



**New York University**  
*A private university in the public service*

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TO: Ph.D. Students

FROM: Sydney Ludvigson, Acting Director of Graduate Studies, Ph.D. Program  
Marjorie Lesser, Graduate Coordinator

RE: **SPRING 2016** Department Update, Registration Information & Course Schedule

**I. REGISTRATION:** Classes for the spring term begin on Monday, **January 25**. The tentative course list for spring 2016 is now available. Courses can be found at <http://www.nyu.edu/registrar/>. A list of spring courses is also attached to this memo. (**NOTE: the spring schedule is subject to change** so please check with the department before the start of the term for the most up-to-date information.) Registration begins on November 16. Other important dates (such as the refund schedule, deadlines for adding and dropping courses, late registration fees, etc.) can be found at <https://www.nyu.edu/registrar/calendars/university-academic-calendar.html#1164>. Please be sure to check out this information. Requests for Stern spring courses begin for non-Stern students on December 4 at noon.

**II. DEPARTMENT NEWS & KEY POLICIES:**

**Key rules and regulations of the department and Graduate School:** The following information was featured in earlier “newsletters” and is here as a reminder; please read carefully:

- 1) Employment outside the university during the fellowship funding period is not permitted during the academic year (**exception:** your advisor attests in writing that the employment opportunity is indispensable to your research). Summer employment is unrestricted (though possibly subject to visa restrictions if you are an international student).
- 2) You should **not register** for any courses outside the department without the written approval of the DGS. In general, you should speak to the DGS regarding your course-taking plans, though a full-time plan of doctoral courses within the economics department will be routinely approved.
- 3) There is a **two-field requirement**. Every student must take one primary and one secondary field in economics. Each field has primary and secondary requirements (the two sets may coincide). Field requirements are posted on the department website ([www.nyu.edu/econ](http://www.nyu.edu/econ)) and updated every year.
- 4) Progress will be monitored for students in the third year and beyond. **A student must find an advisor by the start of the third year.** The advisor will initially supervise the third year paper and later the dissertation. The student can change advisors at any time, with the consent of the new advisor, and the change must be recorded in the student's file. [A form is available for this purpose.] Beginning with the end of the third year, a student's advisor must submit yearly reports on student progress. [A form is available for this purpose.] The reports will be reviewed

by the Graduate Committee and dealt with on a case-by-case basis to determine if a student is making satisfactory progress. Forms may be obtained from M. Lesser.

5) Course requirements include the following: (see the GSAS 2015-2017 bulletin)

<b>FIRST Year- Fall Semester</b>	<b>FIRST YEAR – Spring Semester</b>
Microeconomic Theory ECON-GA 1023	Microeconomic Theory ECON-GA1024
Macroeconomic Theory ECON-GA1025	Macroeconomic TheoryECON-GA 1026
Econometrics I ECON-GA 2100	Econometrics II ECON-GA.2101
Math for Economists I ECON-GA 1021	Optional course (discuss with DGS)
<b>SECOND YEAR – Fall Semester</b>	<b>SECOND YEAR – Spring Semester</b>
Field Course	Field Course
Field Course	Field Course
Field Course	Field Course
<b>THIRD YEAR – Fall Semester</b>	<b>THIRD YEAR – Spring Semester</b>
Seminar/Workshop	Seminar/Workshop

6) If you have permission and register for any three (3) point course, please remind Marge to register you for one (1) point Reading & Research ECON-GA 3000.002 so that you are carrying the appropriate number of credits per term; (or you may wish to “save” credits so as to take additional courses later).

7) If you are registering for **less than twelve (12) credits** for any semester, please email Marge **for full-time status** for that term.

**Please remember that the act of registering generates related tuition charges for which you are financially responsible. Even if no payment is due, you MUST OFFICIALLY drop or withdraw from courses as detailed at [www.nyu.edu/bursar](http://www.nyu.edu/bursar) and clicking on “Refund Schedule”.**

If you have been awarded a "waiver of the maintenance of matriculation" fee for the 2015-2016 ay, **YOU DO NOT NEED TO REGISTER**; the Graduate School will do this for you (usually in mid-January). However, **you should email Marge at ml6@nyu.edu to post your full time status for the term after your MM is posted.**

### III. GENERAL INFORMATION

There are two policies that are important to remember: 1) ALL Ph.D. students have a **seven (7) year time to degree requirement** (whether you have received transfer credits or not) and 2) in order to be in good standing and to graduate, all Ph.D. students **MUST** have a **cumulative GPA of 3.0 (B)** or higher as well as the 30 credits minimum of grades of B or better.

**A. Incompletes:** It is important that incompletes be made up as quickly as possible in order to receive credit for that course and to remain in good standing within the Graduate School. The assignment of an incomplete grade is at the discretion of the instructor and must be made up within one year of the beginning of the course. If the incomplete grade is NOT changed to a permanent grade within this time period, the **incomplete (I) lapses to a failure (F)**. Permanent grades may not be changed unless the original grade resulted from clerical error.

Please note that this policy became effective for all courses taken in fall 2009 and thereafter. If you have taken an "incomplete" and find that you will not be able to finish it within the accepted time period, you may file for an "Extension of Incomplete" with the permission of the instructor and the Director of Graduate Studies. All work must be completed and the grade posted by the instructor via Albert within the second year (maximum). Please see Marge for the "extension of incomplete" form.

**PLEASE NOTE: EXTENSION OF INCOMPLETES IS APPROVED BY THE DGS ONLY IN VERY EXCEPTIONAL CIRCUMSTANCES. Please take note of this when planning your courses.**

**B. Adding and Dropping Courses:** The last day to drop a course without a "W" appearing on your transcript for the spring term is February 8, 2016 (see <http://www.nyu.edu/registrar/calendars/university-academic-calendar.html>) (Please note that any tuition refund is in accordance with the stated refund schedule posted at [www.nyu.edu/bursar](http://www.nyu.edu/bursar) "Refund Schedule.")

**C. Continuous Registration:** In order to remain in good standing in GSAS, **continuous registration is required.** For graduate students who have completed all coursework, there are three ways to maintain continuous enrollment: 1) register for at least one credit each Fall and Spring until the degree is conferred; 2) take an official leave of absence (you must be in "good standing", specific conditions need to be met and your request must first be approved by the DGS); or 3) pay a matriculation fee (\$461 per semester + health/general fees) if you have completed enough credits for the degree.

Please note that the University calendar year starts in the fall and ends in the summer of the following year. Students who fail to register for any courses or maintain matriculation for more than three terms **ARE REQUIRED TO FORMALLY REAPPLY** to the Graduate School in order to continue their studies. Readmission is not automatic; the department will evaluate your application and academic progress.

**D. Time to Degree:** All requirements for the Ph.D. degree must be completed **within seven (7) years** from the date of your initial registration in the Graduate School.

**E. Termination from Program:** To be considered in "good standing" a student must maintain a B (3.0) or better average with fewer incomplete grades than semesters in attendance and have a cumulative GPA of 3.0. The Economics Department further requires that all core courses be satisfactorily completed with an average grade of B or better (unless specific waivers have been obtained), and that all qualifying and field examinations be passed. Failure to comply with these requirements will lead to a review by the Graduate Committee and --- in all likelihood --- termination from the program.

#### **IV. COURSES IN STERN SCHOOL OF BUSINESS**

Registration for Stern courses must be done through the Graduate Office during the Stern cross-registration period and opens for the spring term on December 4. If interested, please check with the DGS to make sure the Stern course you wish to take will count toward your PhD Economics degree credits. Once you have approval, complete the Stern Reservation Form and submit to Marge (form can be found at the Stern School of Business website [http://web-docs.stern.nyu.edu/registrar/reg\\_crossregform.pdf](http://web-docs.stern.nyu.edu/registrar/reg_crossregform.pdf)). Stern also requires proof of pre-reqs listed for each of their courses so be sure to provide that as well. If you do register for a 3-point Stern course, you can request 1 point reading & research from Marge for that term.

#### **VI. STUDENT FINANCE**

**A. MacCracken Fellowship Reserve Program, 2015-2016:** A copy of the "...Policy Guidelines, Frequently Asked Questions and Applications" which fully explains how MacCracken Fellowship Reserve Program

works and how you can officially apply to reserve funds or request disbursement of previously –reserved funds was distributed by email earlier. There are definite procedures and deadlines which are governed by the Graduate School of Arts and Science. If you are considering reserving funds, it is strongly suggested that you discuss your plans with the Director of Graduate Studies before taking any action. You can access this information at <http://gsas.nyu.edu/page/grad.financialaid.gradfellowships> (go to “MacCracken Program Reserve Application and FAQ).

**B. Teaching Adjunct and Grader Assignments:** Assignments are being finalized at this time for spring 2016. If you wish to see if anything is still available for in the undergraduate program, please contact Andrew Whitney. You will be expected to contact your supervisor in a timely fashion to clarify your responsibilities so that you will be ready for the beginning of the spring term. **You are expected to be at NYU by January 25 and to remain at NYU through the May exam period in order to fulfill your responsibilities.** TAs who do not adequately fulfill their service obligations will not be considered for additional departmental funding.

## VII. QUALIFYING EXAMINATIONS: Core dates & policies

**A.** The spring 2016 core exams in microeconomics and macroeconomics will be given as follows: **microeconomics will be on Thursday, May 26, 10:30-2:30; macroeconomics will be given on Thursday, June 9, 10:30-2:30.** The location will be our room 517 (19 West 4<sup>th</sup> Street). If a student is required to retake either or both core examinations, s/he must do so the next time the examinations are offered following the unsuccessful attempt. The Director of Graduate Studies must approve in writing any exceptions to the timing of the taking of the core examinations. Failure to satisfy these requirements in a timely fashion (see below) will be grounds for terminating the student's participation in the Ph.D. program.

**B. Field Exam Policies:** Each student must declare one primary field and one secondary field in economics and fulfill each field's requirements at the end of the second year in the program. If a student fails the field requirements, s/he should discuss his/her options with the field exam committee and the Ph.D. Director of Graduate Studies. Students who fail to complete two fields in a timely manner are likely to be terminated.

**C. Grading Policy:** An “exam” will be given one of the following four grades:

PD (Pass with Distinction); P (Pass); MP (Marginal Pass); F (Fail)

In order to satisfy all department exam requirements, you must obtain a grade of PD, P, or MP on the two core exams and two field exams/papers.

## VIII: OTHER ITEMS

**A. Mailing List:** If you change your address or telephone number, please update your information in Albert; also, please inform the Payroll Office if you are a Teaching adjunct, research assistant, or grader.

**B. GSAS Summer Awards (including GSAS Summer Pre-doctoral Fellowships):** The GSAS Summer Fellowships and Graduation Prizes call for nominations will be available online in late December at: <http://gsas.nyu.edu/object/grad.acadlife.springawards>. Details will follow as information becomes available.

**C. Graduation Deadlines:** You must apply for graduation on-line by the Registrar's deadlines (go to [www.nyu.edu/registrar/graduation](http://www.nyu.edu/registrar/graduation) for detailed information about applying for graduation and deadlines). If you are planning to graduate in January 2016 and have NOT yet filed for graduation, you must contact Marge immediately since the deadline has passed (it was 10/2). For those planning to graduate in May 2016, you must apply online by February 5, 2016. Please be sure to check the OASL site for details about submitting the

dissertation, the various forms required by GSAS and the deadlines. If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle.

In order to graduate from GSAS with the Ph.D., you should keep in mind the following:

1. Complete 72 points of graduate credit with at least 64 points in residence at GSAS, 30 points of B (3.0) or better grades, and a cumulative GPA of 3.0 **within the appropriate time limit**;
2. Pass qualifying examinations in macro, micro, and two fields (primary and secondary) for those students entering in fall 2006, or one field for students entering prior to fall 2006;
3. Present third year paper in approved setting;
4. Submit "notification of preliminary oral exam" form (form available from Marge Lesser);
5. Present and defend your dissertation with the filing of all appropriate forms
6. Complete all requirements within seven (7) years of initial enrollment in PhD Program.

A packet entitled "Requirements for the PhD Degree, Department of Economics, NYU" is available in the Graduate Office (room 838) or by email. This packet includes such items as the prelim oral form, sample of the dissertation defense announcement with examples of the chair's report and student abstract, forms to be signed before and after the final defense and the JEL listing sheet.

**NOTE:** Enroute to the PhD, students may apply for the MA and the MPhil. **There must be at least one year between the awarding of degrees.** In order to obtain the MA, you must have 32 credits and passed your 2 core and 2 field "exams". You must have a GPA of 3.0 or higher with 18 credits or more of B grades. **You can NOT hold a masters degree in economics from any other school.**

For the MPhil, you must have completed everything except the dissertation and final defense; this means you must have completed your 72 credits, have a 3.0 or higher GPA, passed the 4 department "exams" and submitted the prelim oral (to me). I will be happy to send prelim oral form if you are interested. The prelim oral is when you and your three committee members discuss and agree upon your dissertation topic and methodology. Your three committee members must sign this sheet while you can print their names and fill in the rest of the form.

Information about these requirements is in the GSAS bulletin which is now posted online (see [www.gsas.nyu.edu](http://www.gsas.nyu.edu)).

You should file for any degree by the stated deadline for the graduation date of interest to you (deadlines can be found at [www.nyu.edu/registrar](http://www.nyu.edu/registrar)). You should indicate that you are applying for the MA or MPhil enroute to the PhD - in other words, you are not applying for the terminal MA degree.

**D. Attachments:** SPRING 2016 tentative graduate economics course listing