate.
2. Plan A students must submit one electronic copy of their thesis to the Graduate School. Plan A and B students are encouraged to submit an electronic copy of their thesis/plan B project paper to Waite Library for archiving.
3. Complete the Applied Economics Exit Information Form, obtained from the program coordinator.
4. When you register for Plan B credits you are issued a grade of incomplete for APEC 8793. Immediately after your successful completion of the final oral exam and once any revisions to your

[2] External experts will represent the major, if their background is appropriate, or be listed as an additional member. They may not serve as the outside member.

paper are completed and approved, your advisor should ask the program coordinator to change your grade to "S."

5. CFANS holds its own graduate student commencement ceremony – once per year. Any student that graduated in the last year can participate – either before or after program completion.

MS Program – administrative details

ANNUAL STUDENT REVIEWS

Each year, toward the end of spring semester, each graduate student will be asked to complete an Annual Review Form form. This form is designed to help you, your advisor, and the DGS track your goals and progress in the program. Annual completion of this form is instrumental in facilitating the timely completion of your degree. The first step is to meet with your advisor to discuss your progress and plans.

Completion of the annual review is required by University and Program policy. If you do not complete the annual review form by the announced deadline, a hold will be placed on your registration for the following semester.

REGISTRATION

The University considers any graduate student registered for 6 or more credits in a semester a full-time student. You must remain a full-time student in order to be eligible for a research or teaching assistant position. However, there are options for students who do not need 6 additional credits to complete their program. You can find information on these special registration categories at:

https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

If you have questions about how to register once you have completed the required credits, please consult with the program coordinator. Note that a form is required to be submitted well in advance when you wish to register for APEC 8333. There is also a limit on the number of times a student can register for GRAD 999. Students may register for up to four semesters of GRAD 999. Registration in GRAD 999 beyond four semesters requires DGS approval and a scholarly work agreement.

LEAVE OF ABSENCE POLICY

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Those that cannot maintain active status may request a leave of absence. University policy on leave can be found here:

https://policy.umn.edu/education/gradstudentleave

THE PHD MICROECONOMICS PRELIMINARY EXAMINATION

Students who have taken the appropriate courses may take the microeconomics preliminary exam one time. If they subsequently enroll in the Applied Economics PhD program, that will count as one of their allowed attempts in the PhD program.

TIME LIMIT

All requirements for the master's degree must be completed and the degree awarded within five calendar years after initial enrollment in the graduate program.

The PhD Degree

The PhD in Applied Economics is designed to prepare students for careers in academia, government, international organizations, and the private sector. These positions require a specialized set of skills and expertise.

It is useful to divide the PhD program into four overlapping components: the coursework phase, preliminary written examination, the dissertation phase, and graduation.

The coursework phase

The coursework that makes up your PhD program includes a set of required courses, additional courses in Applied Economics, required seminar classes, and thesis credits.

GENERAL REQUIREMENTS AND OVERVIEW

1. There are 24 credits of required coursework in microeconomic theory, econometrics, macroeconomic theory, and seminars. Generally, these are completed in three semesters (except APEC 8904).
2. You must complete at least 18 additional credits comprising a minimum of six courses in Applied Economics at the 8xxx-level. These will be the courses you use to develop a specialization and fulfill your "Fields of Study" requirement (see "Fields of Study" below) within applied economics. These may include certain courses offered by HHH, WAO, or HPM (see "Field Courses" below).
3. It may be possible to transfer credits for equivalent coursework from another graduate program (see "Transfer Credits" below).
4. Submit your degree plan in the Graduate Planning and Audit System (GPAS) for approval. GPAS is accessed through your student center and serves as a tracking tool for your program requirements. In order to nominate a thesis committee, your degree plan in GPAS must be approved by your advisor and the DGS. If there are any issues with where your courses are showing on the audit, contact the program coordinator for assistance. Your coursework does not have to be complete to have your degree plan approved.
5. You are required to register for 24 thesis credits (APEC 8888), which can be completed at any time throughout your program.
6. Students must maintain a 3.0 GPA for courses that are counting towards degree requirements. Students who fall below the program's minimum GPA requirement may be terminated from the program or face disciplinary action.

TRANSFER CREDITS

If you hope to transfer credit from another university, discuss this with the DGS. You may be able to transfer up to 40% of your program course credits (not including thesis credits) from outside the University. You will need the approval of the DGS, which is obtained by submitting course syllabi and transcripts.

REQUIRED COURSES

The courses listed below are required. At the discretion of the DGS, a student may be exempted from taking one or more required courses if equivalent coursework has been completed at another university. Note that many courses are offered in half-semester format, with two two-credit courses offered in each semester. If you plan to take both courses, you should register for both at the beginning of the semester to avoid late fees.

1. *Microeconomic Theory.* Complete one of the following sequences:[3]

    a. APEC 8001-2-3-4: Applied Microeconomic Theory, 8 credit, two-semester sequence
    b. ECON 8101-2-3-4: Microeconomic Theory, 8 credit, two-semester sequence

2. *Macroeconomic Theory.* Complete ECON 8105-6, 4 credits, offered every fall

3. *Econometrics.* Complete APEC 8211-2-3-4, 8 credit, two-semester sequence

4. *Seminar classes.* PhD students are required to complete four seminar classes. The first set, APEC 8901 and APEC 8902, are taken during the first year of the PhD program. These seminar classes are intended to increase student awareness of research areas in the program, encourage their attendance at research seminars, help them understand the research process, and help them begin the process of finding a thesis topic. The second set of seminar classes, APEC 8903 and APEC 8904, are taken during the second year of the PhD program and provide support for writing the qualifying paper.

FIELD COURSES AND <u>MINIMUM</u> CREDIT REQUIREMENT

In addition to the required courses listed above, students must complete at least 18 credits and a minimum of 6 courses in Applied Economics at the 8xxx-level, not including seminar classes (APEC 8901-4), independent study, pre-thesis credits, or thesis credits. These courses must be completed on an A-F grade basis and must be completed while a student in the Applied Economics Graduate Program (MS or PhD). Public Affairs (PA), Public Health (PubH), and Work and Organizations (HRIR) courses included in the list of field classes count towards meeting this requirement; other courses in those units or other departments do not. Up to six credits of Department of Economics 8xxx-level field courses, excluding microeconomic theory, macroeconomic theory, and econometrics, can be substituted for Applied Economics classes to meet this requirement.

Most students complete electives beyond the 18 credit minimum in Applied Economics or other departments and are encouraged to take additional coursework in mathematics, statistics, or economics. A range of relevant graduate minors are available:

https://catalogs.umn.edu/twin-cities-programs

FIELDS OF STUDY

[3] The ECON 81xx sequence studies microeconomics in a more abstract and general way, which requires the use of real analysis. Students choosing this sequence are therefore strongly encouraged to also enroll in MATH 5615H: Real Analysis if they have not previously taken equivalent courses.

A field of study requires the completion of a set of complementary courses that support your dissertation research or career objectives. These courses provide a student with a treatment of the important questions, research methods, and seminal and frontier literature in a topical area of economics. The requirements for completing each of the program's fields are listed below. All PhD students are required to complete requirements for two fields.

AGRICULTURAL AND FOOD ECONOMICS

- ApEc 8401: Agricultural Markets and Policy, 2 cr.
- ApEc 8402: Consumption Economics, 2 cr.
- ApEc 8403: Applied Consumer Theory, 3 cr.
- ApEc 8404: Applied Production Theory, 3 cr.

Students complete three of the four courses for this field with a grade point average of at least 3.3.

HEALTH ECONOMICS

- PubH 6832. Economics of the Health Care System, 3 cr.
- PubH 8811. Research Studies in Healthcare, 3 cr.
- PubH 8821. Health Economics II, 3 cr.

Students complete all three courses and pass a written field exam that is prepared by faculty from the Health, Policy, & Management division of the School of Public Health.

LABOR AND POPULATION ECONOMICS

- ApEc 8501: Labor Economics I, 2 cr.
- ApEc 8502: Labor Economics II, 2 cr.
- HRIR 8801: Fundamentals of Economic Analysis for Work and Organizations, 4 cr.
- PA 8331: Economic Demography, 3 cr.

Students must complete ApEc 8501, ApEc 8502, and HRIR 8801 or PA 8331 with a grade point average of at least 3.3.

POLICY ANALYSIS

- ApEc 8341. Applied Public Finance, 3 cr.
- PA 8302. Policy Analysis, 4 cr.
- PA 8312. Analysis of Discrimination, 4 cr.

Students complete any two of the three courses with a grade point average of at least 3.3.

RESOURCE AND ENVIRONMENTAL ECONOMICS

- ApEc 8601. Natural Resource Economics, 3 cr.
- ApEc 8602. Economics of the Environment, 3 cr.

Students complete both courses with a grade point average of at least 3.3.

TRADE AND DEVELOPMENT ECONOMICS

- ApEc 8701. Trade and Development I, 2 cr.
- ApEc 8702. Trade and Development II, 2 cr.
- ApEc 8703. Trade and Development III, 2 cr.
- ApEc 8704. Trade and Development IV, 2 cr.

Students complete all four courses with a grade point average of at least 3.3.

INDIVIDUALIZED FIELD

Since topical areas evolve and new topical areas emerge, students may elect to complete an individualized field. An individualized field requires the completion of a minimum of 9 credits of 6000-8000 level coursework with a grade point average of at least 3.3. At least 6 credits must come from Applied Economics Graduate Program courses. An individualized field must be approved by a majority vote of the graduate committee. To request an individualized field, a student must provide a list of proposed courses, syllabus for each proposed course, motivating statement, and supporting statement from their advisor.

Students must complete the requirements for two fields before submitting their final PhD exam committee request. Only one of these two fields can be an individualized field. A student cannot count a course toward the requirements of more than one field. Students are allowed to retake a course if they do not meet a field's minimum GPA requirement in accordance with University's policy. If a student retakes a course, the highest grade achieved in the course will be used to compute a student's GPA for the field.

THESIS CREDITS

You are required to register for 24 thesis credits (APEC 8888). You may register for thesis credits at any time during your PhD program when you are working on your thesis research. Since full-time tuition is paid for a 6 – 14 credit band, it is a good idea to register for thesis credits when you are taking less than 14 credits of coursework. This could save you lots of money in later semesters.

Preliminary written examination phase

Students must pass a written preliminary examination on microeconomic theory and complete a qualifying paper to fulfill the Graduate School's preliminary written examination requirement.

WRITTEN PRELIMINARY EXAM IN MICROECONOMICS

Students may choose to take one of two preliminary examinations in microeconomic theory: the exam administered either by the Applied Economics Graduate Program or the exam for "majors" administered by the Department of Economics. The Applied Economics micro exam is based on APEC 8001-2-3-4. The Economics Department exam for majors is based on ECON 8101-2-3-4. If you have to retake the exam because you did not pass, you will be allowed to choose a different one of the two exams.

Students are allowed to take the exam up to two times. The Graduate Committee considers requests for a third attempt with a student petition. Students must pass the written preliminary examination in microeconomics no later than the end of their second year in the PhD program. Failure to do so results in termination from the PhD program automatically. The Graduate Committee grants extensions to this deadline only in exceptional circumstances.

Students whose primary language of instruction for their secondary school and undergraduate degree programs was not English are eligible to apply in advance for an extra one-half hour of writing time for preliminary microeconomic exam.

THE QUALIFYING PAPER

The purpose of the qualifying paper is for students to demonstrate professional competence in the preparation of an academic research paper including the identification of a feasible research question, appropriate choice of research design, successful execution of a research design, and effective written communication of the research motivation, method, and results. The paper is completed during the second year of a student's program while taking APEC 8903 and 8904 seminar courses. These required seminars strengthen a student's research skills and support the preparation of the qualifying paper. A student is also assigned a faculty paper supervisor for additional support.

The qualifying paper may not be co-authored. If you plan to base your paper on your previous research (for example, a MS thesis), research you are conducting as a research assistant, or research for another class, you should consult with the instructor(s) of APEC 8903 to ensure your qualifying paper is independent and sufficiently distinct.

The qualifying paper has a strict timeline. It must be submitted to the instructor(s) of APEC 8904 by the last day of the spring semester of the student's second year in the PhD program. This submission is evaluated as ***pass***, ***revise and resubmit***, or ***fail***. A paper evaluated as a ***revise and resubmit*** is returned to the student with detailed instructions on how it can be revised to receive a ***pass***. A ***revise and resubmit*** paper must be resubmitted to the instructor(s) of APEC 8904 before the first day of the fall semester of the student's third year in the PhD program. This resubmission is evaluated as ***pass*** or ***fail***. If a student's initial paper submission is evaluated as a ***fail***, resubmitted paper is evaluated as ***fail***, or the student does not resubmit a revised paper on time, the student fails the qualifying paper. Failure of the qualifying paper results in a student's termination from the PhD program at the end of the fall semester of the student's third year in the PhD program. Students that fail the qualifying paper can petition the Graduate

Committee for a policy variance. The approval of such a petition will only occur with demonstrable extenuating circumstances and evidence of the potential to successfully complete the program requirement.

Each year one qualifying paper is selected for the **Jason Beddow Second-Year Paper Award**. This award comes with a cash prize ($500 for the 2020-21 academic year) funded by the Center for International Food and Agricultural Policy.

TIME LIMIT

After you have completed the last of your written preliminary exams and the qualifying paper, please notify the program coordinator so they can record the date of your last written preliminary exam. You must complete your preliminary oral examination within three years of this date. Note that you can continue to take courses after you have completed the written preliminary exams.

The dissertation phase

A PhD dissertation must demonstrate originality and ability for independent research. It must contain results that contribute to knowledge in the field. Your dissertation should be on a significant topic, but sufficiently narrow in scope to be feasible. Many students find it useful, as they begin their project, to peruse some recent PhD theses. The collection is maintained by Waite Library.

The dissertation phase may be the most important part of your doctoral program because the PhD is fundamentally a research-oriented degree. This is where you show the world what you can do. After passing your oral preliminary examination (based on the development of your dissertation topic), you will complete the dissertation and defend it as part of your final oral examination.

The process of finding a dissertation topic is one of progressively narrowing your focus. First you will choose field classes in areas that appeal to you. These will orient you to the major areas of research in the field, helping you to define a broad topic area. At this stage, you should switch from your intake advisor to a major advisor, if you have not already done so. Your major advisor will help you to further refine your research ideas. Depending on the direction you go, it may be appropriate to switch to a different major advisor or include a co-advisor.

Once you have a topic in mind, discuss expectations for the prelim oral and the formation of a preliminary examination committee with your advisor.

THE PRELIMINARY ORAL EXAMINATION

After completing your written preliminary examination phase, you must take a preliminary oral exam. The exam can be based on your coursework, your thesis proposal, or some combination. The exam is administered by your preliminary examining committee, consisting of your advisor as chair, two other members of the Applied Economics Graduate Program faculty, and one member of the graduate faculty of another program (the “outside” member). If you have declared a minor, one committee member must be from your minor program’s graduate faculty. Your advisor should help you decide who will be on your committee.

Expect to complete a written thesis proposal before your committee gives you permission to schedule your preliminary oral exam. You will work closely with your advisor in preparing the proposal; be sure to keep other members of your committee apprised of the state of your work as you develop your ideas. You should give your committee at least two weeks to read the final version of your thesis proposal. Ideally you will complete your preliminary oral examination during your third year in the doctoral program or early in your fourth year.

Several administrative steps need to be taken before you can take the preliminary oral exam. You must have approval of your degree plan in the Graduate Planning and Audit System, which should be submitted at least two months before the date of your oral exam and preferably the semester prior to it. There are electronic forms to nominate your committee and schedule your oral prelim. You can nominate your committee here:

https://onestop.umn.edu/academics/examination-committees

and schedule your exam here:

https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling

The typical preliminary oral exam begins with a 30 to 45 minute presentation of the research proposal by the student. Your committee members may each ask questions, possibly interrupting you before you have completed your prepared remarks. They will look especially at your knowledge of economics, the quality of your proposed research, and the feasibility of the research. The oral preliminary examination is closed to the public.

Three outcomes of the preliminary oral exam are possible: pass, fail, and pass with reservations. A result of pass with reservations means that the committee will prepare a letter, addressed to you, describing further work that you must do before reservations can be removed. Although for many purposes pass with reservations counts as a pass, the Graduate School will not allow you to schedule your final oral exam until the reservations have been lifted. The letter may include a time limit on the further work which, if not respected, could make your committee unwilling to lift the reservations.

If you fail the exam, your committee will decide whether you will be given an opportunity to take a second preliminary oral examination at a later date or be asked to leave the program. University rules leave this decision entirely to the examination committee and do not allow a third preliminary oral examination.

Students should plan to take their preliminary oral exam within 6 months of passing their last preliminary written exam and qualifying paper. If more than 3 years lapse between passing the last written exam and the prelim oral exam, all written exams must be retaken and passed before scheduling the prelim oral.

THE FINAL ORAL EXAMINATION COMMITTEE (THESIS COMMITTEE)

In most cases, the thesis committee is composed of the same people who sat on the preliminary oral examining committee, but this is not required. Your final oral examining committee can have different members than your preliminary oral exam committee. In consultation with your advisor, assign the

members to your doctoral final examination committee using the online form. Your advisor cannot chair this committee, which must include at least four members, three from the Applied Economics Graduate Program's faculty and one member of the graduate faculty of another graduate program. If you have declared a minor, one committee member must be from that program's graduate faculty. Three members, including your advisor and an outside member, must be listed as "reviewers."

The DGS will digitally approve your final oral examination committee. Before this approval is given, the DGS will make sure you have met the requirements for the completion of two fields. When your committee request has been approved, you can request a Graduation Packet online via OneStop.

FORMAT OF THE DISSERTATION

The Graduate School will not accept a dissertation that does not follow its specifications. These are available on the Graduate School website at:

https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting

SETTING UP YOUR FINAL ORAL EXAMINATION (DISSERTATION DEFENSE)

After your advisor has approved your dissertation for defense, copies should be provided to all members of your committee. It is important to stay in contact with all committee members to see the level of involvement they wish to have during the draft stage. Some will want to see the work as it progresses, others will want a final copy.

At least one month before you plan to schedule your final oral examination, submit your committee and thesis title to the Graduate School here:

https://onestop.umn.edu/academics/examination-committees

Once your committee is approved, you will also need to formally schedule your exam with the Graduate School, which is also done through OneStop. This should be done at least a week in advance of the final defense, but preferably one month in advance.

The Graduate School requires you to tell your committee members at least two weeks in advance of the date you will deliver your thesis to them for review. Committee members must be given at least two weeks to review your thesis before your defense. At least one to two months before your expected defense date, you should contact all of the committee members and begin to find a date and time for the defense which everyone can attend. Before your defense can be held, committee members that were assigned as reviewers must electronically sign off on your Thesis Reviewers Report, which certifies that they agree the dissertation is ready for defense. This will be emailed to them after you schedule your defense.

Be sure you have reserved a room for your Final Oral Examination and have confirmed the time and place with all committee members. Place a notice of the defense, including time, date, and location, in *Marginal Memos,* the e-newsletter of the Department of Applied Economics. The program coordinator can also send an invitation to members of the department.

Once the final exam has been scheduled, the Graduate Student Services and Progress (GSSP) office will notify the student by email regarding any outstanding exam requirements, and how to fulfill those requirements. The student will also receive confirmation from GSSP upon the Graduate School's authorization of the final examination. The program coordinator is automatically copied on all of the above-mentioned emails so that the graduate program office is informed of the Graduate School's review and authorization of the final oral exam.

THE DISSERTATION DEFENSE

If all go as hoped, the word "defense" will not describe what actually happens at the meeting. You will not be under attack. But your committee will want to see that you are able to present your work in a professional manner. The first part of the defense is open to the public. As with the preliminary oral examination, you will probably be asked to prepare a presentation of some 30 to 45 minutes. Your committee members and others in the audience may ask questions during your remarks. When all questions from the audience have been completed, everyone other than your committee members will be asked to leave. Your committee may then ask some more questions. When all your committee's questions are completed, you will be asked to leave the room while they deliberate. When the committee's deliberations are completed, you will be invited back into the room to learn the result. Two outcomes are possible: pass and fail.

Assuming you pass, your committee members will submit the results via electronic form, but you still may be asked to make revisions. Once your advisor confirms that you have completed all revisions, he or she will sign the title page and you will be ready to submit your dissertation to the Graduate School.

TIME LIMITS

Based on University and Program policy, you must complete your final oral exam within five years of passing your preliminary oral exam. If you are unable to complete your final oral in this time, you may petition the graduate school for up to one additional year. If you do not complete the final oral exam within the time limit, you will be terminated from doctoral candidacy. All requirements for the doctoral degree must be completed and the degree awarded within **eight** calendar years after initial enrollment to the graduate program.

Graduation phase!

Degrees are awarded monthly – the last business day of each month. You can find degree completion steps in Appendix A. Please contact the program coordinator if you have questions about your next steps.

GRADUATE COMMENCEMENT

The Graduate Commencement Ceremony is held in spring each year. You are able to participate even if you have not yet held your final oral examination. Anybody who graduates within one year of commencement (before or after) can participate. Attending the ceremony does not imply you have officially graduated.

PhD program – administrative details

ANNUAL STUDENT REVIEWS

Each year, toward the end of spring semester, each graduate student will be asked to complete an Annual Review form. This form is designed to help you, your advisor, and the DGS track your progress and plans in the program. Annual completion of this form is instrumental in facilitating the timely completion of your degree. The first step is to meet with your advisor to discuss your progress.

Completion of the annual review is required by University and Program policy. If you do not complete the annual review form by the announced deadline, a hold will be placed on your registration for the following semester.

SECOND-YEAR STATUS

Time limits for the microeconomics preliminary examination and the qualifying paper are linked to the end of a student's second year in the PhD program. Normally, the second year in the program comprises the third and fourth semesters in the program plus the following summer. Some students do not complete required coursework on the normal four-semester schedule, however. If a student wishes to extend second-year status beyond the fourth semester in the program, a variance may be approved by the DGS.

REGISTRATION

Before you have completed the coursework for your degree, you must register for at least 6 credits each semester to be considered a full-time student. This is required if you have an assistantship, may be required for your visa, or for various other reasons. You may register for up to 14 credits in a semester at the fixed tuition rate. You may register for thesis credits (APEC 8888) during any semester you are enrolled in the PhD program. Although you do not need to have passed your oral preliminary exam to take thesis credits, it is expected that you are working on your thesis if you are enrolled in these credits. There are several special registration categories, the major ones of which are briefly highlighted below. The complete list is found here:

https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

APEC 8444

After you have completed all coursework, preliminary oral exam, and 24 thesis credits, you may qualify to register for APEC 8444: FTE Doctoral (The FTE stands for "full-time equivalent"). This single credit is designed by the University to allow you to be considered a full-time student while registering for only one credit. You will need to submit an application each semester you wish to be in advanced status. The form is found here:

https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr195_application_for_advanced_doctoral_status.pdf

This designation reduces the benefits a hiring department must pay. It may also allow you to defer a student loan. The deadline for submitting the application is well before the start of the semester.

GRAD 999

Students who are not working on an assistantship and therefore do not need to maintain full time status, but wish to remain "active" status in the program, may be able to register for GRAD 999. This is a zero-credit, zero-tuition registration. If, for example, you choose to begin employment before you have graduated, you may be able to register each semester for GRAD 999 until graduation. Do not register for this course if you must be full-time to maintain visa status, defer loans, receive financial aid, or for any reason other than to meet the Graduate School's registration requirement.

Students may register for up to four semesters of GRAD 999 if they are continuing to work on a doctoral thesis. A hold will be placed on the student's registration after four semesters of GRAD 999. Registration for GRAD 999 beyond four semesters will require a scholarly work agreement to be signed by the advisor and the DGS.

LOSING YOUR ACTIVE STATUS AS A GRADUATE STUDENT

If you do not register for one or more (fall or spring) terms, you will lose your active status as a graduate student. If you decide to return to the program, you will have to re-apply and pay the application fee to the Graduate School. You may qualify for the "Express Re-admit". While students whose active status has been terminated under such circumstances may apply for readmission to the program, readmission is not guaranteed.

https://grad.umn.edu/admissions/readmission

LEAVE OF ABSENCE POLICY

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Those that cannot maintain active status may request a leave of absence. University policy on leave can be found here:

https://policy.umn.edu/education/gradstudentleave

Financial Support

Students in the Applied Economics Graduate Program may be supported with funds from a variety of sources including fellowships, teaching assistantships, and research assistantships. In general, there are two types of funding appointments awarded by the Applied Economics Graduate Program and its participating departments: service appointments and non-service appointments.

Teaching and research assistantships are examples of service appointments. Service appointments require a student to do work for an assigned faculty member. Usually these appointments are quarter- or half-time. Students with a quarter-time appointment are expected to work on average 10 hours per week under the supervision of the assigned faculty member. Students with a half-time appointment are expected to work on average 20 hours per week under the supervision of the assigned faculty member. In addition to a stipend, the typical teaching and research assistantship also offers a health insurance and tuition benefit.

Funding commitments provided by the Department of Applied Economics are conditional upon adequate performance of the assigned responsibilities in service appointments. This condition will be described in your offer letter. Other funding sources may impose their own conditions.

Fellowships are typically non-service appointments. Non-service appointments do not carry the same work responsibilities as a service appointment. However, some fellowships may require a student to fulfill other responsibilities, such as attending special seminars and workshops. With most fellowships, students are expected to work no more than 25% time either on or off campus (in addition to any responsibilities related to the fellowship). Students on fellowships are expected to work on research and may be assigned to a faculty supervisor to guide their research.

Before accepting any funding appointment, whether from an internal or external source, you should carefully review the terms and conditions of the award, so you will know precisely what is expected of you.

The following procedures will be used to allocate funds for student support in the Applied Economics Graduate Program:

1. Fellowship nominations requested from the Applied Economics Graduate Program by the Graduate School or other programs will be made by the Graduate Committee.
2. Block grant and other funds awarded to the Applied Economics Graduate Program by the College or Graduate School will be allocated by the DGS in consultation with the Graduate Committee and Applied Economics Department Head.
3. Research and teaching assistantship appointments will be awarded by individual departments within or outside of the Applied Economics Graduate Program. The DGS will serve to coordinate appointments for departments that participate in the Applied Economics Graduate Program.

Interpretations and Exceptions

1. The Graduate Committee has the ultimate responsibility for the interpretation of policy pertaining to graduate student matters. Similarly, special cases that cannot be anticipated are decided by the Graduate Committee.

2. The Graduate Committee has the responsibility for the formulation of policies pertaining to the graduate program, which must be approved by the Applied Economics Graduate Faculty.

3. Any procedure or policy matter pertaining to the AEGP can be petitioned by a graduate student. Ruling on such petitions is the responsibility of the Graduate Committee.

Appendix A: Degree Completion Steps

1. Master's Plan A
2. Master's Plan B
3. PhD

Appendix B: Academic Integrity

The University of Minnesota expects all enrolled students to adhere to the Student Conduct Code, which is the standard for acceptable behavior. There are consequences and sanctions for violating the code and the Office for Student Conduct and Academic Integrity take all offenses seriously. An especially important part of the Student Conduct Code for graduate students concerns academic integrity.

One of the most frequently misunderstood aspects of academic integrity is the definition and scope of what constitutes plagiarism. Below you will find the definition of plagiarism found in the code. Take careful note of the definition to ensure you are not in violation of the code.

Plagiarism shall mean representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples include, but are not limited to:

- *copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;*
- *representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;*
- *producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;*
- *paraphrasing, without sufficient acknowledgement, ideas taken from another person that the reader might reasonably mistake as the author's;*
- *borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.*

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.[4]

In addition to plagiarism, scholastic dishonesty includes cheating, unauthorized collaboration, fabricating information, and obtaining grades or honors dishonestly. To familiarize yourself with the code and to learn how to submit a violation of academic integrity please visit:

https://communitystandards.umn.edu/

[4] Portions used with permission from New York Institute of Technology and University of Texas, San Antonio.

Appendix C: International Student Information

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

This office is part of the Office of International Programs, which serves U.S. and international students and faculty at the University of Minnesota. The staff members of ISSS are dedicated to making your academic experience a success. They provide information to help you feel at home as quickly as possible, to solve problems when they arise, and to meet requirements of the U.S. Department of Homeland Security and the U.S. Immigration and Naturalization Service. They also publish the Handbook for International Studies, which is available in the ISSS office or on their website. You can contact ISSS at 612-626-7100 or email: isss@umn.edu. Their website is www.isss.umn.edu.

FULL COURSE OF STUDY

The Immigration and Naturalization Service (INS) requires all international students holding F-1 and J-1 visas to register for a full-course of study each academic semester. To meet INS requirements, graduate students are required to take a minimum of 6 credits each semester. Certain academic programs or university offices, as well as exchange and scholarship program sponsors and other private educational funding agencies may have different credit requirements for their students. If this credit requirement is higher than the one imposed by the INS, the higher credit requirement will prevail. If the requirement is lower the INS requirement will hold.

Exceptions to this rule are possible in a limited number of circumstances. In such instances, the Reduced Course Load for F-1 students form must be completed, signed by your advisor or the DGS, and submitted to ISSS by the end of the second week of the semester. Students on a J-1 visa have an alternate form. If you plan to drop classes and doing so will cause the total number of credits you are taking to fall below six, you must have the form approved by ISSS *before* dropping your classes. Information on the policy is found here:

https://isss.umn.edu/fstudent/fullcourse.html

I-20

Every F-1 student is issued an I-20 by the University of Minnesota. Changes in any of the information listed below must be reported to ISSS and a new I-20 requested:

- name
- country of citizenship
- major
- degree program
- financial resources (including employer)
- addition or deletion of F-2 dependents

The I-20 lists a projected completion date. If you will be unable to complete your degree by that time you must request a program extension. Failure to do so will result in overstaying your visa and a legal status violation. Visit the ISSS website for more information on the I-20.

CURRICULAR PRACTICAL TRAINING

If you should accept a position at an institution outside of the University of Minnesota while enrolled in the program, you must complete a Curricular Practical Training (CPT) authorization, which must be signed by your advisor and approved by ISSS. You will be required to register for at least one credit of

APEC 8991 for each semester you require the CPT. You should apply at the same time you request a new I-20.

PAYROLL

Any time a change is made in your visa status or your visa expires, it is important to go to the Payroll Office to report this information. Failure to notify the payroll office of changes will result in your paychecks being stopped.

CHANGE OF ADDRESS

All international students are required to report any change in address to both the University and the United States government. You can change your address in the University system at OneStop. Information on reporting your change of address to the U.S. government is found on the ISSS website.

SPECIAL HEALTH INSURANCE REQUIREMENT FOR J VISA HOLDERS

Effective September 1, 1994, scholars, students, and their accompanying family members holding J-1 and J-2 visas are required to carry health insurance to meet the requirements of their visa status under regulations of the U.S. Information Agency (USIA).

If the J-1 scholar or student willfully fails to carry health insurance for himself or any accompanying dependents while participating in the J-1 exchange program, the J-1 visa sponsor must terminate his participation in the program and report the termination to the USIA in Washington, D.C. Contact a J-1 advisor in the ISSS office for more specific information regarding insurance requirements.

ENGLISH AS A SECOND LANGUAGE

International students can take English as a Second Language (ESL) courses for credit and they will be covered by the tuition benefit provided by a graduate assistantship. You can register for these courses using the OneStop system. For more information on these classes, go to the ESL website:

https://intlstudy.umn.edu/esl/overview

GRADUATE WRITING COURSE FOR INTERNATIONAL STUDENTS

We strongly recommend all graduate students take graduate level writing and speaking courses to polish their presentation skills. Some University of Minnesota students report that an extremely useful course is WRIT 5051: Graduate Research Writing Practice for Non-native Speakers of English.

Appendix E: University Policies

All graduate students at the University of Minnesota are required to adhere to the following policies. Additional policies can be located in the University Policy Library, found online at: policy.umn.edu

CONFLICT RESOLUTION PROCESS FOR STUDENT ACADEMIC COMPLAINTS
https://policy.umn.edu/education/studentcomplaints-proc01

STUDENT CONDUCT CODE
https://policy.umn.edu/education/studentconductcode-proc01

MUTUAL ROLES AND RESPONSIBILITIES IN GRADUATE EDUCATION
https://policy.umn.edu/education/doctoralperformance-appd

NEPOTISM AND PERSONAL RELATIONSHIPS
https://policy.umn.edu/hr/workplacerelationships

SEXUAL HARRASSMENT, SEXUAL ASSAULT, STALKING, RELATIONSHIP VIOLENCE
https://policy.umn.edu/hr/sexharassassault

EMAIL AS OFFICIAL STUDENT COMMUNICATION
https://policy.umn.edu/education/email

Appendix F: University Resources

The University of Minnesota provides several resources for students facing a variety of circumstances that may or may not impact their academic life. Please do not hesitate to utilize these resources should the need arise. Below you will find links for assistance with conflict resolution, graduate assistant employment, online therapy, stress check-ins, time management, academic skills, career uncertainty, sexual assault, relationship violence, and others. This list is not exhaustive. Just ask if you are unsure who you should contact.

UNIVERSITY OMBUDSMAN AND STUDENT CONFLICT RESOLUTION CENTER
http://www.sos.umn.edu/

GRADUATE ASSISTANT EMPLOYMENT – HUMAN RESOURCES
https://humanresources.umn.edu/find-job/graduateemployment

STUDENT MENTAL HEALTH RESOURCES
http://www.mentalhealth.umn.edu/index.html

THE AURORA CENTER – ADVOCACY AND EDUCATION REGARDING SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, AND STALKING
http://aurora.umn.edu/

STUDENT COUNSELING SERVICES
https://counseling.umn.edu/

MULTICULTURAL CENTER FOR ACADEMIC EXCELLENCE (MCAE)
https://mcae.umn.edu/

GENDER AND SEXUALITY CENTER FOR QUEER AND TRANS LIFE
https://gsc.umn.edu/

CFANS OFFICE FOR DIVERSITY & INCLUSION
https://cfans.umn.edu/about/diversity-inclusion

CFANS GRADUATE STUDENT BOARD
https://cfans.umn.edu/academics/graduate-programs-services/graduate-student-board

Appendix G: Graduate Faculty Roles

1. **Full Member**
    a. Eligibility includes UMN tenured, tenure-track, adjunct, term, or contract faculty.
    b. Responsibilities and expectations include governing privileges, teaching courses for graduate credit, advising/co-advising master's and doctoral students in the program of appointment, serving as thesis reviewer or examiner on examining committees, and serving as chair on master's or doctoral examining committees.

2. **Associate Member**
    a. Eligibility includes UMN tenured, tenure-track, adjunct, term, or contract faculty.
    b. Responsibilities and expectations include teaching courses for graduate credit, advising master's students in the program of appointment, serving as thesis reviewer or examiner on master's and doctoral examining committees, and serving as chair on master's examining committees.

3. **P&A Member**
    a. Eligibility includes Professional & Administrative (P&A) appointments who hold an earned doctorate degree, Researcher 6 positions
    b. Responsibilities and expectations include teaching courses for graduate credit, advising master's students in the program of appointment, co-advising doctoral students in the program of appointment, serving as thesis reviewer or examiner on master's and doctoral examining committees, and serving as chair on master's examining committees.

4. **Affiliate Member**
    a. Eligibility includes Professional & Administrative (P&A) appointments who hold an earned doctorate degree, Researcher 6 positions
    b. Responsibilities and expectations include teaching courses for graduate credit, advising master's students in the program of appointment, serving as chair on master's examining committees, and serving as thesis reviewer or examiner on master's and doctoral examining committees.

5. **One-Time External Member**

Occasionally there is not sufficient knowledge and expertise represented among the faculty of a graduate program to examine for a graduate student whose research and thesis are narrowly focused. In such instances, a request for an individual who is not an employee within the UMN system to serve as a voting member on the committee only is made. Requests of this kind are not considered routine and should be made only under rare circumstances.

    a. Eligibility includes people outside of the UMN system who have earned doctoral degree or significant experience related to student's research.
    b. Responsibilities and expectations include serving as a voting member of a master's or doctoral examining committee.