### Department Head
Jennifer Alix-Garcia  
737-2691  
207 Ballard  
jenennifer.alix-garcia@oregonstate.edu

### Graduate Program Committee
Jeff Reimer (Grad Prog. Director)  
737-1415  
231 Ballard  
jeff.reimer@oregonstate.edu

John Antle  
737-1425  
307F Ballard  
john.ante@oregonstate.edu

Steve Dundas  
737-1402  
212 Ballard  
steve.dundas@oregonstate.edu

Kassahun Melesse  
737-1423  
232B Ballard  
kassahun.melesse@oregonstate.edu

### Professional Faculty and Staff
Tjodie Richardson (Advisor)  
737-1399  
208 Ballard  
tjrichardson@oregonstate.edu

Donita Godwin (Admin. Mgr.)  
737-1398  
213 Ballard  
donita.godwin@oregonstate.edu
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures for Entering Students</td>
<td>4</td>
</tr>
<tr>
<td>Registration</td>
<td>4</td>
</tr>
<tr>
<td>Minimum Course Loads</td>
<td>4</td>
</tr>
<tr>
<td>Student Identification Card</td>
<td>4</td>
</tr>
<tr>
<td>Payment of Tuition and Fees</td>
<td>5</td>
</tr>
<tr>
<td>Payroll</td>
<td>5</td>
</tr>
<tr>
<td>Insurance</td>
<td>5</td>
</tr>
<tr>
<td>ONID Accounts</td>
<td>5</td>
</tr>
<tr>
<td>Keys</td>
<td>6</td>
</tr>
<tr>
<td>General Information</td>
<td>6</td>
</tr>
<tr>
<td>Student Resources</td>
<td>6</td>
</tr>
<tr>
<td>Photocopying</td>
<td>7</td>
</tr>
<tr>
<td>Purchasing and Travel</td>
<td>7</td>
</tr>
<tr>
<td>Graduate School</td>
<td>7</td>
</tr>
<tr>
<td>University Emergency Contacts</td>
<td>7</td>
</tr>
<tr>
<td>Academic and Support Resources</td>
<td>7</td>
</tr>
<tr>
<td>Vehicle Use</td>
<td>8</td>
</tr>
<tr>
<td>Student Conduct and Community Standards</td>
<td>8</td>
</tr>
<tr>
<td>Employment and Financial Support</td>
<td>9</td>
</tr>
<tr>
<td>Sources of Funds</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>9</td>
</tr>
<tr>
<td>Time Limitation for Graduate Assistantships</td>
<td>9</td>
</tr>
<tr>
<td>Departmental Fellowships and Scholarships</td>
<td>9</td>
</tr>
<tr>
<td>Research Travel Support</td>
<td>10</td>
</tr>
<tr>
<td>Hourly Employees</td>
<td>10</td>
</tr>
<tr>
<td>Enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Continuous Enrollment Policy</td>
<td>10</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>11</td>
</tr>
<tr>
<td>Unauthorized Break in Registration</td>
<td>11</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Office of Equal Opportunity and Access</td>
<td>11</td>
</tr>
<tr>
<td>Student Records</td>
<td>12</td>
</tr>
<tr>
<td>Departmental Committees</td>
<td>12</td>
</tr>
<tr>
<td>Graduate Program Committee</td>
<td>12</td>
</tr>
<tr>
<td>Academics</td>
<td>13</td>
</tr>
</tbody>
</table>
Procedures for Entering Students

Registration
The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online catalog is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the petition for late change in registration filed with the Graduate School. A late registration fee may be applied.

Minimum Course Loads
The Registrar and the Graduate School establish course load requirements for graduate students. You are considered a “full-time” graduate student if you are registered for at least 9 credits during summer term or 12 credits per term during the academic year. You are considered a “part-time” graduate student if you are registered for less than these cutoffs. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's)

Student Identification Card
You must register for at least three credits before obtaining an ID card (feel free to ask an experienced graduate student for assistance). To obtain a student ID card, you must show evidence of official admission to OSU and proper identification (driver's license, passport, or military card) to the ID Center (Memorial Union, Room 103) M-F from 8:30 to 4:30. Graduate students may obtain their ID card one week before and throughout their first term of registration. For fall term, incoming graduate students may obtain their ID card anytime throughout the summer as well.

Your OSU ID Card provides access to the following services. Different fees may apply based on student, employee or other card status. http://fa.oregonstate.edu/business-affairs/idcenter

- Athletic Events
- Dixon Recreation Center
- Valley Library
- Campus Dining and Coffee Shops*
- Student Involvement (class notes)
- Corvallis Transit – ride free
- Craft Center (supplies, fees)
- Campus Convenience Stores
- * with OSU Card Cash debit account
All students will be charged a one-time mandatory fee of $20 for their first card. The charge will appear on your billing statement. A replacement card costs $25.

**Payment of Tuition and Fees**

Refer to the [fee payment section](#) on the Graduate School website. Fees not remitted through a graduate assistant appointment or fellowship are the responsibility of the student. Tuition is covered by the AEC program for appointments of .30 FTE or greater.

Your billing statement will be processed through your student account. Every student at Oregon State University has a student account, and must e-sign the "Revolving Charge Account Agreement" found in Student Online Services which outlines rights and responsibilities of the billing account. Unpaid balances (including fees) after the first of each month are subject to an interest charge of 12% APR. Basic billing information can be found on the Controller website.

**Payroll**

If appointed to a graduate assistantship, see the Administrative Manager in Applied Economics (Room 213) for completing hiring paperwork.

You will need a Social Security number and photo ID when you meet with the Administrative Manager. You will be asked to fill out forms regarding withholding a portion of your salary for tax purposes. Seek advice on taxes from fellow students, payroll personnel, tax booklets (available at the library) and [http://www.irs.gov/](http://www.irs.gov/).

**Insurance**

Graduate students on assistantships are required to have health insurance. All graduate assistants will be enrolled in the University’s health plan for “employee only” coverage. **IMPORTANT NOTE:** If you are on a FELLOWSHIP, you will need to re-enroll in health insurance in the spring at the end of your fellowship. The university **does not do this automatically** as they do with assistantships, and if you fail to do so, you could be subject to very high insurance fees during the summer after the fellowship ends.

Major medical insurance is available for purchase through OSU. The cost is considerably lower than individually purchased health plans. Insurance is available for purchase during the open enrollment period at the start of each term. Information packets and ordering materials are available by visiting the Student Health Service website at [http://studenthealth.oregonstate.edu](http://studenthealth.oregonstate.edu) or calling 541-737-7568.

**ONID Accounts**

Student ONID mailboxes are hosted at Google Apps.

Sign up for ONID (OSU Network Identifier). ONID accounts provide:

- E-mail addresses – your official University e-mail address (required in some classes)
- File storage (2 GB per user)
- Personal Web Pages
- UNIX Shell access
- Access to other services (OSU Online Services, wireless network (http://oregonstate.edu/helpdocs/network/wireless), ResNet, IS computer labs, Interlibrary Loan, Banner, Canvas.

ONID e-mails are more secure than personal e-mail addresses. ONID FAQ: http://oregonstate.edu/helpdocs/view/faq-ONID.

TO ACTIVATE YOUR ONID ACCOUNT, access this site from any computer (you will need your GAP number). Your GAP number is created at the time of initial registration. First time users use your six-digit birth date.

**Keys**
Building and room keys are issued through the main office. All keys must be turned in at the completion of your program. Lost keys must be promptly reported. Key requests are made through the Administrative Manager. The key shop is located at 560 SW 15th St (view on Campus Map). Hours are Monday-Friday 11:00 am to 3:00 pm. (541)737-3565. Key shop web site: http://facilities.oregonstate.edu/key-shop.

**General Information**

**Student Resources**

<table>
<thead>
<tr>
<th>Student Resources</th>
<th>Location</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>Heckart Lodge</td>
<td>737-4881</td>
<td><a href="http://oregonstate.edu/dept/grad_school/">http://oregonstate.edu/dept/grad_school/</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Kerr Admin</td>
<td>737-4331</td>
<td><a href="http://oregonstate.edu/registrar/">http://oregonstate.edu/registrar/</a></td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Kerr Admin 1st 1st floor</td>
<td>737-3031</td>
<td><a href="http://oregonstate.edu/la/businessaffairs/">http://oregonstate.edu/la/businessaffairs/</a></td>
</tr>
<tr>
<td>Media Services</td>
<td>466 LInC</td>
<td>737-2121</td>
<td><a href="https://is.oregonstate.edu/media-services">https://is.oregonstate.edu/media-services</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td>123 Waldo</td>
<td>737-2930</td>
<td><a href="http://cwl.oregonstate.edu/">http://cwl.oregonstate.edu/</a></td>
</tr>
<tr>
<td>Career Dev. Center</td>
<td>Basement Kerr</td>
<td>737-0529</td>
<td><a href="http://oregonstate.edu/career/">http://oregonstate.edu/career/</a></td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td>500 Snell Hall</td>
<td>737-2131</td>
<td><a href="http://oregonstate.edu/counsel/">http://oregonstate.edu/counsel/</a></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Plageman Bldg.</td>
<td>737-9355</td>
<td><a href="http://studenthealth.oregonstate.edu/">http://studenthealth.oregonstate.edu/</a></td>
</tr>
<tr>
<td>Parking Permits</td>
<td>100 Adams Hall</td>
<td>737-2583</td>
<td><a href="http://oregonstate.edu/dept/facilities/taps/node/44">http://oregonstate.edu/dept/facilities/taps/node/44</a></td>
</tr>
<tr>
<td>Saferide</td>
<td>25 Snell Hall, MU East</td>
<td>737-5000</td>
<td><a href="http://asosu.oregonstate.edu/saferide/">http://asosu.oregonstate.edu/saferide/</a></td>
</tr>
</tbody>
</table>
Photocopying
The photocopy machine is in Ballard Hall Room 206. No access code is required. However, students are urged to conserve paper and only copy what is necessary. There is no cost to students. The machine also can scan documents, which are then sent via email. For help using the copier, ask the Administrative Manager.

Purchasing and Travel
Contact the office staff if you need to make purchases for your major professor. There are specific guidelines for travel accommodations. Please follow directions on forms “Purchasing,” and “Travel Guide for Students”.

Graduate School
The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The OSU Catalog is the official source for information regarding OSU graduate education policy and procedures. It is the student’s responsibility to refer to the catalog for this information. The Graduate School supports students throughout the academic lifecycle, from admissions to degree completion. The Graduate Schools offers an array of professional development opportunities specific to the success of graduate students. Topics covered in these offerings include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

University Emergency Contacts
OSU is dedicated to providing a safe and secure learning and living environment for its community members. The Department of Public Safety provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for OSU Alerts to get timely messages delivered right to your phone or inbox regarding university closures and other emergencies.

Academic and Support Resources
OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School’s Student Resources web page. Note that some services are campus-specific. See also OSU Cascades Campus Life and Ecampus Student Services for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

Campus Safety – Emergency phone numbers, university alerts
Career Development Center – Resume/CV, networking, job search strategies
Childcare and Family Resources – University childcare centers, child care assistance
Counseling and Psychological Services (CAPS) – Individual and group counseling
Cultural Resource Centers – Cultural based community centers, social support
Disability Access Services (DAS) – Academic accommodations
Equal Opportunity and Access (EOA) – Employment accommodations, discrimination or bias response
Financing your education – Funding options and information, graduate awards
Graduate Student Success Center (GSSC) – Lounge, study space, printing, reservable meeting rooms
Graduate Writing Center – Writing workshops, groups, and 1:1 writing coaching
Health Insurance – Plans for graduate students and graduate employees
Human Services Resource Center (HSRC) – Food pantry, housing and food stamp assistance
Institutional Review Board (IRB) – Review for human subjects research
Office of International Services (OIS) – Visa and immigration advising
Ombuds Conflict Management Services – Informal, impartial conflict resolution advising
Recreational Sports – Dixon Recreation Center, intramural sports
Statistics Consulting Service – Graduate student research statistical advising
Student Health Services (SHS) – Clinic and pharmacy
Student Multimedia Services (SMS) – Poster printing, equipment and laptop loans
Transportation Alternatives – Bike, bus, SafeRide
Transportation and Parking Services (TAPS) – Parking permits, maps
Valley Library – Reference and research assistance, study spaces, research tools

Vehicle Use
To operate an OSU motor pool vehicle, you must have a valid driver's license and be on department business under the direction of your faculty advisor. No unauthorized person (spouse, family, or friend) may operate a state owned vehicle. The vehicle may not be used for personal use at any time. A driver authorization form must be completed prior to attaining a motor vehicle: Form. Complete the form and get the department head’s signature. Submit to Motor Pool via fax (541-737-7093) or take to 3400 W Campus Way. (Explanation of Driver Authorization.)

Student Conduct and Community Standards
Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior, which is outlined in the Student Conduct Code. The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.
Employment and Financial Support

Sources of Funds
Graduate assistants are paid by departmental funds or by faculty research grants. Duties of students supported by departmental funds will include a combination of research and teaching assistance to faculty. Duties of students supported by grant funds normally are in support of the grant’s objectives and deliverables and may also be part of the student’s dissertation research.

Graduate Assistants
Graduate assistants are employees of the University according to the terms of the contract between the University and the Coalition of Graduate Employees. Graduate assistants fulfill the following work hours per week as assigned by their graduate advisors:

- .49 FTE - 20 hours per week \( \text{or} \) 255 hours over 13 weeks
- .35 FTE - 14 hours per week \( \text{or} \) 182 hours over 13 weeks
- .30 FTE - 12 hours per week \( \text{or} \) 156 hours over 13 weeks
- .20 FTE - 8 hours per week \( \text{or} \) 104 hours over 13 weeks

All graduate assistants are required to:
- perform the full duties of service as determined by the department and supervisor or major advisor.
- enroll in a minimum of 12 credit hours each term of their appointment during the academic year (9 credits during the summer).
- make satisfactory progress toward an advanced degree.
- satisfy all registration requirements that are outlined in the OSU Online Catalog.
- enroll in University health insurance unless proof can be provided of other coverage.

Graduate assistants are notified of their work assignments 15 days prior to each term. The student’s supervisor evaluates performance each term. A copy of the evaluation form can be found on the AEC web site.

Time Limitation for Graduate Assistantships
Graduate assistantships are usually appointed annually for up to 5 years (Ph.D.), conditional on acceptable progress through the program and funding availability. For additional information on graduate appointments, please refer to the on-line Graduate School Policies or consult with the Graduate Program Director.

Departmental Fellowships and Scholarships
The Applied Economics Department offers the following (internal) fellowships and scholarships: D. Barton DeLoach Fellowship, D. Barton DeLoach Scholarship, Emery Castle Scholarships, Robert Johnson Fellowship, Susanne Szentandrasi Fellowship, and JD Rowell Fellowship. The Graduate Committee and individual faculty nominate students for these awards on a yearly basis. Students receiving fellowships are not employed as graduate assistants; students receiving scholarships may also be employed as graduate assistants.

**Research Travel Support**
Support for travel to present papers at conferences may be available from the AEC Department. Students may request up to $1,000 for one conference each calendar year. Requests should be directed to the Graduate Program Director and will be considered by the Graduate Committee.

**Hourly Employees**
Graduate students must get permission from their major professors before accepting hourly student work in the Department. Total gross earnings from any State of Oregon payroll source for students on graduate assistant appointments cannot exceed the equivalent of a 0.49 FTE appointment. Students not on a graduate appointment who are U.S. citizens or resident aliens can work as student workers for a maximum of 20 hours per week while classes are in session. Eligible student employees, not on a graduate appointment, may work full time (40 hours per week) or more during term breaks and must be paid overtime (1.5 x hourly rate) for all hours over 40 in one week. International students cannot work more than 40 hours per week during term breaks.

**Enrollment**
Students on a graduate assistantship must register for a minimum of 12 credits for fall, winter and spring terms. If the graduate assistant is paid by a grant and extends through summer, **enrollment must be for at least nine credits.**

**Continuous Enrollment Policy**
All graduate students enrolled in a degree program must register continuously for a minimum of three graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of the student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of three credits during the summer session. Students defending in the summer term are required to register for a minimum of three graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

**Graduate assistantship eligibility requires enrollment levels that supersede those**
contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student’s responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

Leave of Absence
Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu.

Unauthorized Break in Registration
Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

Grievance Procedures
All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students available at http://gradschool.oregonstate.edu/progress/grievance-procedures. Graduate assistants, whose terms and conditions of employment are prescribed by the collective bargaining agreement between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document.

Office of Equal Opportunity and Access
The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
• Submission to or reject of such conduct by an individual is used as the basis for employment of education–related decisions affecting such an individual; or
• Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual’s status.

*Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

**Student Records**
Both federal and state laws permit Oregon State University staff to release directory information (e.g., name, address, degree program, birth date) to the public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar’s Office. It will not prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

**Departmental Committees**
The Department committees and organization list is updated each fiscal year. A copy of the current list may be obtained from the Administrative Manager.

**Graduate Program Committee**
The Department Graduate Program Committee formulates the basic policy, procedures, and requirements for all graduate work in the Department within the general authority granted by the Department and the Graduate School. The committee establishes the specific rules and regulations for graduate work, recruits new graduate students, handles student petitions, and handles and approves other work related to graduate study such as graduate teaching assignments. The Graduate Program Committee consists of faculty listed at the beginning of this document.
Academics

Learning Goals for Oregon State University Graduates

1. **Competency and Knowledge in Multiple Fields** – As an OSU graduate, you will show a depth of knowledge in one or more majors as it relates to its history, problems, strategic thinking processes and ways of knowing, and vocabulary. You will show a breadth of knowledge across the disciplines, which include the humanities and arts, science, social science and mathematics, from both technical and critical orientations.

2. **Critical Thinking** – As an OSU graduate, you will evaluate and synthesize information from multiple sources and perspectives to make informed decisions and solve problems; you will exhibit intellectual curiosity, including the disposition and ability to engage in evidence-based reason and critical thinking.

3. **Pluralism and Cultural Legacies** – As an OSU graduate, you will acquire knowledge and appreciation of the diversity of human cultural, historical and social experiences, and be able to reflect on how your individual life experience relates to the complex nature of human conditions in other places and times.

4. **Collaboration** – As an OSU graduate, you will develop the ability to be a positive contributor to situations requiring shared responsibility toward achieving a common goal.

5. **Social Responsibility and Sustainability** – As an OSU graduate, you will develop the capacity to construct an engaged, contributing life, and to engage in actions that reflect an understanding of the values of service, citizenship, social responsibility and demonstrate global competence by understanding the interdependent nature of local and global communities.

6. **Communication** – As an OSU graduate, you will be able to present and evaluate information, as well as to devise and exchange ideas clearly and effectively so that you can communicate with diverse audiences in a variety of situations.

7. **Self-Awareness and Life-Long Learning** – As an OSU graduate, you will develop awareness of and appreciation for your personal strengths, values, and challenges, and you will cultivate the ability to use that knowledge to guide your future learning and development (approved by Faculty Senate: 6/10/2010).

**Academic Dishonesty**
Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone’s grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).

TAMPERING — altering or interfering with evaluation instruments or documents

PLAGIARISM — representing the words or ideas of another person or presenting someone else’s words, ideas, artistry or data as one’s own, or using one’s own previously submitted work. Plagiarism includes but is not limited to copying another person’s work (including unpublished material) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project and then submitting it as one’s own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University’s Academic Dishonesty Report Form, and will be referred to SCCS for action under these rules.

**Ethics Requirement**

The Graduate School has implemented ethics requirements that are to be carried out by the end of the first year for M.S. and Ph.D. degrees at the department level. The purpose is to train graduate students to conduct scholarly or professional activities in an ethical manner. Proof of the training must be shown on the program of study for both M.S. and Ph.D. levels.

Responsible conduct of research includes nine areas where ethical issues arise: mentoring, data management, research misconduct, human participants, animal subjects, authorship and allocation of credit, intellectual property, conflicts of interest, collaborative science.

Your current options for fulfilling the ethics requirement are:
1. Enroll in GRAD 520 Responsible Conduct of Research (two credits, capacity 25-35, taught fall, winter, spring each year). E-campus version is available. OR
2. Complete other training in research ethics, e.g., the Collaborative Institutional Training Initiative, and petition the Graduate School for a Change in Program [https://gradschool.oregonstate.edu/forms#change](https://gradschool.oregonstate.edu/forms#change).
Applied Economics M.S./M.A. Degree Curriculum

Overview
The Applied Economics Master’s Degree provides the training necessary for success in analytical, policy, or management positions or as preparation for further graduate education. The focus is on applied economics, policy, and quantitative analysis of natural resources and the environment, sustainable development, markets, and related areas. Coursework centers on microeconomics and science-based policy analysis, drawing on courses both within the program and from other University departments and colleges. The latter include the Colleges of Forestry, Agricultural Sciences, Liberal Arts, and Earth, Ocean, and Atmospheric Sciences, and the School of Public Health.

Our students develop strong economic skills and analytical methods – such as econometric and spatial analytic tools – essential for applying that understanding to real-world concerns and issues.

The Master’s degree in Applied Economics has the following Graduate Learning Outcomes:

1. Produce and defend an original significant contribution to knowledge.
2. Demonstrate mastery of subject material.
3. Conduct scholarly or professional activities in an ethical manner.
4. Demonstrate ability to apply economic theory and quantitative methods to contemporary economic problems.
5. Demonstrate ability to communicate concepts and results effectively in written and oral form.

These learning outcomes are also available here: https://appliedecon.oregonstate.edu/appliedecon/graduate-learning-outcomes

Two options are offered for meeting the supervised research portion of the program, a Research Paper or a Thesis. Together with the associated coursework, the former usually requires 15 months of study, while the latter requires approximately 21-24 months.

Students must satisfy the program requirements of the Graduate School (see https://gradschool.oregonstate.edu/progress ). In addition, the AEC program consists of the following program-specific components and requirements:

1. Core courses in microeconomic theory and quantitative methods
2. Program of Study and committee meeting (completed before 18 credits are completed, and at least 15 weeks before the final oral exam)
3. Restricted elective courses
4. Unrestricted elective courses
5. Supervised research
6. A minimum of 45 credits are needed to complete the M.A. and M.S. programs, see the Program of Study for details, and the examples below.

Possible areas of concentration include (but are not limited to):

- Resource and Environmental Economics
• Development Economics
• Marine Resource Economics and Policy
• Rural Development Economics
• Agricultural Economics and Business Management
• Applied Economic Policy Analysis
• Forest Resource Economics
• Bioenergy and Climate Change Economics

The student’s concentration is formed from the restricted and unrestricted electives and from the student’s chosen supervised research area, selected in consultation with the student’s advisory committee.

The Graduate Program Director acts as the temporary advisor for students beginning Master’s studies. The Director will provide guidance on first year courses suitable to the program requirements and to the student’s background and interests. Students are strongly encouraged to find a permanent advisor/major professor by spring quarter of their first year. Following is an outline of the degree requirements.

1. Core Courses (13 credits)
The following courses constitute a core and must be taken by all graduate students. The Graduate Committee will consider equivalent courses taken at Oregon State University or elsewhere as possible alternatives on a case-by-case basis. The credit hours required in the major and the minor fields are stated in the on-line Catalog.

   AEC 512  Microeconomic Theory I (fall, 1st five weeks) (4)
   AEC 513  Microeconomic Theory II (fall, 2nd five weeks) (4)
   AEC 525  Applied Econometrics (fall) (4)
   GRAD 520  Responsible Conduct of Research (fall, winter, or spring) (2)

2. Program of Study
Students are required to prepare a Program of Study (using the paper form available from the Graduate School, or the online form, at https://gradschool.oregonstate.edu/forms#program) before the completion of 18 credits (typically, in their second term of study). Students should meet with their advisory committee and have it approved and submit it to the Graduate School at least 15 weeks before their final oral exam.

3. Restricted Electives (minimum 8 credits)
At least two of the student’s electives must be chosen from the courses below.

   AEC 550  Environmental and Natural Resource Economics (4)
   AEC 551  Applications of Environmental and Natural Resource Economics (4)
   AEC 543  International Trade (4)

4. Unrestricted Electives
The student’s remaining electives will be drawn from other courses, including those available in the Applied Economics Program, in departments closely associated with the program, and elsewhere on campus.

Like the restricted electives, unrestricted electives will be chosen in consultation with the student’s advisory committee to best support the student’s concentration area. Consistent with Graduate School requirements, 400/500 level courses may be used as unrestricted electives. The minimum total number of elective credits required for graduation depends on the Supervised Research option chosen (see next page).

Examples of Unrestricted Electives may include (but are not limited to):

**Agricultural Business:**
- AEC 444/544 Commodity Futures and Options Markets (4)
- AEC 465/565 Agricultural Financial Reporting and Analysis (3)

**Resources and Development:**
- AEC 432/532 Environmental Law (4)
- ECON 440/540 Economics of Globalization (4)
- ECON 455/555 Economic Development (4)
- ECON 466/566 Economics of Traditional and Renewable Energy (4)
- ECON 460/560 Industrial Organization Theory and Policy (4)
- ECON 461/561 Law, Economics, and Regulation (4)
- ECON 420/520 Game Theory (4)
- ECON 539 Public Policy Analysis (4)
- FOR 531 Economics & Policy of Wildland Fire (3)
- FOR 534 Economics of Forest Resource (3)
- FOR 550 Sustainable Forest Management (3)
- FES 538 Valuation of Non-market Resources (3)

**Graduate-level classes from other supporting disciplines, for example:**
- MRM 535 Rights-Based Fisheries Management (3)
- ST 515 Design and Analysis of Planned Experiments (3)
- ST 521 Introduction to Mathematical Statistics (3)
- ST 531 Sampling Methods (3)
- ST 537 Data Visualization (3)
- ST 538 Modern statistical methods for large and complex datasets (3)
- ST 541 Probability, Computing, and Simulation in Statistics (3)
- ST 543 Applied Stochastic Models (3)
- ST 557 Applied Multivariate Analysis (3)
- ST 567 Spatial Stats (3)
- CS 534 Machine Learning (3)
- GEOG 560-561 Geographic Information Systems and Science (4)
- GEOG 571 Web Mapping (3)
- BEE 529 Biosystems modelling techniques (3)
- MTH 527 Introduction to mathematical biology (3)
5. **Supervised Research**
Master’s students may satisfy the supervised research requirement by completing either a Research Paper or a Thesis. A Master’s Research Paper, completed under the supervision of the student’s advisory committee, normally requires about three months of full-time-equivalent work. In comparison, a Master’s Thesis normally requires about nine months of full-time-equivalent work. Both require an oral defense presentation before the student’s advisory committee at the end of the student’s program. The Research-Paper involves more elective credit hours than the Thesis approach. Course and research-credit minimum requirements for the two options are:

<table>
<thead>
<tr>
<th>Research Paper</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>13</td>
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<tr>
<td>Elective courses (restricted + unrestricted)</td>
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<tr>
<td>Master’s research paper</td>
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<tr>
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<td><strong>45</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Thesis</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>13</td>
</tr>
<tr>
<td>Elective courses (restricted + unrestricted)</td>
<td>20</td>
</tr>
<tr>
<td>Master’s thesis</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

**Sample Program Schedule**

**Research Paper (Complete in approximately 15 months)**

**minimum 45 credits**

<table>
<thead>
<tr>
<th>Before start of program</th>
<th>Math Boot camp (offered in September)</th>
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<tbody>
<tr>
<td></td>
<td>Fall</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
</tr>
<tr>
<td>AEC 512 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>AEC 513 (4 credits)</td>
<td></td>
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<tr>
<td>AEC 525 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>GRAD 520 (2 credits)</td>
<td><strong>File Program of Study</strong></td>
</tr>
<tr>
<td></td>
<td>File AEC MS Research Paper Title and Abstract approval</td>
</tr>
<tr>
<td>Year 2</td>
<td>Research (minimum 6 credits)</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>

### Sample Program Schedule

**Thesis (Complete in approximately 21 months)**

**Minimum 45 credits**

<table>
<thead>
<tr>
<th>Before start of program</th>
<th>Math Boot camp (offered in September)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
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<tr>
<td></td>
<td>AEC 512 (4 credits)</td>
</tr>
<tr>
<td>Year 1</td>
<td>AEC 513 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>AEC 525 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>GRAD 520 (2 credits)</td>
</tr>
<tr>
<td>Year 2</td>
<td>Thesis (12 credits)</td>
</tr>
</tbody>
</table>

### Major Professor

Your major professor is the faculty member that guides and supervises research and provides advice on choice of concentration, corresponding coursework, and timely completion of program requirements. To find a major professor, you are encouraged to learn about faculty and their ongoing research interests, meet individual faculty to discuss your research interests and their availability to take on advisees, and identify someone who has the necessary expertise to guide your research project and is available to serve as your major professor.
Research Paper (Non-Thesis) and Thesis Committees

A Research Paper or Thesis committee serves as the final examining committee. The committee is chosen by the student with guidance from the student’s Major Professor. A Research Paper committee consists of the Major Professor and at least two other members from the AEC University Graduate faculty, and does not contain a Graduate Council Representative. A Thesis committee consists of at least four members of the University Graduate faculty: the Major Professor, two additional faculty members from the AEC Graduate Faculty (or one from AEC and one from the minor field if applicable), and a Graduate Council Representative (GCR) appointed by the Graduate School. Your GCR is a faculty member from outside AEC and will ensure that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee’s roundtable discussion following your final oral exam, and is a voting member of your graduate committee. Many students select a GCR who can add disciplinary expertise to the committee. The Graduate School will provide an online list of potential Graduate Council Representatives. (More details here.) If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g., final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If you wish to include a faculty member on your committee who is not a member of the Graduate Faculty, you will need to consult with the Graduate Program Director to nominate the proposed person to the Graduate Committee. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

Final Oral Examination

An oral research paper or thesis exam (public presentation and oral examination by the Thesis Committee) should be scheduled for two hours and is required for an M.S. degree in Applied Economics. Students are required to schedule the final examination through the Graduate School at least two weeks in advance. http://oregonstate.edu/dept/grad_school/phpforms/event.php. Copies of the research paper or thesis should be submitted to committee members at least two weeks prior to the exam. The committee will examine the student, deliberate, and vote in private after the oral examination has concluded. If more than one negative vote is recorded, the candidate will have failed the examination. Reexamination will take place in consultation with the committee.

Limitations
According to Graduate School regulations, all work toward a Master’s Degree, including transferred credits, coursework, oral research paper or thesis, and all examinations, must be completed within seven years.

**M.A. Degree**
For the Master of Arts degree, the student must show foreign language proficiency (including American Sign Language) equivalent to that attained at the end of a second-year university course in that language with a grade of “C” (2.00) or better. English is not considered a foreign language for purposes of this requirement. A student must be enrolled to complete their foreign language requirement before they take the final oral examination for the degree.

**Concurrent M.S. Degree for Ph.D. Students**
AEC Ph.D. students may obtain a M.S. degree by following these steps:

1. In the first year prior to the PhD written preliminary exam, file a request for a concurrent Master’s of Science degree to be added to their records by completing the form below:

   [http://oregonstate.edu/dept/grad_school/phpforms/change_degree.php](http://oregonstate.edu/dept/grad_school/phpforms/change_degree.php)

2. Enroll in the 2\textsuperscript{nd} year paper courses (AEC 606) and prepare a 2\textsuperscript{nd} year paper for a total of 7 credits (1 in fall, 3 in winter, 3 in spring). This paper will also serve as the Research Paper for the MS degree. Inform the instructors of AEC 606 that you intend to use your 2\textsuperscript{nd} year paper as your MS Research Paper. When you identify an advisor for the AEC 606 paper, indicate that you are a concurrent MS student and request that the advisor also serve as your MS chairperson.

3. After identifying your AEC 606 advisor (who is also your MS committee chair), complete the MS program-of-study form no later than the fall term of your 2\textsuperscript{nd} year and indicate the non-thesis option. You will be doing the “Research Paper” option for the AEC MS degree described in the AEC Graduate Handbook. Use the courses you take in the 1\textsuperscript{st} and 2\textsuperscript{nd} year to fill out the core and electives. Use AEC 606 credits taken in your second year for the 6 research credits required. Your committee can be chaired by the faculty advisor for the AEC 606 paper plus two others (who could be AEC 606 instructors or other AEC faculty).

4. Schedule your final oral exam for the Master’s degree in the spring at least 2 weeks before the exam, using the form at the link below. The exam will be based on your Research Paper and course work.

   [http://oregonstate.edu/dept/grad_school/phpforms/event.php](http://oregonstate.edu/dept/grad_school/phpforms/event.php)

The AEC 606 instructors may base the AEC 606 grade on the paper without another presentation, or may elect to have another presentation.
Flow Chart for Master's Degree Completion

Admission

Discuss your goals and expectations with your department’s graduate student adviser.

Take courses. Determine eligibility of transfer credits, if any.
**Continuous enrollment required

Before completing 18 credits of coursework:
Develop a Program of Study with your program.
*This is your plan for completing your degree. Your adviser, department chair or departmental graduate coordinator will help you.

Take courses and work on research, thesis, project or portfolio.

At least 15 weeks before your final oral examination:
(1) Submit your signed Program of Study to the Graduate School and
(2) Select a Graduate Council Representative (if required) for the final exam.

At least 2 weeks before your final oral examination:
(1) Use online form to schedule your final oral examination,
(2) submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term),
If your master's degree requires a thesis:
(3) Distribute a defendable copy of your thesis to your committee, and
(4) Bring in or email pre-text pages of your thesis to the Graduate School.

Final Examination

Pass Final Examination

No

Yes

If your master's degree requires a thesis, upload final thesis to ScholarsArchive and relevant paperwork to the Graduate School within 6 weeks of your defense date.
You must be registered for 3 graduate credits when you submit your thesis to the Graduate School.

Graduation

NOTE: A dashed line connected to a university requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

NOTE: Check the Graduate Catalog for full details on deadlines.
**Applied Economics Ph.D. Degree Curriculum**

**Overview**

The Applied Economics Ph.D. program provides training valuable for success in academic, analytical, and policy positions. Students focus on quantitative economic analysis of problems and policies in areas primarily related to natural resources and the environment, trade, development, energy, marine and coastal resources, and health care.

The program emphasizes rigorous immersion in economic theory, econometrics and other quantitative methods, and in their uses and applications in the student’s concentration areas. The curriculum draws on core courses offered within the Applied Economics graduate program – and on concentration and elective courses from the Applied Economics Department, the Colleges of Forestry, Agricultural Sciences, Liberal Arts, and Earth, Ocean, and Atmospheric Sciences, and the School of Public Health. The Applied Economics Ph.D. program prepares students for careers in academia, consulting, government, and the private sector (financial services and other industries).

The Doctoral degree in Applied Economics has the following Graduate Learning Outcomes:

1. Produce and defend an original significant contribution to knowledge.
2. Demonstrate mastery of subject material.
3. Conduct scholarly or professional activities in an ethical manner.
4. Demonstrate ability to apply economic theory and quantitative methods to contemporary economic problems.
5. Demonstrate ability to communicate concepts and results effectively in written and oral form.

These learning outcomes are also available here: https://appliedecon.oregonstate.edu/appliedecon/graduate-learning-outcomes

The Graduate Program Director acts as the temporary advisor for students beginning Ph.D. studies. Students are strongly encouraged to find a permanent advisor/major professor by winter quarter of their second year, typically the advisor for the 2nd year paper (AEC 606). The Director will provide guidance on the first year courses that will be suitable to the program requirements and to the student’s background and interests. Additionally, the Director will ask Ph.D. students to prepare a draft program of study during spring quarter of their first year in anticipation of the requirement that it be completed by Winter term of their 2nd year.

**Program Components and Requirements**

Students must satisfy the Ph.D. program requirements of the Graduate School (see https://gradschool.oregonstate.edu/progress ). In addition, the AEC program consists of the following program-specific components and requirements:

7. Core courses in microeconomic theory and quantitative methods
8. Written preliminary exam on microeconomic theory and econometrics at the end of the first year
9. Program of Study and committee meeting (completed in Winter term of the second year)
10. Second-year research paper (AEC 606)
11. Courses in two fields (a minimum-three-course requirement in each)
12. Elective courses
13. Oral preliminary examination on the dissertation proposal
15. A minimum of 108 credits (500 or 600 level) are needed to complete the Ph.D. program, of which at least 36 must be Ph.D. dissertation credits. The total of core, concentration, dissertation and elective credits must satisfy the 108-credit minimum requirement.

For specific deadlines and additional information, see the section below on Ph.D. Satisfactory Progress.

1. **Core Courses (34 credits)**
   - AEC 512 Microeconomic Theory I (fall, 1st five weeks) (4)
   - AEC 513 Microeconomic Theory II (fall, 2nd five weeks) (4)
   - AEC 525 Applied Econometrics (fall) (4)
   - AEC 611 Advanced Microeconomic Theory I (winter) (4)
   - AEC 612 Advanced Microeconomic Theory II (spring) (4)
   - AEC 625 Advanced Econometrics I (winter) (4)
   - AEC 626 Advanced Econometrics II (spring) (4)
   - AEC 627 Computational Economics (winter) (4)
   - GRAD 520 Responsible Conduct of Research (fall, winter, or spring) (2)
   - SJEI 1 Social Justice Initiative Training, Tier One, Session 1 (4 hour workshop, no credit)

2. **Written Preliminary Exam**
   The written preliminary exam focuses on the microeconomic theory courses taken during the first year, together with applications of the theory covered in the first-year econometrics courses. Students who do not pass the exam at the end of the first year may re-take the exam once, when it is offered at the end of their second year. Students who do not pass the exam may not continue in the program beyond the second year.

3. **Second Year Research Paper**
   All Ph.D. students must complete a research project during their second year in the program that produces a research paper and oral presentation in the spring quarter. Each student will register for AEC 606 (Special Projects) for each quarter of the second year – 1 credit in the fall and 3 credits in the winter and spring terms. The purpose of this project is for Ph.D. students to learn how to develop, implement, write and present original research, and to begin to identify potential advisors and topics for a dissertation. Each student should identify an AEC graduate faculty member to advise the development of the paper. The research paper is the responsibility of the student, although a collaborative effort with the faculty advisor is acceptable. The faculty advisor is the principal source of feedback on
the paper and students must identify a faculty advisor during the fall quarter of their second year. This faculty member may, but does not have to, eventually become the student’s permanent dissertation advisor. Similarly, the chosen topic may, but does not have to, develop into (part of) the student’s dissertation topic. The organization of AEC 606 is meant to provide each student with guidance and a set of deadlines to help facilitate completion of the project. There are multiple hard deadlines that will be enforced.

4. Program of Study
Students are required to prepare a Program of Study (using the paper form available from the Graduate School, or the online form, at https://gradschool.oregonstate.edu/forms#program) and have it approved by their prospective thesis committee before the end of their fifth term (winter term of their second year). Students are required to meet with their committee to discuss their program and dissertation plans at the time it is approved.

5. Field Courses (minimum 18 credits)
Students are required to complete two fields. Each must include at least three courses, two of which must be at the 600 (Ph.D.) level. AEC field courses are offered in alternate years. Established fields in the Applied Economics Program are Resource and Environmental Economics and Development Economics. Students may also create one field in consultation with their advisory committee. The following courses make up the established fields:

Resource and Environmental Economics (minimum 9 credits)
AEC 550 Environmental and Natural Resource Economics (4)
AEC 551 Applications of Environmental and Natural Resource Economics (4)
AEC 651 Advanced Natural Resource Economics (3)
AEC 652 Advanced Environmental Economics (3)
AEC 653 Empirical Environmental and Resource Economics (3)

Development Economics (minimum 10 credits)
AEC 543 International Trade (4)
AEC 640 Sustainable Development (3)
AEC 643 Advanced Topics in Development Economics (3)

Students have also developed fields around Health Economics, Data Science, and Forestry Policy. Examples of courses that might be in these fields could include:

Forestry policy:
FOR 531 Economics & Policy of Wildland Fire (3)
FOR 534 Economics of Forest Resource (3)
FE 640 Combinatorial Optimization (3)
MTH 528 Stochastic elements in mathematical biology (3)

Health Economics:
H 638 Public & Private Health Insurance (3)
<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H 659</td>
<td>Health Policy Research Methods II</td>
<td>(3)</td>
</tr>
<tr>
<td>H 632</td>
<td>Applied Health Economics</td>
<td>(3)</td>
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</table>

### Data Science:

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ST 537</td>
<td>Data Visualization</td>
<td>(3)</td>
</tr>
<tr>
<td>ST 538</td>
<td>Modern statistical methods for large and complex datasets</td>
<td>(3)</td>
</tr>
<tr>
<td>ST 541</td>
<td>Probability, Computing, and Simulation in Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>ST 543</td>
<td>Applied Stochastic Models</td>
<td>(3)</td>
</tr>
<tr>
<td>ST 557</td>
<td>Applied Multivariate Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>CS 534</td>
<td>Machine Learning</td>
<td>(3)</td>
</tr>
<tr>
<td>FE 640</td>
<td>Combinatorial Optimization</td>
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</table>

### Other complementary courses:

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 515</td>
<td>Design and Analysis of Planned Experiments</td>
<td>(3)</td>
</tr>
<tr>
<td>ST 531</td>
<td>Sampling Methods</td>
<td>(3)</td>
</tr>
<tr>
<td>ST 567</td>
<td>Spatial Stats</td>
<td>(3)</td>
</tr>
<tr>
<td>CS 534</td>
<td>Machine Learning</td>
<td>(3)</td>
</tr>
<tr>
<td>GEO 560-561</td>
<td>Geographic Information Systems and Science</td>
<td></td>
</tr>
<tr>
<td>BEE 529</td>
<td>Biosystems modelling techniques</td>
<td>(3)</td>
</tr>
<tr>
<td>BEE 549</td>
<td>Regional hydrologic modeling</td>
<td>(3)</td>
</tr>
<tr>
<td>MTH 527</td>
<td>Introduction to mathematical biology</td>
<td>(3)</td>
</tr>
<tr>
<td>MTH 528</td>
<td>Stochastic elements in mathematical biology</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### 6. Elective Courses

Elective courses may include other graduate courses in AEC or related fields as approved by the student’s committee in the Program of Study.

### 7. Oral Preliminary Exam and Dissertation Proposal

After the student has identified a major professor, assembled a committee, and filed a program of study, he/she must pass the comprehensive oral qualifying examination (no later than spring of the third year). The purpose of the oral preliminary examination is to determine if the student has the preparation and the maturity of thought to advance to candidacy for the Ph.D. degree. The oral preliminary examination is scheduled for two hours and is conducted by the student’s committee. The oral exam has two components: a) the student’s proposed dissertation research; and b) the student’s core and field course work up to the time of the exam. No more than one-half of the time should be devoted to the proposal. The oral examination will be scheduled near the completion of the student’s course work. A student must contact members of their committee to schedule the time and place, and report this action to the Graduate School at least one week before the examination. *It is the student’s responsibility to schedule the oral prelim exam through the graduate school.*

### Major Professor

Your major professor is the chair of your dissertation committee and the faculty member that guides and supervises your research and provides advice on choice of concentration,
corresponding coursework, and timely completion of program requirements. To find a major professor, you are encouraged to learn about the faculty and their research by reviewing their web pages and publications, by attending their courses and seminars, and by meeting with them to discuss their research and your research ideas and interests.

**Ph.D. Dissertation Committee**

The student and major professor formulate the Ph.D. study program to be submitted to the student’s committee for approval. The committee consists of five members including the Major Professor (Committee Chair), at least one other faculty member from Applied Economics, and two faculty members from Applied Economics or the minor or supporting fields. If no minor is declared, the committee members can be filled with graduate faculty members from any department. A representative of the Graduate Council (GCR) is appointed by the Dean of the Graduate School as an additional committee member. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee’s discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a voting member of your graduate committee. Many students select a GCR who can also add disciplinary expertise. Select your GCR using the online GCR list generation tool (http://gradschool.oregonstate.edu/forms#gcr) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

All committee members or approved substitutes must be present for all formal meetings with the student (e.g., final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If you wish to include a faculty member on your committee who is not a member of the Graduate Faculty, you will need to consult with the Graduate Program Director to nominate the proposed person to the Graduate Committee. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

If the committee records more than one negative vote, the candidate will have failed the examination. The examination may be retaken at a time approved by the committee. No more than two re-examinations are permitted by the Graduate School. When the student passes this exam, he or she advances to Ph.D. candidacy.

**Ph.D. Dissertation**
The Ph.D. dissertation must embody the results of research and give evidence of originality and ability in independent investigation. The thesis must be an original contribution to knowledge based on the candidate’s own investigation. Corrections and revisions suggested by the committee members at the time of the examination will be made in the final draft. The Graduate Council Representative will not sign the examination card for acceptance of the thesis until an acceptable final copy is presented.

8. Final Oral Examination
After completion of all work required by the University and the AEC program, the student must pass a final doctoral examination which includes a public presentation and an oral examination by the committee. The student must be registered during the quarter of the final examination. The final oral examination should be scheduled for two hours. The presentation portion of the final oral exam is open to all interested persons. Following the presentation, the examining committee alone will continue with an oral examination of the candidate’s knowledge of the field and the evaluation of the candidate’s performance. Refer to the current on-line Graduate Catalog for further details.

At least 2 weeks before your Final Oral Examination of the dissertation:
- Submit a diploma application (to participate in Commencement graduate students MUST defend by week 8 and have their final copy of their thesis submitted to the Grad School by week 10. The Graduate School must know the work is complete before diplomas are printed and degree certified.)
- Schedule your Exam by submitting the online Exam Scheduling Form to the Grad School.
- Submit pre-text pages to the Graduate School.
- Give dissertation to all committee members.

Limitations
According to Graduate School regulations, all work toward a Ph.D. Degree, including transferred credits, coursework, dissertation, and all examinations, must be completed within nine years.

<table>
<thead>
<tr>
<th>Summary of Required Ph.D. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
</tr>
<tr>
<td>Two Concentrations</td>
</tr>
<tr>
<td>Research Dissertation</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

Sample Ph.D. Program Schedule (Complete in ~4 years) minimum 108 credits
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AEC 512 (4 credits)</td>
<td>AEC 611 (4 credits)</td>
<td>AEC 612 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>AEC 513 (4 credits)</td>
<td>AEC 625 (4 credits)</td>
<td>AEC 626 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>AEC 525 (4 credits)</td>
<td>AEC 550 (4 credits)</td>
<td>AEC 551 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>GRAD 520 (2 credits)</td>
<td></td>
<td><strong>Written Preliminary</strong></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>AEC 627 (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research/Fields/Electives</td>
<td>Research/Fields/Electives</td>
<td>Research/Fields/Electives</td>
</tr>
<tr>
<td></td>
<td><strong>Second Year Paper</strong></td>
<td><strong>File Program of Study</strong></td>
<td><strong>Second Year Paper</strong></td>
</tr>
<tr>
<td>3</td>
<td>Research/Fields/Electives and Dissertation</td>
<td>Oral Qualifying Exam – By Fall Term of the 3rd year</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dissertation (minimum of 36 dissertation credits to graduate)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Flow Chart For Ph.D. Completion

**Admission**
Discuss your goals and expectations with your department’s graduate student adviser. Draft a schedule of coursework for your degree.

**Registration**
To determine eligibility of transfer credits, if any, complete the transfer credit request form.
Take courses. Start research.

Before completing 5 terms:
1. Select program committee members, which must include a Graduate Council Representative,
2. Meet* with your program committee to create a Program of Study.

*Take to the meeting: your Doctoral Program Checklist, all transcripts, list of eligible transfer credits, your program curriculum and initial draft of Program of Study. Submit the final, signed form to the Graduate School.

At least 6 weeks before your preliminary oral exam, when most coursework has been completed, schedule your preliminary oral exam with your committee. At least 2 weeks before the exam, submit the online Exam Scheduling Form.

**Preliminary Oral Examination**
Pass Preliminary Oral Examination → No

At least 2 weeks before your final oral examination:
1. Use online form to schedule your final oral examination,
2. Distribute a defendable copy of your thesis to your committee,
3. Submit pre-text pages of your thesis to the Graduate School and
4. Submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term).

**Final Examination**
Pass Final Examination → No

Upload final dissertation to ScholarsArchive and relevant paperwork to the Graduate School within 6 weeks of your defense date and no later than the start of the next term. You must be registered for 3 graduate credits when you submit your dissertation to ScholarsArchive.

**Graduation**

**Academic Unit Graduate Degree Requirements**
Review the graduate degree requirements of your academic unit (college, school, department or program) with your adviser, the program director/chair or the graduate program director.

**NOTE:** A dashed line connected to a university requirement indicates your department or program may have additional requirements. Check with your academic unit for specific rules and requirements.

**NOTE:** Check the Graduate Catalog for full details on deadlines.

**Revision:** 4/20/19
**Dissertation Submission Deadline**

The final, corrected, and signed copy of your thesis or dissertation must be submitted to the Graduate School within six weeks after your final oral examination or before the first day of the following term, whichever comes first. **Note: Continuous Enrollment Policy Applies.** You must be registered for a minimum of three graduate credits until all degree requirements are completed. **To avoid registering for the term following your defense, submit the final corrected and signed thesis or dissertation to the Graduate School before the first day of the term following the term in which you defend.** For details on this policy, see "Continuous Enrollment, I. Minimum Registration" in the Graduate catalog. **Information on the prescribed style of your thesis or dissertation may be found on the Graduate School website under Graduate Students Success Guide, “Thesis Guide.”**

**Timelines for Defending Late in a Term**

1. Students can defend as late in the term as the Friday before classes start the following term. Between summer and fall, students can defend up to the Friday before fall term classes begin (with a summer registration).
2. You have only 10 days to submit your thesis copies to the Grad School (if you are not continuing from MS to Ph.D.).
3. You will have an official graduation date in the following term.

**Satisfactory Progress in the Graduate Program**

The criteria defining satisfactory progress for MA, MS and PhD students are described below. The Graduate Committee reviews each student’s progress in the graduate program on an ongoing basis. This review is based on the student’s course work, grades, and timely completion of key steps to ensure progress towards a degree. The Graduate Program Director will inform the student, the student’s major professor, and the Department Head if criteria for satisfactory progress are not met.

As part of the satisfactory progress evaluation process, the student’s major professor will complete the Annual Student Review Form, discuss it with the student, and submit it to the Graduate Program Director by May 31 of each year. For students who do not have a major professor yet, the Graduate Program Director will complete this form.

**Master’s Degree Satisfactory Progress**

The following timeline is designed to enable students to complete all requirements for a Master’s degree within 15 months (Research Paper option) or two years (Thesis option) of graduate work in the department.

Satisfactory progress toward a Master’s degree involves:

- Filing the Program of Study before the completion of 18 credits, and at least 15 weeks before the final oral exam.
- Completing and defending the Research Paper by the end of fall quarter of Year 2, or the M.S. thesis by the end of spring quarter of Year 2.
Ph.D. Satisfactory Progress

See Graduate School web pages https://gradschool.oregonstate.edu/progress for important information, including https://gradschool.oregonstate.edu/progress/deadlines for information about key deadlines. It is the student’s responsibility to complete and file appropriate forms and meet Graduate School deadlines.

Satisfactory progress in the AEC Ph.D. program involves the following:

- Taking and passing the Preliminary Written Exam. All students must take the Preliminary Written Exam at the end of year 1. If a student fails the exam at the end of Year 1, but satisfies all other requirements for satisfactory progress in year 2, the student will be considered to be making satisfactory progress until the exam is retaken at the end of year 2. The Preliminary Written Exam may only be retaken one time.
- Meeting with your advisory committee to approve your Program of Study, and filing the Program of Study form with the Graduate School by the end of winter quarter of Year 2.
- Completing the Second Year Paper requirement by the end of Year 2.
- Passing the Preliminary Oral Examination, including preparation and presentation of a dissertation proposal, by the end of spring quarter of Year 3. The Graduate School recommends that students schedule the Preliminary Oral Exam at least 6 weeks in advance. Students must provide their proposal to the committee at least 2 weeks in advance of the exam, and must file the Online Exam Schedule form with the Graduate School at least 2 weeks in advance of the exam.
- Defending the dissertation, in the form of a Final Oral Examination set up according to Graduate School guidelines, by the end of spring quarter of Year 4 for students who begin the program with an M.S. or M.A. degree, or by the end of spring quarter of Year 5 for students who begin the program with a bachelor’s degree. Students must submit the Online Exam Schedule form and other materials related to their dissertation at least 2 weeks in advance of the exam.

Grades and GPA

In addition to timely progress towards a degree, satisfactory progress criteria include minimum grades and GPA requirements. Satisfactory progress toward an M.A., M.S. or PhD involves:

- Earning a minimum grade of B in core courses.
- Earning a minimum grade of B- in field courses.
- Earning a minimum grade of C in all other courses that count towards the degree.
- Keeping a minimum cumulative GPA of 3.0.

Failing to Maintain Satisfactory Progress

Students who earn a grade lower than B in a core course must retake the course. Students who earn a grade lower than B- in a field course must retake the course. If the course is not offered within one year, and the student is otherwise in good standing with their
committee, accommodations may be made on a case-by-case basis to allow the student to meet this satisfactory progress criterion. When a student earns a grade lower than C in a course that is not a core or field course, that course cannot count towards the student's degree. The student must retake the course or take a different course with agreement of their committee. In all of these cases, the student remains eligible to receive a graduate assistantship as long as their cumulative GPA remains at 3.0 or above.

Students who have a cumulative GPA below 3.0 at the end of a given quarter will be placed on academic probation for the following quarter. A student who does not raise their GPA above 3.0 by the end of that quarter will remain on probation and will not be eligible to receive a graduate assistantship, fellowship or scholarship.

Students who do not meet the deadlines laid out in the satisfactory progress timeline will be placed on academic probation for the following quarter. Students who do not meet the deadline by the end of that quarter will remain on probation and will not be eligible to be appointed as a graduate assistant, or to receive a fellowship or scholarship.

Students may appeal a finding of unsatisfactory progress and academic probation to the Graduate Committee. A student's appeal should include a letter from the student describing the mitigating circumstances and a letter of support from the student's major professor.

Accommodations

Parenthood: Students who become parents through the birth or adoption of a child will be granted an automatic two-quarter extension of satisfactory progress requirements.

Field Work: Students who anticipate conducting fieldwork for their dissertations for 6 months or more can request an extension of up to one year for meeting requirements. Requests should be directed to the Graduate Committee.

Other Unforeseen Events: Students who need an extension due to other circumstances outside of their control can request the extension to the Graduate Committee.

Performance Improvement Plan (PIP)

If student performance falls below a certain level, a performance improvement plan may be developed by the advisor and/or program director for the student. This is a formal written study plan and will identify:

1. Specific deficiencies (e.g., failure to pass prelim or achieve a minimum grade requirement)
2. Plan to address the deficiencies
3. Timeline
4. Consequences if deficiencies are not rectified in the specified timeline (e.g., registration hold or loss of assistantship)

PIPs will be communicated verbally and in writing, and a copy will be sent to the graduate
school for the student’s record.

**Suggested Math Courses to Rectify a Deficiency**

Deficiencies in mathematical preparation may require the student to work with their advisor or the program director to rectify the deficiencies. Although undergraduate coursework is not included in a student’s Graduate GPA calculation, any undergraduate course grade should generally be at the level of B or higher.

Courses at Oregon State University that may be appropriate include:
- MTH 251 – Differential Calculus
- MTH 252 – Integral Calculus (has MTH 251 as a prerequisite)
- MTH 254 – Vector Calculus I (has MTH 252 as a prerequisite)
- MTH 264 – Introduction to Matrix Algebra (has MTH 252 as a prerequisite)
- MTH 341 – Linear Algebra I (has MTH 254 as a prerequisite)

For students only getting a Master’s degree, the following course may be appropriate:
- MTH 241 – Calculus for Management and Social Science