This Graduate Handbook is intended to outline the requirements specific to the M.S. and Ph.D. degrees in Applied Economics. Some of the information in this document may be found in further detail in the on-line Graduate Catalog [http://oregonstate.edu/dept/gradcat/](http://oregonstate.edu/dept/gradcat/). Some information that is applicable to all University Graduate programs may be found only in the "Graduate Catalog" and is not repeated here. The on-line OSU Graduate Student Success Guide is a resource from the Graduate School to aid students in complying with University requirements. The Applied Economics Program check-off sheets (found in the appendix to this handbook) are intended to aid students in complying with AEc Departmental requirements and deadlines.

Graduate students should review the following publications or resources:

1. The Applied Economics Graduate Handbook
2. VERY IMPORTANT TO USE: OSU Graduate Student Success Guide
3. The Oregon State University Graduate Catalog.
   [http://oregonstate.edu/dept/gradcat/](http://oregonstate.edu/dept/gradcat/)

**Students: Please note that it is your responsibility to adhere to the requirements and deadlines of the OSU Graduate School and the Graduate Program of the Department of Applied Economics.**

Department Website: [https://appliedecon.oregonstate.edu/](https://appliedecon.oregonstate.edu/)

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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.

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

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 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. 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, and 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 from 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

<table>
<thead>
<tr>
<th>Athletic Events</th>
<th>Student Involvement (class notes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dixon Recreation Center</td>
<td>Corvallis Transit – ride free</td>
</tr>
<tr>
<td>Valley Library</td>
<td>Craft Center (supplies, fees)</td>
</tr>
<tr>
<td>Campus Dining and Coffee Shops*</td>
<td>Campus Convenience Stores</td>
</tr>
</tbody>
</table>
* 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 in the current schedule of classes (see the [Registration Handbook](#)). Fees not remitted through a GRA appointment are the responsibility of the student. Tuition is waived for appointments of .20 FTE or greater.

Your billing statement will be processed electronically through eBill. eBill statements are processed on the fifth of each month and sent to your ONID e-mail account for students who have current balances or credits. You may view your statement at [http://mybill.oregonstate.edu](http://mybill.oregonstate.edu). Unpaid balances (including fees) after the first of each month are subject to an interest charge of 12% APR. OSU currently accepts e-checks, paper checks, money orders and cash as acceptable payment methods. Students can use Online Services as a convenience option for making credit card payments.

**Payroll**

If appointed to a GRA, see the Administrative Manager in Applied Economics (Cheryl Radke, 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.

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 http://oregonstate.edu/resnet/signup/, IS computer labs, Interlibrary Loan, Banner, Canvas http://oregonstate.edu/helpdocs/software/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 http://oregonstate.edu/helpdocs/accounts/onid-osu-network-id/getting-started/onid-sign-instructions 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></th>
<th>Location</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>Kerr Admin 300</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>Ker 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 floor</td>
<td>737-3031</td>
<td><a href="http://oregonstate.edu/fa/businessaffairs/">http://oregonstate.edu/fa/businessaffairs/</a></td>
</tr>
<tr>
<td>Media Services</td>
<td>466 Linc 1st floor</td>
<td>737-2121</td>
<td><a href="http://oregonstate.edu/is/mediaservices/">http://oregonstate.edu/is/mediaservices/</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.</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</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>and Psychological Services</td>
<td></td>
<td></td>
<td></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>
</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 Administrative Manager Cheryl Radke.

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” (Appendix XV).

Graduate School

What is the 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, 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: PDF Version. 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: http://fa.oregonstate.edu/book/export/html/3909
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.

Financial Support

Sources of Funds
Funds for the support of graduate research assistants (GRAs) are generally provided by departmental funds or by faculty research grants. Duties of students supported by departmental funds will include a combination of research and teaching assistance. Duties of students supported by grant funds will include research assistance and may be tailored to conduct specific research that leads to the completion of your degree.

Graduate Research Assistants
It is expected that GRAs on an appointment fulfill the following work hours per week as assigned by their graduate advisors.

<table>
<thead>
<tr>
<th>FTE Level</th>
<th>Hours per Week</th>
<th>Over 13 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>.49 FTE</td>
<td>20 hours</td>
<td>255 hours</td>
</tr>
<tr>
<td>.35 FTE</td>
<td>14 hours</td>
<td>182 hours</td>
</tr>
<tr>
<td>.30 FTE</td>
<td>12 hours</td>
<td>156 hours</td>
</tr>
<tr>
<td>.20 FTE</td>
<td>8 hours</td>
<td>104 hours</td>
</tr>
</tbody>
</table>

All graduate assistants are required
1. To perform the full duties of service as determined by the department and supervisor or major advisor.
2. To be enrolled in a minimum of 12 credit hours each term of their appointment during the academic year (9 credits during the summer).
3. To be making satisfactory progress toward an advanced degree.
4. To be responsible for understanding and satisfying all registration requirements that are outlined in the OSU Online Catalog.
5. To be enrolled in University health insurance unless proof can be provided of other coverage.
The student’s supervisor will evaluate performance on GRA duties. Evaluation takes place at least once per year, but may take place quarterly. Students who do not meet expectations in their GRA duties may have their funding withdrawn. A copy of the evaluation form can be found in the appendix.

**Time Limitation for Assistantships**
Graduate Research Assistantships (GRA’s) are generally awarded yearly for a maximum period of 2 years (M.S.), or 5 years (Ph.D.), conditional on acceptable progress through the program. If a student does not complete degree requirements within the above-mentioned time frames, further support is not guaranteed. For additional information on graduate appointments, please refer to the on-line Graduate Catalog or consult with the Graduate Committee.

**Departmental Fellowships and Scholarships**
The Applied Economics Department offer the following (internal) fellowships and scholarships: D. Barton DeLoach Fellowship, D. Barton DeLoach Scholarship, Emery Castle Scholarships, Robert Johnson Fellowship, Suzanne Szentandrasi Fellowship, and JD Rowell Fellowship. The Graduate Committee and individual faculty nominate students for these awards on a yearly basis.

**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 GRA 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 GRA must register for a minimum of 12 credits for fall, winter and spring terms. If the GRA is paid by a grant and extends through summer, enrollment must be 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 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**

Graduate School: All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at [http://gradschool.oregonstate.edu/progress/grievance-procedures](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 and seek guidance from OSU’s

Program Specific Grievances and Petitions: To file a program-specific grievance or petition, please see the Director of the Graduate Program.

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, Cheryl Radke. Students are invited to participate on a number of departmental committees including Safety, Computer, Special Events, and Awards. Students interested in volunteering for committee assignments
should see the department head or the Administrative Manager before the end of the year (June) to be appointed to a committee for the upcoming year.

**Graduate Committee**
The Department Graduate 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 Committee consists of three faculty.
ACADEMICS

LEARNING GOALS FOR GRADUATES (LGGs) of OREGON STATE UNIVERSITY

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.

*Demonstrate honesty and integrity in all aspects of your academic work.*

**Ethics Requirement**

The Graduate School has implemented ethics requirements that are to be carried out by 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.

These are your current options for fulfilling the ethics requirement:

1. Enroll in GRAD 520 Responsible Conduct of Research (one credit, capacity 25-35, taught fall, winter, spring each year). E-campus version is available.
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.

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

The graduate program consists of four components:
(a) core courses
(b) restricted electives
(c) unrestricted electives, and
(d) supervised research.

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.

**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 Graduate Catalog http://oregonstate.edu/dept/gradcat/.

- 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) (1)

**Restricted Electives (minimum 8 credits)**
At least two of the student’s electives must be chosen from a designated list that reflects the program’s emphases and faculty expertise.

- AEC 550 Environmental and Natural Resource Economics (4)
- AEC 551 Applications of Environmental and Natural Resource Economics (4)
- AEC 543 International Trade (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 460/560 Capital Investment Analysis Using AgBiz Logic™ (3)
- AEC 465/565 Agricultural Financial Reporting and Analysis (3)
Resource and Development:
AEC 432/532  Environmental Law (4)
AEC 452/552  Marine Economics (3)
AEC 454/554  Rural Development Economics and Policy (3)
ECON 440/540  Economics of Globalization (4)
ECON 455/555  Economic Development (4)
ECON 466/566  Economics of Traditional and Renewable Energy (4)
ECON 539  Public Policy Analysis (4)
FOR 534  Economics of Forest Resource (3)
FES 538  Valuation of Non-market Resources (3)

Graduate-level classes from other supporting disciplines, for example:
MRM 520  Coastal Law (3)
MRM 535  Rights-Based Fisheries Management (3)
GIS, ST classes

Supervised Research
Master’s students may satisfy the supervised research requirement by completing either a Research Paper (Option 1) or a Thesis (Option 2). 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. Either requires an oral defense presentation before the student’s advisory committee at the end of the student’s program.

The Research-Paper approach to the Master’s degree involves more elective credit hours than the Thesis approach. Course and research-credit minimum requirements in the two approaches are (see next page):
<table>
<thead>
<tr>
<th>Option 1</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Elective courses</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Master’s research paper</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Elective courses</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Master’s thesis</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

**Sample Program Schedule**

*Option 1: Research Paper (Complete in ~15 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>
</tr>
<tr>
<td></td>
<td>Winter</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>Year 1</td>
<td>AEC 512 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>Electives (8 credits)</td>
</tr>
<tr>
<td></td>
<td>4 other credits</td>
</tr>
<tr>
<td></td>
<td>4 other credits</td>
</tr>
<tr>
<td></td>
<td>AEC 513 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>4 other credits</td>
</tr>
<tr>
<td></td>
<td>AEC 525 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>File Program of Study</td>
</tr>
<tr>
<td></td>
<td>GRAD 520 (1 credit)</td>
</tr>
<tr>
<td>Year 2</td>
<td>Research (minimum 6 credits)</td>
</tr>
<tr>
<td></td>
<td>6 other credits</td>
</tr>
</tbody>
</table>
### Sample Program Schedule

**Option 2: Thesis (Complete in ~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><strong>Year 1</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>AEC 512 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
</tr>
<tr>
<td></td>
<td>Electives (8 credits)</td>
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<tr>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Electives (8 credits)</td>
</tr>
<tr>
<td></td>
<td>AEC 513 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>Thesis and other credits</td>
</tr>
<tr>
<td></td>
<td>AEC 525 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>GRAD 520 (1 credit)</td>
</tr>
<tr>
<td></td>
<td><strong>File Program of Study</strong></td>
</tr>
<tr>
<td><strong>Year 2</strong></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.

**Thesis Committee**

Your thesis committee serves as your final examining committee. The thesis committee is chosen by the student with guidance from the student’s Major Professor, and consists of at least four members of the University Graduate faculty: the Major Professor, an additional faculty member from Applied Economics, one from the minor field (if applicable), and one from a field not directly connected with the candidate's studies and appointed by the Graduate School as the Graduate Council Representative (GCR). When a minor is not included, the fourth member may be from the graduate faculty at large. 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 roundtable discussion following your final oral exam. The GCR is a full voting member of your graduate committee. Many students select a GCR who can also add disciplinary expertise. The Graduate School will provide an online list of potential Graduate Council Representatives. [http://gradschool.oregonstate.edu/success/graduate-committee](http://gradschool.oregonstate.edu/success/graduate-committee). 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 the faculty member is not a member of the Graduate Faculty or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the Nomination to Graduate Faculty form. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

**Final Examination**
An oral thesis defense (public defense and closed 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 two weeks prior to the defense. [http://oregonstate.edu/dept/grad_school/phpforms/event.php](http://oregonstate.edu/dept/grad_school/phpforms/event.php). Copies of the thesis should be submitted to committee members at least two weeks prior to the exam. The thesis 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 thesis committee.

**Limitations**
According to Graduate School regulations, all work toward a Master’s Degree, including transferred credits, coursework, thesis, and all examinations, must be completed within seven years.
Flow Chart for Master’s Degree Completion

Registration

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

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.

No

Graduation
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, and government and in financial services and other industries.

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. 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. The purpose of this draft is to encourage students to start planning out their program early on.

Program Components
The program consists of five components:

1. Core courses in microeconomic and quantitative methods
2. Two concentration areas, each with a minimum-three-course requirement
3. Elective courses,
4. A research paper written during the student’s second year, and
5. Dissertation research

Core Courses (37 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 512</td>
<td>Microeconomic Theory I (fall, 1st five weeks)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 513</td>
<td>Microeconomic Theory II (fall, 2nd five weeks)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 525</td>
<td>Applied Econometrics (fall)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 611</td>
<td>Advanced Microeconomic Theory I (winter)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 612</td>
<td>Advanced Microeconomic Theory II (spring)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 613</td>
<td>Advanced Microeconomic Theory III (fall 2018)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 625</td>
<td>Advanced Econometrics I (winter)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 626</td>
<td>Advanced Econometrics II (spring)</td>
<td>(4)</td>
</tr>
<tr>
<td>AEC 627</td>
<td>Computational Economics (fall 2018)</td>
<td>(4)</td>
</tr>
</tbody>
</table>
GRAD 520 Responsible Conduct of Research (fall, winter, or spring) (1)

**Field Courses (minimum 18 credits)**
Fields available in the Applied Economics Program are: (a) Resource and Environmental Economics, (b) Development Economics, and (c) An open concentration area developed in consultation with the student’s advisory committee.

Students are required to complete two fields. Each should include at least three courses, two of which must be at the 600 (Ph.D.) level. Field courses will be offered in alternate years.

The following courses are relevant to the two defined 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)
- ECON 555 Economic Development (4)
- AEC 640 Sustainable Development (3)
- AEC 643 Advanced Topics in Development Economics (3)

**Electives and Dissertation**
A total 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 minimum number of elective credits needed for the degree will be that required – together with the core, concentration, and dissertation credits – to fulfill the 108-credit total minimum.

**Program Requirements**
To be advanced to candidacy, the student must pass a written preliminary examination (at the end of the first year), write a research paper during the second year, and present a dissertation proposal and pass a comprehensive oral qualifying examination (no later than spring of the third year).

**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. Microeconomic Theory III (AEC 613) taken in the second year and Computational Economics (AEC 627), taken in the second year, are not tested on the written preliminary exam.

**Second Year Research Paper**
All Ph.D. students are expected to complete a research project during their second year in the program. 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 term. The purpose of this project is for Ph.D. students to begin thinking about research and identifying potential advisors and topics early in the program, and to produce a research paper that provides evidence on an original idea. Each student should identify an AEC graduate faculty member to advise the development of the paper. However, ultimately the research paper is the responsibility of the student, though a collaborative effort with the faculty advisor is acceptable. The faculty advisor is the principal source of feedback on the paper and students are strongly encouraged to identify a faculty advisor by the beginning 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. The purpose of the deadlines is to ensure steady progress is made throughout the year.

**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.

**Ph.D. Dissertation Committee**
The student and his/her 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 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 roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full 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.

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 the faculty member is not a member of the Graduate Faculty or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the Nomination to Graduate Faculty form. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

The student will make arrangements for a meeting of the dissertation committee, generally by their fifth term in the program. At least one week in advance of that meeting, the student will submit copies of the proposed program and transcripts of undergraduate and graduate studies to each member of the committee. The Department Head must then approve the program and the "Proposed Doctoral Program" form must be filed with the Graduate School (with copies to the Department Head and to the Academic Program Coordinator). The student’s committee must approve any modifications of the program. This committee conducts both the oral qualifying exam and the final exam.

**Dissertation Proposal and Comprehensive Oral Qualifying Exam**

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) A proposal of the student’s intended dissertation research; and b) An oral exam covering all of 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 specific aspects of 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.

If the committee records more than one negative vote, the candidate will have failed the examination and may not repeat the examination until at least three months have elapsed. No more than two re-examinations are permitted by the Graduate School. There must be one term
buffer time between the oral prelim and final defense. Once the student passes this exam, he/she is advanced to Ph.D. candidacy.

At least 6 weeks before your Preliminary Oral Exam submit your signed program of study to the Graduate School. At least 2 weeks before your Preliminary Oral Exam schedule your Oral Preliminary Exam by submitting the online Exam Scheduling Form (after your program of study has been approved by the Grad School).

**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 a real 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 on 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.

**Final Oral Examination (Defense)**

After completion of all work required by the program, the student must pass a final doctoral examination which includes a public dissertation defense and a closed oral examination. The student must be registered during the quarter in which he or she will take the final examination. Under normal circumstances, the final oral examination should be scheduled for two hours. The dissertation defense portion of the final oral exam is open to all interested persons. Following the open portion of the exam, the examining committee should exclude all other persons and 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

http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40#Section2289

At least 2 weeks before your Final Oral Defense of Dissertation:

- Submit a diploma application (in order 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.
### Summary of Required Ph.D. Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>37</td>
</tr>
<tr>
<td>Two Concentrations</td>
<td>18 minimum</td>
</tr>
<tr>
<td>Research Dissertation</td>
<td>36 minimum</td>
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<tr>
<td>Electives</td>
<td>variable</td>
</tr>
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<td><strong>Total</strong></td>
<td>108</td>
</tr>
</tbody>
</table>

### Sample Ph.D. Program Schedule (Complete in ~5 years) minimum 108 credits

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
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<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>
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<td>AEC 513 (4 credits)</td>
<td>AEC 625 (4 credits)</td>
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<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 (1 credit)</td>
<td></td>
<td>Written Preliminary</td>
</tr>
<tr>
<td>2</td>
<td>AEC 613 (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AEC 627 (4 credits)</td>
<td></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</td>
<td><strong>Oral Qualifying Exam</strong> – By Spring Term of the 3rd year.</td>
<td></td>
</tr>
<tr>
<td>4-5</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.
- Determine eligibility of transfer credits, if any. Take courses. Start research. **Continuous enrollment required**

Before completing 2 terms (if you already have a master's) or 5 terms (if you do not have a master's):
- Select program committee members, which must include a Graduate Council Representative.
- Meet with your program committee to create a Program of Study.
- Take the meeting: your Doctoral Program Checklist, all transcripts, list of eligible transfer credits, your program curriculum and initial draft of Program of Study.

At least 6 weeks before your preliminary oral exam and most coursework has been completed, submit your signed Program of Study to the Graduate School. When it has been approved by the Graduate School, you may schedule your preliminary oral exam. At least 2 weeks before the exam, submit the online Exam Scheduling Form.

Preliminary Oral Examination
- Pass Preliminary Oral Examination
- No
- Yes

At least 2 weeks before your final oral examination:
- Use online form to schedule your final oral examination,
- Distribute a defensible copy of your thesis to your committee.
- Bring in or email pre-text pages of your thesis to the Graduate School and submit a preliminary application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term).
- Submit final dissertation to ScholarsArchive and relevant paperwork to the Graduate School within 6 weeks of your defense date. You must be registered for a graduate credit when you submit your dissertation to the Graduate School.

Graduation
- Continuous enrollment required unless leave of absence requested.
- NOTE: At least ONE term must elapse, but no more than 5 YEARS may elapse between Preliminary Oral Exam and Final Examination.

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 its specific rules and requirements.

NOTE: Check the Graduate Catalog for full details on deadlines.
Thesis/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 (defense) 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 http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804. 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” http://gradschool.oregonstate.edu/success/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 into the following term.
Satisfactory Progress in the Graduate Program

The criteria defining satisfactory progress for PhD and MS students are described below. The Graduate Committee reviews each student's progress in the graduate program on a quarterly 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.

Key Steps and Timeline

Ph.D.

The following timeline is designed to enable students to complete all requirements for a Ph.D. within five years of graduate work in the department.

Satisfactory progress toward a Ph.D. involves:

- Taking and passing the Preliminary Written Exam at the end of Year 1. Students who fail the Preliminary Written Exam must retake it no later than the end of Year 2.
- Filing the Program of Study by the end of winter quarter of Year 2.
- Completing the Second Year Paper requirement by the end of Year 2.
- Taking and passing the Preliminary Oral Examination, including preparation and presentation of a dissertation proposal, by the end of spring quarter of Year 3. This exam should be administered according to Graduate School guidelines as documented on their website. If the student's committee thinks it is necessary to delay this exam and proposal to allow the student to finish a field course, the student's major professor can request an extension to the Graduate Committee. Students who fail the Preliminary Oral Exam must retake it no later than the end of Year 4.
- 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 5.

M.S.

The following timeline is designed to enable students to complete all requirements for an MS within two years of graduate work in the department.
Satisfactory progress toward an M.S. involves:

Filing the Program of Study by the end of winter quarter of Year 1.
Completing and defending the M.S. thesis or project by the end of spring quarter of Year 2
Grades and GPA

In addition to timely progress towards a degree, satisfactory progress criteria include minimum grades and GPA requirements.

Satisfactory progress toward a Ph.D. or M.S. 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.

Consequences of Failing to Meet Satisfactory Progress Criteria

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 GRA or GTA appointment 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 GRA or GTA appointment.
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 receive a GRA or GTA appointment.
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.
Appendix

I. Master’s Program of Study Form sample copy and Instructions
   http://gradschool.oregonstate.edu/forms#program

II. Doctoral Program of Study Form sample copy and Instructions
    http://gradschool.oregonstate.edu/forms#program

III. Annual Student Review Form

IV. Graduate Employee Evaluation Form

V. Petition for Change in Graduate Program
   http://oregonstate.edu/dept/grad_school/forms.php#change

VI. Change of Degree/Major Request Form
    http://oregonstate.edu/dept/grad_school/forms.php#changemajor

VII. Intent to Resume Graduate Status / Leave Request Form
    http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/LeaveofAbsence.pdf

VIII. Diploma Application http://oregonstate.edu/dept/grad_school/forms.php#diploma

IX. Graduate Student Check-Out Form

X. Travel Guide
## CAPSTONE

<table>
<thead>
<tr>
<th>G*</th>
<th>Thesis (6-12 Credits)</th>
<th>Course</th>
<th>Cr.</th>
<th>Gr.</th>
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<thead>
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<th>Non-Thesis Project or Research (3-6 credits)</th>
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<th>Gr.</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Dept. No.</td>
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**Total**

Training in ethical research is required for all graduate students although the approach may vary. See back of this form for more information.

### Ethical Research Training

Transfer courses indicated:

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<tr>
<th>Transfer School</th>
<th>University</th>
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<tbody>
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<td>T1</td>
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<td>T2</td>
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<td>T4</td>
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**Total**

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<tr>
<th>Total Blanket Hour Credits</th>
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<tbody>
<tr>
<td>Total Graduate Standalone Credits</td>
<td></td>
</tr>
<tr>
<td>Total Non-Graduate Standalone (4XX/5XX) Credits</td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS ON PROGRAM</td>
<td></td>
</tr>
</tbody>
</table>
The program of study will be audited to determine if it is accurate and meets the minimum requirements for this degree as established by the OSU Faculty Senate. Please be sure that the following items are correct:

1. The correct degree is indicated in the first row. Please refer to and attach a copy of your unofficial OSU transcript.
2. Student name, phone, ID number, email address, degree held, year the degree was awarded, and institution from which it was received are filled in.
3. The academic unit, major, minor, if applicable, and thesis or non-thesis are indicated.
4. If your degree includes a thesis, the program of study must include from 6 to 12 credits of XXX503 Research, where XXX is the course code of your major.
5. If your degree is non-thesis, the program of study must include 3 to 6 credits of project such as XXX501, XXX505, or XXX506 unless your degree has been approved for an alternative capstone requirement.
6. The maximum number of blanket numbered courses is 9 on a 45-credit degree program.
7. A transfer symbol is indicated for each transfer course (T1 for the first university, T2 for the second, etc.)
8. Transfer courses have been approved by your major advisor and minor advisor if they are in the minor field. All transfer courses must either:
   a. Graduate courses taken at OSU while I was a special, non-degree student, or
   b. Graduate courses taken at OSU and reserved for graduate credit while I was an undergraduate student, or
   c. Graduate courses taken at OSU and reserved for graduate credit while I was a post baccalaureate student, or
   d. Graduate courses taken at other accredited universities after I had received a baccalaureate degree.
9. All courses listed as transfer courses must comply with policies:
   a. be graded B, B+, A-, A, or A+ (no P/N, S/U, credit/no credit graded courses will be allowed), and
   b. not have been used on a previous master’s or doctoral degree, and
   c. grades of “B” (3.00) or better have been earned.
10. Thirty (30) credits must be taken at OSU after having been admitted as a regular, degree-seeking graduate student. (Transfer courses, as defined above, cannot be counted toward this residence requirement.)
11. For each standalone graduate course a G is entered in the G column.
12. Each course in the major and minor has a title, abbreviated if necessary, a department code, a course number, number of credits and a grade, if the course has been completed.
13. Grades of non-transfer courses listed on this program will be either C or above, or P, or R for research.
14. The total number of credits at the 4XX/5XX level is entered. And the number of 5XX or 6XX credits is entered.
15. No more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course examine the OSU course catalog for the term that you took 5XX course. If there is a 4xx course with the same title during the same term, then this is a slash course.
16. Your plan includes training in the conduct of scholarly or professional activities in an ethical manner. This could be a course offered by your degree program, IST 520, RCR training modules, training in research groups, etc. For more information on the requirement, see http://oregonstate.edu/dept/grad_school/assessment.php.
17. Your total number of credits must be at least 45. (Your major may require more credits — check with them.)
18. All work toward this degree will be completed within seven (7) years. This includes transfer credits, all course work, all examinations, and final library copies of thesis, if applicable.
19. Your major professor must be a member of the Graduate Faculty in your major. Your minor professor, if you have a minor, must be a Graduate Faculty member in your minor.
20. The examining committee consists of two Graduate Faculty members from the major, a Graduate Faculty member from the minor (if a minor is listed) and, if a thesis is required, a Graduate Council Representative.
21. The program of study must be signed by the student, the major professor, the minor professor if a minor is declared, and the academic unit chair.

<table>
<thead>
<tr>
<th>Student's Signature</th>
<th>Signature Date</th>
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<tbody>
<tr>
<td>APPROVED - Major Professor</td>
<td>Typed Name Signature Date</td>
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<tr>
<td>APPROVED - Minor Professor</td>
<td>Typed Name Signature Date</td>
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</tbody>
</table>

I affirm that the above program of study meets the minimum requirements of our master’s degree program.

| APPROVED - Academic Unit Chair | Typed Name Signature Date |
| APPROVED - Graduate School | Typed Name Signature Date |
Graduate School

Check One

- PhD
- EdD

Last Name (Family) | First Name | Middle Init. | (Former)

Day Phone # | ID# | Email Address

Degrees Held | University | Major | Degree | Date

University | Major | Degree | Date

Academic Unit | First Minor □ or Option □

Major | Second Minor □ or Option □

(Please check one)

<table>
<thead>
<tr>
<th>Transfer Symbol</th>
<th>Title of Major Courses</th>
<th>Course Dept. No.</th>
<th>Cr.</th>
<th>Gr.</th>
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<th>Title of First Minor or Option Courses</th>
<th>Course Dept. No.</th>
<th>Cr.</th>
<th>Gr.</th>
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<th>Course Dept. No.</th>
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<th>Gr.</th>
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If additional lines are needed, use a second form

Total

a. Total Major Hours
b. Total First Minor or Option Hours
c. Total Second Minor or Option Hours
d. Total Blanket Hour Credits
e. Total 4XX/5XX Program Credits
f. Total Graduate Standalone Credits

TOTAL CREDITS ON PROGRAM (e+f)

*Mark courses that will be graduate standalone with the letter “G” in this column.

Transfer courses indicated above:

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<tr>
<th>University</th>
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<tbody>
<tr>
<td>T1</td>
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<td>T2</td>
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<tr>
<td>T3</td>
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<tr>
<td>T4</td>
</tr>
</tbody>
</table>

Supportive Requisites

Foreign language requirements vary among academic units.

Languages

Doctoral students are expected to "Be able to conduct scholarly or professional activities in an ethical manner". Indicate the training you have completed or will complete to meet this learning outcome. See page 2 of this form for more information.

Ethical Research Training

SFM ONLY (MF, MS & PhD): See SFM Advising Guide
The program of study will be audited to determine if it is accurate and it meets the minimum requirements for this degree as established by the OSU Faculty Senate. Please be sure that the following items are correct:

1. Student name, phone, ID number, email address, degree held, year awarded, and institution from which it was received.
2. The academic unit, major, minor and option, if applicable, are indicated. Please run an unofficial copy of your OSU transcript to attach to this form: https://admininfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin
3. The program of study satisfies the residence requirement. That is, (1) a minimum of 36 credits on the form are courses taken at OSU after admission as a regular, degree-seeking graduate student and (2) a minimum of three terms of full-time graduate academic work (at least 9 credits/term) will be spent on site at the Corvallis campus or at an off-campus site approved by the Graduate School. Transfer courses as defined above are not counted toward this residence requirement.
4. The maximum number of blanket numbered credits is 15 on a 108-credit degree program.
5. A transfer symbol is indicated for each transfer course (T1 for the first university, T2 for the second, etc.)
6. Transfer courses must have been approved by your major advisor and minor advisor if they are in the minor field. All transfer courses must be either:
   a. Graduate courses taken at OSU while enrolled as a non-degree, undergraduate, or post baccalaureate student and not used to satisfy undergraduate degree requirements;
   b. Graduate courses taken at OSU in a prior graduate degree program and falling within the limits of transfer credit accepted from one OSU graduate degree to a second OSU graduate degree (refer to current graduate catalog); or
   c. Stand-alone graduate courses taken at other accredited universities but not used to satisfy the requirements for a bachelor's degree or international equivalent.
7. All courses listed as transfer courses must comply with policies:
   a. be graded B, B+, A-, A, or A+ (no P/N, S/U, credit/no credit graded courses will be allowed), and
   b. not have been used on a previous doctoral degree,
   c. grades of “B” (3.00) or better have been earned, and
   d. must not include thesis credits.
8. For each standalone graduate course a G is entered in the G column.
9. Each course in the major and minor has a title, abbreviated if necessary, a department code, a course number, number of credits and a grade, if the course has been completed.
10. Grades of non-transfer courses listed on this program will be either C or above, or P, or R for research.
11. The total number of credits at the 4XX/5XX level is entered. In addition, the number of 5XX or 6XX credits is entered.
12. No more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course examine the OSU course catalog for the term that you took 5XX course. If there is a 4xx course with the same title during the same term, then this is a slash course.
13. A minimum of 36 credits of XXX603 Thesis is entered.
14. Your plan includes training in the conduct of scholarly activities in an ethical manner. See http://gradschool.oregonstate.edu/faculty/program-assessment.
15. Your total number of credits must be at least 108. (Your major may require more credits—check with them.)
16. Your major professor and at least one other member of your committee must be members of the Graduate Faculty in your major. Your minor professor, if you have a minor, must be a Graduate Faculty member in your minor. All other committee members must be members of the OSU graduate faculty with authority to serve on doctoral advisory committees.
17. The program of study must be signed by the student, the student’s committee members, and the academic unit chair.
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<td>Date</td>
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</table>

Return this program of study to the:
Graduate School
300 Kerr Administration Building
Corvallis, OR 97331-2121
Graduate.School@oregonstate.edu
541-737-4881

Appendix II
Appendix III

Applied Economics Graduate Program
Annual Student Review (2017-2018 Academic Year)

Student Name: Date Entered Program:

Major Professor: Expected Completion Date:

Degree: MS/MA or PhD (Circle one)

<table>
<thead>
<tr>
<th>Program Checklist</th>
<th>Circle One</th>
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<td>Program of Study</td>
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<tr>
<td>Proposal and Oral Prelim (PhD only)</td>
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<tr>
<td>Thesis Defense</td>
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<tr>
<td>Projects Defense (MS only)</td>
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GPA for each term
Fall Term 17 –
Winter Term 18 –
Spring Term 18 –
Overall OSU GPA –

Coursework

1. Core Courses Grade
   - AEC 512
   - AEC 513
   - AEC 525
   - GRAD 520
   - AEC 611 (PhD only)
   - AEC 625 (PhD only)
   - AEC 612 (PhD only)
   - AEC 626 (PhD only)
   - AEC 613 (PhD only)
   - AEC 627 (PhD only)

2. Field Courses Grade
3. Overall Progress toward degree – AY 2017-18

4. Overall student’s performance:
   _____ Satisfactory
   _____ Satisfactory with Conditions
   _____ Unsatisfactory
Major Professor’s Comments (Use separate page if necessary)

Progress in Past Academic Year:

Any special accomplishments or activities (e.g. presentations, awards received):

Goals for Coming Academic Year:

Signed:_________________________________________________________ Date:____________________________________________
(Major Professor)

Graduate Student’s Endorsement

I understand that I may, at my option, discuss the evaluative statements with the Graduate Committee and that I may enter into my personnel record file – as an attachment to the present review – any comments, explanations, or rebuttals.

Signed_________________________________________________________ Date______________________________________

RETURN TO TJO DIE BY MAY 31.
### Graduate Employee Evaluation Form

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Supervisor has confirmed with academic home or major professor that the Graduate Employee qualifies for employment (has registered for 12 credit hours)</th>
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### Position Duties

**Primary Duties** (taken from the position description)

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### Overall Evaluation (required)

The supervisor provides comments substantiating the **overall** performance rating. If there are areas in which the Graduate Assistant is expected to improve his/her performance, they should be noted in this section.

- [ ] Exceeds Expectations
- [ ] Meets Expectations
- [ ] Does NOT Meet Expectations

**Comments:**

**THE FOLLOWING SECTIONS ARE OPTIONAL, BUT CAN BE USED TO OFFER FURTHER DETAIL TO THE GRADUATE EMPLOYEE**

#### Evaluation of Major Job Responsibilities (position description duties) (optional)

- [ ] Exceeds Expectations
- [ ] Meets Expectations
- [ ] Does NOT Meet Expectations

**Comments:**
General Expectations (optional)

a. **JOB KNOWLEDGE/TECHNICAL COMPETENCE.** Possesses and demonstrates technical, general or other specific knowledge and skills required to perform job duties and accomplish stated objectives.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does NOT Meet Expectations

Comments:

b. **QUALITY.** Demonstrates a commitment to providing quality work. Work performed is of high standard. Is not satisfied with producing work that is “just good enough.”

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does NOT Meet Expectations

Comments:

c. **WORKING RELATIONSHIPS AND COMMUNICATION.** Establishes and maintains cooperative working relationships with co-workers and supervisor. Responds actively and effectively to needs of undergraduate students and colleagues. Respects abilities, decisions and motives of co-workers, internal stakeholders and partners. Speaks and acts ethically, fairly and consistently. Practices timely concise and relevant communication.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does NOT Meet Expectations

Comments:

d. **INTEREST AND INITIATIVE.** Displays enthusiasm, dedication and interest in duties and responsibilities. Is a self-starter and proactive in approach to job. Demonstrates willingness to work beyond the usual or ordinary requirements of job when needed. Shows initiative
and flexibility in meeting challenges. Capable of acting independently when circumstances warrant.

☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Does NOT Meet Expectations

Comments:

e. JUDGMENT. Demonstrates ability to analyze available data or circumstances, consider alternatives, and make well-reasoned, timely decisions that favorably affect performance and organizational goals. Acts reliably and responsibly, keeping supervisor informed and aware of potential issues or areas that need attention.

☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Does NOT Meet Expectations

Comments:

Goals for the Next Evaluation Period (If Applicable - Optional)

Goals:

Additional goals/areas of improvement/excellence discussed are (can include written input provided by students, clients or others who have direct knowledge of the employee’s performance (Article 15, Section 2):
Signatures
Employee signature confirms receipt of the evaluation. Graduate Assistants may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (Art. 15, Sec.4).

<table>
<thead>
<tr>
<th>Employee Signature</th>
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Appendix IV

V. Petition for Change in Graduate Program

http://gradschool.oregonstate.edu/forms#change

VI. Change of Degree/Major Request Form

http://gradschool.oregonstate.edu/forms#degree

VII. Leave of Absence Forms

http://gradschool.oregonstate.edu/forms#resume

VIII. Diploma Application

http://gradschool.oregonstate.edu/forms#diploma
Appendix IX
Applied Economics
Career Plans and Check-Out (Confidential)
Completion of this form (after degree completion) is optional, but appreciated if completed. Please return the form to (Tjodie), 208 Ballard Extension. Thank you.

Student Name______________________________________  Degree(s) Earned at OSU
________________________________________________________________________

Thesis Title
________________________________________________________________________

What is your Forwarding Address?
________________________________________________________________________

Future E-mail address
________________________________________________________________________

What mail would you like forwarded from the department? (The U.S. Post Office will not forward mail from a campus address.)
_________ All First-class Mail ________ Personal mail only ________ Publications  (Note: The department will only forward these to you if your major professor agrees to pay the postage).

To whom in the department should we give your un-forwarded mail?_ __________________________________________________________________________

What are your plans upon completion of your degree?

Do you have a job? ______ Yes ______ No

If yes: Employer__ ____________________________________________________________________

City, State, Country__ __________________________________________________________________

Position_________________________ Starting Salary_________________________

If no: Will you be continuing your studies? ______ Yes ______ No

If yes: Institution

Degree you will be working toward

Research interest

If no: What will you be doing? If you will be looking for a job, please be sure to give us the above information about your new job. We are interested in your careers and it helps the accuracy of our statistics.

PLEASE complete the check-off list below:
University/Community:
_________ Submit change of address notices to U.S. Post Office, including all subscribed magazines.
Turn in all keys to Chery Radke, Room 213.
Return all books to Valley Library
Check with Business Affairs for all outstanding debts, traffic fines, refunds
Return all borrowed materials to appropriate areas
Clean office space.

Faculty Advisor's
Signature ________________________________ Date ____________________
Appendix X

Travel Guide For Students

IMPORTANT: YOU MUST PROVIDE PROOF OF PURCHASE THAT INCLUDES THE VENDOR, TOTAL COST AND METHOD OF PAYMENT.

When preparing to travel, PLAN AHEAD. **Travel must be pre-approved by both your major professor and the Department Head.**

If you are unsure of the pre-approval process, please contact office staff, ph: 541.737.1398, email: cheryl.radke@oregonstate.edu, and ASK for assistance.

**Traveling Out of State**

If you are traveling out of state, **you must complete and submit an Pre-Approval Travel Request.** This (purple) form is in the wall organizer outside of Cheryl’s office in Room 213.

- Complete ALL highlighted areas including funding source *(index to be charged)*
- Give brief explanation why travel is necessary
- Obtain your professor/advisor’s signature

Give completed and signed form to office staff in the main office (213 Ballard). **This form must be completed with ALL REQUIRED SIGNATURES before airfare can be authorized or your reimbursement request processed.**

**Purchasing Airfare Through OSU Is Recommended.**

CI Azumano is a Travel Management Company dedicated to supporting Oregon State University. You are urged to review the information on the [nuTravel Link](#) and to complete the profile (this will take a day to process). Choose Cheryl Radke or Kara Keenan as the department travel coordinator. When you have approved your itinerary, an email will be sent to the department for approval of the purchase. The advantage of using OSU is that the airfare will be direct billed to the department and you avoid paying out of pocket.

**Purchasing Airfare Online or Through a Non-OSU Agent**

You may purchase airfare online or through a non-OSU agent without obtaining a comparative quote from an OSU contracted travel agent. If you purchase your airfare online or through a non-OSU travel agent:

- You must do so in an economical and reasonable way.
- Only regular, coach class fares are allowed to be used - additional charges for upgrade or premium seats will not be reimbursed.
- You are responsible for cancellations, itinerary changes, or other charges unless necessary for OSU’s business needs, or are outside of your control.

If you purchase your airfare online or through a non-OSU travel agent, you must **SUBMIT THE FOLLOWING ITEMS TO BE REIMBURSED:**

- Receipt of purchase.
- Itinerary, which states class of service (must be economy or coach).
• Boarding stubs/passes from each leg of the flight.

**Driving Your Personal Vehicle in Lieu of Flying**

• Travelers who want to drive rather than fly will be reimbursed for an amount equal to the lesser of the mileage reimbursement or the cost of round-trip airfare that would have been incurred for commercial air travel.

• Travelers must obtain a comparison airfare quote (prior to travel), showing the cost of the most economical direct-route airfare.

• The comparative quote will be used to calculate the "mileage in lieu of airfare" reimbursement allowance, once the trip is completed.

• Expenses resulting from the additional time required to drive are not reimbursed.

**Renting a Vehicle and Ground Transportation**

Travelers may use either ENTERPRISE/National Rent-A-Car or OSU Motor Pool for rental vehicles. ENTERPRISE/National Rent-A-Car Corvallis Office: 541.758.0000, 24-hour Reservations: 800.261.7331. Direct bill # (available from department travel coordinator, 541.737.6483 or business center-AMBC, 541.737.6484) You must provide this number to obtain OSU rate and liability insurance coverage.

To make reservations through Enterprise, renter must provide: 1) Direct bill # (see above), 2) Department index, and 3) contact person and phone number to ensure that charges are being billed correctly. OSU’s contract covers the Limited Damage Waiver (LDW/CDW) insurance; therefore, no other insurance should be purchased.

University Motor Pool, Ph.: 541.737.4141 24 HR Phone: 866.253.5671  Campus address: 3400 Campus Way, Email: motorpool@oregonstate.edu  Reservations: https://web.businessservices.oregonstate.edu/apps/motorpool/reservations/index.cfm  Driver authorization: http://transportation.oregonstate.edu/motorpool/drivers/driver-authorization

**Ground Transportation:**

• Itemize all ground transportation expenses such as taxis, shuttles, buses, etc. on the reimbursement request and provide receipts.

• Tips for taxi/shuttle drivers are included in the daily per diem meal/incidental expense allowance. Please do not include them on your reimbursement request.

**Meal/Lodging Per Diem**

Receipts are not required for reimbursement of meals. OSU allows a “per diem” amount for meals depending on location.

*Things to keep in mind regarding reimbursement of meals*

• The daily meal per diem allowance includes gratuities (tips)

• Paying for a meal for OSU employees/students only is NOT considered a hosting situation, therefore is NOT reimbursable
• Individuals should pay and submit reimbursement requests for their meals only

Lodging
As with meals, OSU allows a “per diem” amount depending on location. RECEIPTS ARE REQUIRED for reimbursement of lodging expense. Check the lodging per diem allowed for your area of travel before making your reservations.

• You can find per diem rates for meals & lodging for both domestic and international travel at: Lodging Rates
• Exception: lodging at a conference hotel is fully reimbursed. Must provide proof that the hotel is a “conference hotel.”

Things to keep in mind regarding lodging
• Per diem rates DO NOT include lodging tax
• You will be reimbursed for single occupancy rate only
• TIPS to waiters, bell persons, maids, taxi drivers, etc. are included in the daily per diem allowed. Please do not include them on your reimbursement request.

Exception to lodging per diem maximum - Conference Site Lodging: You can be reimbursed for actual lodging costs (receipt required) if staying at a conference site hotel. In addition to a receipt, documentation of the lodging facility’s designation as a conference site hotel is required. Submit a copy of the conference brochure or registration form stating name of event, date(s), and location.

Submitting Your Travel Reimbursement Request
A travel reimbursement request must be submitted within 60 days after the trip is completed. Submit your completed Travel Reimbursement Request Form and receipts to Cheryl Radke, 213 Ballard Extension Hall.

Travel reimbursement requests are processed as quickly as possible but please be aware there may be other reimbursement requests ahead of yours. Once your reimbursement request is processed, it will be placed in your mailbox for your signature. Please sign and date in the box labeled CLAIMANT’S SIGNATURE and return to Cheryl.

Include the following information (as it pertains) on your travel reimbursement:
• OSU ID#
• Purpose of travel
• Initial departure (from Corvallis) date/time and return (to Corvallis) date/time
• If you are attending a conference or meeting, include a copy of the agenda.
• If your lodging exceeds the daily per diem allowance but you are at a conference site hotel, provide documentation showing your hotel is a conference site hotel.
• Receipts – All receipts MUST show method of payment. If your receipt does not show method of payment, please include a copy of a credit card and/or bank statement listing the charge as back-up documentation. Please make sure your
name is on the statement but that all other sensitive information is hidden or removed.

- If you are combining personal leave with travel, please identify personal leave on your reimbursement request and remember that travel expenses while on personal leave are not allowed.
- If you purchase your own airfare, you must submit a receipt, itinerary and boarding stubs for reimbursement. A comparative quote from Azumano is no longer required.
- If flying (either from Portland or Eugene) please include method of transportation to/from airport even if you are not claiming reimbursement (i.e. shared a ride, used motor pool vehicle, or bill direct rental car)
- If there are any details needed to process your reimbursement request (i.e. shared lodging expenses, shared ground transportation, have missing receipts, not claiming certain expenses, etc.) please provide this information in the notes section or a separate email if necessary.

**Where can I find the out of state travel authorization and travel reimbursement request forms?**

You can find the Out of State Travel Authorization and Travel Reimbursement Request forms and other travel related information on the wall outside Cheryl Radke’s office in Room 213. They are also available on the AEC website at Help and Support