

**DEPARTMENT OF ECONOMICS**

**GRADUATE STUDENTS’  
HANDBOOK & SUCCESS MANUAL**

University of North Texas

August 18, 2025



## TABLE OF CONTENTS

WELCOME .....	2
I. TIPS FOR SUCCESS IN THIS PROGRAM .....	3
II. SELECTION OF COURSEWORK AND OPTIONAL MINOR FIELD .....	4
III. DEGREE PLAN .....	11
IV. PASSING GRADES AND SATISFACTORY PROGRESS. ....	13
V. WITHDRAWING FROM CLASSES .....	14
VI. UNSATISFACTORY PROGRESS AND THE APPEALS PROCESS. ....	14
VII. COMPREHENSIVE EXAMS. ....	15
VIII. TIME CLOCK .....	17
IX. GRADUATION .....	18
X. ACADEMIC DISHONESTY. ....	19
XI. ALCOHOL AND DRUG POLICY .....	20
XII. COMMUNICATION & E-MAIL .....	20
XIII. STUDENT SAFETY AND WELL-BEING .....	20

## **WELCOME!**

Welcome to the Master's program in Economics! We are glad that you are here. This Handbook & Success Manual will explain all of the procedures and policies that you need to know (and follow) in order to be successful in this program. Please read this document in its entirety and refer to it frequently. Also, please be aware that this document may be updated at the beginning of every semester to reflect new policies that are added or changes that are made to existing policies. Therefore, you should check the department's website at the start of each semester to obtain a copy of the updated document.

If at any point you have a question about the program or a problem with a particular issue, please feel free to ask your Graduate Advisor Dr. Tieslau, for assistance. We hope you have a productive time in this program and we look forward to working with you during your time here!



## XII. TIPS FOR SUCCESS IN THIS PROGRAM

Your success in this program is *your* responsibility, not the responsibility of your professors or advisors. If you abide by the principles in the list below, this should help you to be successful.

- RECONGNIZE AND ACCEPT THE NOTION THAT GRADUATE SCHOOL IS NOTHING LIKE YOUR UNDERGRADUATE EXPERIENCE. In graduate school, the amount of work and the level of difficulty of that work will be several orders of magnitude greater than it was when you were an undergraduate. Be prepared to work much more on assignments that are significantly more difficult than undergraduate-level assignments. **If you do not want to work extremely hard, drop out of this program now!**
- MEET WITH YOUR GRADUATE ADVISOR and keep in contact with him or her on a regular basis. At a minimum, you should meet with your advisor at least twice per semester, once before the semester begins, and once as final exams are nearing.
- ATTEND **EVERY** CLASS and pay attention to every word that is said. Do not access your phone during class. Answer questions when your professors ask them in class, and ask your own questions whenever possible. Do not expect that you can skip the lectures and find everything that you need to know on the internet! There is a great deal of incorrect information on the internet, and for many of your graduate classes, you will NOT find the material that your professor taught in class on the internet.
- TAKE LOTS OF NOTES AND WRITE YOUR NOTES BY HAND ON PAPER. In graduate classes, your professors tend to write very little of what they say on the board (or in a handout), even though what they say is crucially important to your understanding of the material. It is your responsibility to discern the importance of and record information from your professors, not just the material he or she writes on the board.
- REVIEW AND STUDY YOUR LECTURE NOTES AFTER EVERY CLASS. Do not wait until the day before an exam. Use flash cards to review key concepts and definitions.
- READ THE ENTIRE SYLLABUS for each of your classes, keep them on hand throughout the semester, and refer to them frequently.
- READ THE BOOK. Read everything that is assigned and DO NOT SKIP the hard parts or equations. Do not expect that you can skip reading the required textbooks and find everything that you need to know on the internet!
- GET TO KNOW THE SECOND-YEAR STUDENTS and ask them questions about what they did that helped them be successful, or what they wish they had done.
- GET TO KNOW THE STUDENTS IN YOUR CLASSES and form study groups with them.
- MAKE USE OF YOUR PROFESSORS' OFFICE HOURS. Ask them questions about the lecture material, the assignments, and the general subject matter.
- IF YOU NEED HELP, ASK SOMEONE. Tell your Graduate Advisor and/or your professors if you have a problem or concern. In addition, note that UNT offers a wide array of mental health services through [Student Counseling](#) that can be extremely useful.

## II. SELECTION OF COURSEWORK AND AN OPTIONAL MINOR FIELD

### XII. The Master of Science

The Department of Economics offers the degree of Master of Science with a Major in Economics, ECON-MS. This degree requires 36 hours of coursework and successful completion of three comprehensive exams—one in advanced macroeconomics, one in advanced microeconomics, and one in advanced econometrics (see Section VII for more details). The ECON-MS degree is designed so that students who enroll full time (nine hours in fall and nine hours in spring semesters) can graduate within 2 years. Of the 36 hours required for the degree, 15 of these are comprised of required coursework and the remaining 21 hours are comprised of elective coursework.

#### B. Required Coursework for the ECON-MS degree:

ECON 5330, Advanced Macroeconomics  
 ECON 5340, Advanced Microeconomics  
 ECON 5600, Mathematical Economics  
 ECON 5640, Multivariate Regression Analysis<sup>1</sup>  
 ECON 5650, Advanced Econometrics

#### **Required graduate courses offered during fall semesters:**

**ECON 5330, Advanced Macroeconomic Theory:** Rigorous theoretical and empirical analysis of a wide range of issues in macroeconomics, including economic growth, economic fluctuations, incomplete nominal adjustments, expectations formation, consumption, investment, unemployment, inflation, monetary policies, budget deficits, and fiscal policies. Prerequisites: grades of “B” or better in ECON 3560 or ECON 5040 (Intermediate Macroeconomics), ECON 5600 (Mathematical Economics) and ECON 5640 (Multivariate Regression).

**ECON 5600, Mathematical Economics:** Mathematical approaches to economic theory: models of production, consumer choice, markets and pricing; simple macroeconomic models. Prerequisites: grades of “B” or better in MATH 1710 (Calculus I) [NOTE: MATH 1190 (Business Calculus) does NOT satisfy this requirement] and ECON 3550 or ECON 5030 (Intermediate Microeconomics).

**ECON 5640, Multivariate Regression Analysis:** Focuses on the basic statistical methods employed in linear regression analysis using examples most often encountered in economics, finance, and accounting. Topics include linear and intrinsically linear regression models; estimation under ideal and non-ideal conditions, linear hypothesis testing; multicollinearity, and models with dummy variables. Prerequisites: grades of “B” or better in MATH 1710 (Calculus I) and ECON 5630 (Research Methods).

---

<sup>1</sup> Students who were undergraduates at UNT and who completed ECON 4870, Introduction to Econometrics, with a grade of “B” or better within one year of beginning the Master’s program might be permitted to replace ECON 5640 (Multivariate Regression Analysis) with an appropriate elective. The Graduate Advisor will determine, on a case-by-case basis, whether or not a student qualifies for this replacement.

### **Required Graduate Courses Offered During Spring Semesters:**

**ECON 5340, Advanced Microeconomics Theory:** Microeconomic theory and its applications. Emphasizes the logical structure of microeconomics and the formal specification of microeconomic problems. Special topics may include intertemporal choice, uncertainty and risk analysis; industrial organization and antitrust policy; advanced managerial economics; cost-benefit analysis. Prerequisites: grades of “B” or better in ECON 3550 or ECON 5030 (Intermediate Microeconomics) and ECON 5600 (Mathematical Economics).

**ECON 5640, Multivariate Regression Analysis:** See II. B. above.

**ECON 5650, Advanced Econometrics:** Focuses on the theoretical foundations of non-linear regression models often encountered in economics, finance and accounting. Topics include the multivariate classical linear regression model; ideal conditions for estimation of the classic linear regression model; linear and non-linear hypothesis testing; the method of maximum likelihood estimation; the consequences of departures from ideal conditions; structural and reduced form equations and models with endogenous regressors; models with qualitative and limited dependent variables; and models with panel data. Prerequisites: grades of “B” or better in ECON 5640 (Multivariate Regression Analysis) and ECON 5600 (Mathematical Economics).

### **C. Elective Coursework:**

Of the 36 hours of coursework required for the ECON-MS degree, 21 hours are comprised of elective courses, where no more than six of those hours can come from outside the Department of Economics. Economics electives are broken into two categories: Category I electives and Category II electives.

Category I electives do not require intermediate micro, intermediate macro, or multivariate regression as prerequisites. Unless a student obtains special permission from the graduate advisor, no more than two category I electives can be counted on one’s degree plan.

NOTE: ECON 5030 (Microeconomic Analysis), ECON 5040 (Macroeconomic Analysis), and ECON 5630 (Research Methods) are NOT electives; they are lower-level classes offered to graduate students to bridge deficiencies in those students’ prerequisites. These classes cannot be counted on a master’s degree plan.

Prerequisites for category II electives include at least one of the following: intermediate micro, intermediate macro or multivariate regression.

Below is a list and brief description of the economics electives that typically are offered during each long semester, along with their prerequisites. Note that not all of these classes are offered on a regular basis.

### **Category I Electives Typically Offered During Fall Semesters:**

**ECON 5000, Economic Concepts:** The course explores the technical skills and models of an economic consultant. Course topics include economic impact analysis, cluster-based economic development strategy, targeted industry strategies, cost-benefit analysis, site selection location theory, spatial modeling and social network analysis. The course identifies project funding opportunities, data sources, and highlights client and media management strategies. Prerequisite(s): None.

**ECON 5440, Economics of Natural Resources and Environment:** Natural resource management and use, problems of renewable and non-renewable resources, including scarcity and market responses, role of property rights, externalities, benefit-cost analysis, and energy policy with an emphasis on Texas. Analysis of environmental problems and policy formulation. Prerequisites: grades of “B” or better in ECON 1100 (Principles of Microeconomics) and ECON 1110 (Principles of Macroeconomics).

**ECON 5850, International Trade:** Examines the nature and theoretical foundations of modern trade between nations. Topics covered include patterns of international trade and production, welfare implications of trade, impacts of tariffs and quotas, balance of trade, and balance of payments issues, analysis of trade implications of international monetary systems, multinational corporations, exchange rates, and economic implications of political action. Individual readings and research are required. Prerequisites: grades of “B” or better in ECON 1100 (Principles of Microeconomics) and ECON 1110 (Principles of Macroeconomics).

### **Category I Electives Typically Offered During Spring Semesters:**

**ECON 5090, Seminar on the History of Economic Thought:** Development of economic thought since the Middle Ages. Prerequisites: grades of “B” or better in ECON 1100 (Principles of Microeconomics) and ECON 1110 (Principles of Macroeconomics). This course also might be offered in the fall, but that is not guaranteed.

**ECON 5440, Economics of Natural Resources and Environment:** See fall course offerings above.

**ECON 5550, Law and Economics:** Advanced economic analysis of the mutual interaction between legal systems and economic activity. Topics include an introduction to legal systems and institutions, legal analysis, and application of economic concepts to various legal doctrines, contracts, torts, criminal law, constitutional law, regulation, and antitrust. Emphasis is placed on using economic theory to develop and test hypotheses regarding the effects of laws on incentives and economic behavior, the allocation of resources, and the distribution of income. Prerequisites: grades of “B” or better in ECON 1100 (Principles of Microeconomics) and ECON 1110 (Principles of Macroeconomics).

**ECON 5850, International Trade:** See fall course offerings above.

### **Category II Electives Typically Offered During Fall Semesters:**

**ECON 5050: Seminar in Contemporary Economic Problems:** This course is an introduction to the analysis of labor markets with primary reference to the United States economy. Topics include labor supply and demand, labor productivity, education return and decision, migration and immigration, discrimination, unemployment, and income inequality. We will also discuss government policy regarding the labor market, like the minimum wage and welfare programs. Prerequisite: grade of “B” or better in ECON 3550 (Intermediate Microeconomics) or ECON 5030 (Microeconomic Analysis).

**ECON 5140, Managerial Economics:** Integrates microeconomic theory with accounting, finance, marketing, and production management. Develops incremental reasoning to decision making under uncertainty. Prerequisite: grade of “B” or better in ECON 3550 (Intermediate Microeconomics) or ECON 5030 (Microeconomic Analysis).

**ECON 5150, Public Economics:** Analysis of theoretical foundations, structure, and performance of public sector. Includes issues of public choice theory, market failures, taxing, spending, borrowing, and subsidies. Individual readings and research are required. Prerequisite: grade of “B” or better in ECON 3550 (Intermediate Microeconomics) or ECON 5030 (Microeconomic Analysis).

**ECON 5655, Econometric Analysis of Panel Data:** Focuses on econometric methods for analyzing panel data in economics and business-related fields. Analysis of linear panel data models by fixed effects and random effects. Topics include advanced methods for single equation analysis and some nonlinear panel data models. Model assumptions, specification, estimation, interpretation and inference are emphasized. Prerequisite: grade of “B” or better in ECON 5640 (Multivariate Regression Analysis).

**ECON 5670, Applied Econometrics:** Analysis, interpretation, and development of empirical applications of econometric estimation procedures with emphasis on the examination of real-world economic phenomena and a focus on applied procedures including dummy variables and structural change, heteroskedasticity, autocorrelation, simultaneous equations and causality, logit, probit, Tobit, and panel data. Prerequisite: grade of “B” or better in ECON 5650 (Advanced Econometrics).

### **Category II Electives Typically Offered During Spring Semesters:**

**ECON 5645, Empirical Linear Modeling:** Develops the tools necessary to analyze, interpret, and develop empirical applications of econometric estimation procedures. Students explore an assortment of applied problems that are typically encountered in quantitative research with particular attention given to the examination of real world economic and business-related phenomena. Topics of focus include organizing and manipulating data, estimating linear regression models, interpreting econometric results and computer output, and working with computer software. Prerequisite: grade of “B” or better in ECON 5640 (Multivariate Regression Analysis).



**ECON 5660, Time Series Econometrics and Forecasting:** Focuses on time series analysis and forecasting methodologies applied to problems typically encountered in economics, finance, and accounting. Topics include AR, MA and ARMA models; dynamic time series models; non-stationarity and tests for unit roots; ARCH and GARCH models; VAR models and impulse response functions; fractional integration and cointegration; and error correction models. Computer applications will be used to reinforce the theoretical models. Prerequisite = grade of “B” or better in ECON 5640 (Multivariate Regression Analysis).

**ECON 5750, Urban Economics:** Use of economic analysis to understand the development of cities and regions and the organization of economic activity in the area. Explores the economics of transportation and urban problems such as poverty, segregation, crime, and congestion. Prerequisite: grade of “B” or better in ECON 3550 (Intermediate Microeconomics) or ECON 5030 (Microeconomic Analysis).

#### D. Option to Write a Thesis or Problem in Lieu of Thesis

##### XII. Option 1: Thesis, 6 hours

Students who wish to write a thesis must begin by obtaining a Chair for their thesis committee. The designated Chair must hold full membership in the graduate faculty of the Department of Economics. The Chair will serve as the student’s mentor and guide throughout the thesis process. In order for a student to request that a faculty member serve as his or her thesis chair, the student must submit a formal written proposal to that person. This proposal must include the following elements:

- (XII.) A clear and well-thought-out statement of the proposed research question including the why the proposed questions is important.
- (b.) A thorough and comprehensive literature review.
- (c.) For those writing an empirical thesis, definitions/descriptions of the dependent and independent variables that will be used, and the exact data source(s) from which the data will be obtained. In addition, the Chair may request that the actual data and summary statistics be provided.

If, after reviewing the proposal, the faculty member accepts the responsibility of serving as the Chair of the thesis committee, the student and the Chair, together, will then select the remaining members of the committee, all of whom must be members of the graduate faculty at UNT. There must be at least three but no more than five total committee members, two of whom must be faculty members in the Department of Economics. If the student has a minor field, it is recommended that at least one committee member come from that department. A person who is not a regular member of the University of North Texas graduate faculty may receive a temporary graduate faculty appointment from the Dean of the Toulouse Graduate School in order to serve on a committee. For these appointments, the thesis committee Chair should submit an associate membership nomination form, justification for the appointment, and a vita of the prospective committee member. Associate members may not chair the thesis committee. The majority of committee members must hold regular UNT faculty status.

A thesis or final document consisting of the written report of an investigation or of a successful project is required. This project must be initiated, executed, and reported by the candidate under the supervision of the major and minor professors. Before work on the thesis can move forward, the student must present a proposal defense to his or her committee members. The student is responsible for obtaining all of the necessary signatures and filing the required paperwork for the proposal defense by the deadlines designated by the Graduate School.

It is strongly recommended that students meet with the graduate reader prior to beginning the thesis concerning the proper form and preparation of the paper. For more information, see: <https://tgs.unt.edu/new-current-students/theses-and-dissertations.html>.

The student is required to enroll in a minimum of 3 semester hours of thesis credit in the Department of Economics (ECON 5950) and must maintain continuous enrollment in 5950 through the semester of graduation. Grades of PR (progress) will be recorded at the end of each term/semester satisfactory progress of enrollment until the thesis is filed with the graduate school, then appropriate grades and credit hours will be shown on the student's record.

The total number of semester hour credits recorded for the thesis may not exceed six, regardless of the number of enrollments in the thesis seminar. No credit will be recorded until the thesis has been approved by the student's advisory committee, submitted to the Graduate Office, and approved by the Dean of the Toulouse Graduate School. See the [online academic calendar](#) for the relevant deadlines for submissions and for detailed instructions for the process.

In addition to the comprehensive exam (discussed in Section VII), the student must pass a final defense over the contents of the thesis and related matters. The results must be received by the Office of the Dean of the Toulouse Graduate School no later than the deadline date for submission of theses by students expecting to graduate at the end of the current term/semester or summer session/term. Students should file for graduation according to the graduate graduation deadlines and at least ten days prior to the date of the defense.

Openness of theses and dissertations: The University of North Texas, as a member of the Council of Graduate Schools (CGS), endorses the fundamental tenet on openness and access of thesis and dissertation research as stated in the CGS policy manual *The Doctor of Philosophy Degree: A Policy Statement* (CGS, 2005). In compliance with CGS, it is the policy at the University of North Texas that "an essential aspect of [thesis] and dissertation research and scholarship is the free and full dissemination of research results. Restrictions, either in the conduct of [thesis] and dissertation research or in the sharing of its results, are antithetical to that spirit." Therefore, research that is classified by a government agency or that is proprietary in nature and restricted, insofar as it must be held to secrecy and cannot be openly evaluated or published, is unsuitable for master's or doctoral research (CGS, 2005, pp. 29–30).

## 2. Option 2: Research Problems in Lieu of Thesis, 3 or 6 hours

A student may complete a Problem in Lieu of Thesis, which generally is a smaller version of a thesis, usually consisting of an applied research paper or empirical project. For a six-hour problem in lieu of thesis, the student must enroll in and complete both ECON 5920 and ECON 5930. For a three-hour problem in lieu of thesis, the student must enroll in and complete ECON 5930.

Students who wish to write a problem in lieu of thesis must begin by obtaining a Chair for their thesis committee. The Chair will serve as the student's mentor and guide throughout the process. In order for a student to request that a faculty member serve as his or her thesis Chair, the student must submit a formal written proposal to that person. This proposal must include the following elements:

- (XII.) A clear and well-thought-out statement of the proposed research question including the why the proposed questions is important.
- (b.) A thorough and comprehensive literature review.
- (c.) For those writing an empirical thesis, definitions/descriptions of the dependent and independent variables that will be used, and the exact data source(s) from which the data will be obtained. In addition, the Chair may request that the actual data and summary statistics be provided.

If, after reviewing the proposal, the faculty member accepts the responsibility of serving as the Chair of the thesis committee, the student and the Chair, together, will then select the remaining members of the committee. There must be at least three but no more than five total committee members, two of whom must be faculty members in the Department of Economics. If the student has a minor field, it is recommended that at least one committee member come from that department.

As part of the requirements for each problem course the student must present in writing a formal report or essay based upon the work done in the course, which must be approved by the advisory committee. Whereas a thesis might take several semesters to complete, it should be possible to complete the problem in lieu of thesis in two semesters.

## E. Option to Choose a Minor Field

A minor field is optional. Students who wish to have a minor field must complete, in that chosen minor, six hours of 5000-level coursework from their 21 hours of elective coursework. Acceptable minor fields are: Accounting, Finance, Information Technology & Decision Science (BCIS), Management, Marketing & Logistics, Mathematics, and Political Science. Students who wish to have a minor field must consult with the Graduate Advisor in the Department of Economics to discuss appropriate coursework for their six hours. The student is responsible for contacting the Graduate School to request that their minor field appears on their official transcripts and other documentation.

#### D. Typical Coursework Plan for Full-Time Students:

Full-time students who enter the program in a fall semester with all of the necessary prerequisite classes are expected to adhere to the coursework outline shown below:

##### First Fall Semester:

ECON 5600, Mathematical Economics  
ECON 5640, Multivariate Regression Analysis<sup>2</sup>  
Economics Elective

##### First Spring Semester:

ECON 5340, Advanced Microeconomic Theory  
ECON 5650, Advanced Econometrics  
Economics Elective

##### Second Fall Semester:

ECON 5330, Advanced Macroeconomic Theory  
Economics Elective  
Economics Elective or optional Minor Field Course or optional Thesis/Problem in Lieu of Thesis

##### Second Spring Semester:

Economics Elective  
Economics Elective  
Economics Elective or optional Minor Field Course or optional Thesis/Problem in Lieu of Thesis

### III. DEGREE PLAN

All students are required to file a degree plan. A degree plan lists all of the classes that a student has completed or is planning to complete for the Master's degree, along with the semesters during which the classes were or will be completed, and the grades earned. **Students must meet with the Graduate Advisor during the semester in which they are completing their 12<sup>th</sup> hour of graduate coursework (normally the student's second semester of the program) in order to begin the process for filing their degree plan.** Each student's degree plan must be approved and signed by the Graduate Advisor and the Chair of the Department of Economics. Once this approval has been obtained, the Graduate Advisor will submit the original and four copies of the degree plan to the Dean of the Graduate School for approval. Once your degree plan has been filed by your Graduate Advisor and approved by the Graduate School, you will receive a signed copy by email. Once you have received this signed and approved copy from the Graduate School, you have met the degree plan requirement. It is YOUR responsibility to ensure that this requirement is met.

---

<sup>2</sup> As noted previously, students who completed ECON 4870, Introduction to Econometrics, with a grade of "B" or better within one year of beginning the Master's program might be permitted to replace ECON 5640, Multivariate Regression Analysis, with an appropriate elective.

Only classes in which students earn a grade of “B” or better can be counted on one’s degree plan.<sup>3</sup> In order to be categorized as making good progress towards the degree, once a degree plan has been filed, students must enroll in and pass the classes on their degree plan in each semester.

The student is responsible for fulfilling all catalog requirements and for knowing when one’s program has been completed. A signed copy of the degree plan is required in order to file for graduation. Students are responsible for filing for graduation before the deadline in their final semester. If a student makes any changes to his or her schedule after their degree plan has been submitted to the Graduate School, he or she is responsible for contacting the Graduate Advisor to make sure that those changes are properly recorded in an updated copy of their degree plan. Table 1, below, which appears on all degree plans, must be completed by all students when they begin the process of filing their degree plan.

TABLE 1: Sample Degree Plan

Master of Science in Economics Research (36 hours)			
Required Courses:	Credits:	Date Completed:	Grade:
ECON 5330, Advanced Macroeconomic Theory	3	Fall 20xx	
ECON 5340, Advanced Microeconomic Theory	3	Spring 20xx	
ECON 5600, Mathematical Economics	3	Fall 20xx	
ECON 5640, Multivariate Regression Analysis	3	Fall 20xx	
ECON 5650, Advanced Econometrics	3	Spring 20xx	
Elective Courses:	Credits:	Date Completed:	Grade:
ECON 5xxx,	3		
ECON 5xxx,	3		
ECON 5xxx,	3		
ECON 5xxx,	3		
ECON 5xxx,	3		
ECON 5xxx, <b>OR minor field course OR Thesis OR Problem in Lieu of Thesis</b>	3		
ECON 5xxx, <b>OR minor field course OR Thesis OR Problem in Lieu of Thesis</b>	3		
<b>PLUS SUCCESSFUL COMPLETION OF COMPREHENSIVE EXAMS IN: ADVANCED MICROECONOMIC THEORY, ADVANCED MACROECONOMIC THEORY AND ADVANCED ECONOMETRICS</b>			

For classes that have not yet been completed at the time of filing the degree plan, a student’s grades will be filled in by the Graduate School.

<sup>3</sup> Grades below “B” are considered failing grades for graduate students.

#### IV. PASSING GRADES AND SATISFACTORY PROGRESS

Passing grades in graduate coursework are grades of “B” or better. Students who earn passing grades in all of their classes are making satisfactory progress towards their degree. Students are permitted to earn one grade of “C” or worse during their time in the Master’s program but, as noted above, such a class cannot be counted on their degree plan. Students who earn one grade of “C” or worse will be placed on academic probation for the remainder of their time in the program. If a student is placed on academic probation, he or she faces the following circumstances:

- The student may not earn a grade of “C” (or worse) in any economics classes from that point forward. If he or she does earn a grade of “C” or worse in any other class, he or she will be removed from the Master’s program in Economics. In such cases, the student has the right to ask the Chair of the Department of Economics for an appeal of the decision to remove them from the program. See Section VI for more information on requesting an appeal.
- If the class in which the student earned a grade of “C” or worse is a required class, or if the student intends to count this class on their degree plan, he or she must re-take the class and earn a grade of “B” or better.
- If the class in which the student earned a grade of “C” or worse is ECON 5340 (Advanced Microeconomic Theory), ECON 5330 (Advanced Macroeconomic Theory), or ECON 5650 (Advanced Econometrics), he or she will not be permitted to take the comprehensive exam in that subject until they re-take the class and earn a grade of “B” or better.
- If a student who was removed from the program due to earning two grades of “C” or worse is granted permission to return to the program under the appeals process detailed in Section VI, and then subsequently earns another grade of “C” or worse, this student will be permanently removed from the program without the option for further appeal. Students who find themselves in such a predicament are encouraged to meet with the Graduate Advisor to discuss whether there is another program at UNT that might be available to them.
- The student must meet with the Graduate Advisor before enrolling in any additional graduate courses in economics, in order to discuss a plan of action for completing their degree.

Students who are placed on academic probation will receive a letter from the Graduate Advisor that outlines the above points.

## V. WITHDRAWING FROM CLASSES

Any student who wishes to withdraw from an economics class must first obtain permission from the Graduate Advisor. Students will not be permitted to withdraw more than three times during their time in the Master's program. If a student withdraws from a class without permission, or if they withdraw from more than three classes, he or she will be permanently removed from the Master's program. In that event, the Graduate Advisor will send the student a Termination Letter explaining this action. Students who are removed from the program for violating the department's policy on withdrawing from classes have the right to ask the Chair of the Department of Economics for an appeal of the decision to remove them from the program. See Section VI for more information on requesting an appeal.

If a student successfully appeals to remain in the program, the student may not withdraw from any economics classes from that point forward without first obtaining permission from the Graduate Advisor. If such a student withdraws without permission, he or she will be removed permanently from the Master's program in Economics.

In all cases, the student must meet with the Graduate Advisor before enrolling in any additional graduate courses in economics, in order to discuss a plan of action for completing their degree.

## VI. UNSATISFACTORY PROGRESS AND THE APPEALS PROCESS

In the event a student receives a Termination Letter (as referenced in Sections IV and V), the student has the right to ask the Chair of the Department of Economics for an appeal of the decision to remove them from the program. To appeal, he or she must present a *formal written letter* to the Chair of the Department of Economics (delivered either by e-mail or regular mail) stating the reasons he or she believes they deserve to be reinstated in the program. The deadline for submitting this formal request to the Department Chair will be specified in the Termination Letter. The Chair will make a decision on the request in a timely manner and will send a written response to the student. In certain cases, the Chair may delegate this decision to the Associate Chair or to the Graduate Advisor.

## VII. COMPREHENSIVE EXAMS

Comprehensive exams (also known as Exit Exams) are designed to test a student's complete knowledge and understanding of introductory, intermediate and advanced material from the core courses in the field of economics. All graduate students must successfully complete comprehensive exams in three subject areas: Advanced Macroeconomics, Advanced Microeconomic, and Advanced Econometrics. Copies of old comprehensive exams are available in the Department of Economics main office for study and review purposes.

### XII. Structure of Comprehensive Exams

The exams in each subject area cover material from both the intermediate and the advanced versions of the subject. That is, the exam in Advanced Macroeconomics covers material from ECON 5040 (or ECON 3560), Intermediate Macroeconomics, as well as ECON 5330, Advanced Macroeconomic Theory. Similarly, the exam in Advanced Microeconomics covers material from ECON 5030 (or ECON 3550), Intermediate Microeconomics, as well as ECON 5340, Advanced Microeconomic Theory. The exam in Advanced Econometrics covers material from ECON 5640 (or ECON 4870), Multivariate Regression Analysis, as well as ECON 5650, Advanced Econometrics. The duration of each exam is 2½ hours. In some cases, the professors who write the exams will provide a formula sheet for use during the exam. Other than that, students are not permitted to bring any notes, papers, or study aids of any kind into the exam room. In addition, while students are taking an exam, they are NOT permitted to have cell phones, tablets, laptops, notebooks (or any such items) in the exam room, or anywhere on their person, or in their backpacks, or purses, or bags. All such items must be surrendered to the proctor before the exam begins.

#### B. Signing Up for a Comprehensive Exam

Students wishing to take a comprehensive exam must sign up in the Department of Economics main office no later than two weeks before the date of the exam. Once the exact date, time and location of a comprehensive exam has been scheduled, this information is posted on signs displayed around the Department of Economics, along with a notice that all interested students must sign up for the exam. If a student does not see this information posted, he or she must contact the Exit Exam Coordinator to obtain the information. Only students who sign up by the deadline will be allowed to take the comprehensive exam. If a student wishes to withdraw from the exam after he or she has signed up, they must contact the Department before the deadline to have their name withdrawn from the list. Students who sign up for the exam but fail to take the exam will be assigned a failing grade on the exam.

#### C. Reporting of Comprehensive Exam Results

Approximately 3 to 5 weeks after a student takes an Exit Exam, he or she will receive written notification of their score via email. This email will be sent to the student's official UNT email address.



#### D. Grades and Successful Completion of Comprehensive Exams

Three faculty members grade each exam, through blind review, and an average of the three grades is assigned as the final grade. Four types of final grades can be assigned to comprehensive exams, as described below:

Pass with Distinction (PD): Indicates outstanding knowledge of the subject matter.

Pass (P): Indicates complete knowledge of the subject matter.

Marginal Pass (MP): Indicates sufficient knowledge of the subject matter, but with some weaknesses in certain areas.

Fail (F): Indicates insufficient knowledge of the subject matter.

Students who earn a score of MP on a given comprehensive exam are strongly encouraged to meet with the professor who wrote the exam to obtain advice regarding the steps they should take in order to improve their knowledge.

Students who earn a grade of “F” on any comprehensive exam have not successfully completed the requirements for that exam. Students who have received only one grade of “F” on a given exam are permitted to re-take the exam in that subject. Under such circumstances, students have one year to re-take the exam. If a student has earned two grades of “F” on a given exam and he or she desires to re-take the exam for a third time, they must ask the Exit Exam Coordinator for special permission to do so. Such permission only is granted in rare circumstances where there are compelling reasons to believe that the student has the ability to pass the exam if given a third opportunity. Any student wishing to pursue this option must write a *formal written letter* to the Exit Exam Coordinator (delivered by e-mail or regular mail) requesting permission to take the exam for a third time, and explaining, in detail, the compelling reasons for special dispensation. The Exit Exam Coordinator, in consultation with the Chair of the Department of Economics and the Graduate Advisor, will make a decision in a timely manner and respond to the student in writing. If permission is granted, this response will explain the conditions and circumstances under which the student will be allowed to take the exam for a third time. If the student does not adhere to the conditions set out in this letter, they will be permanently removed from the Master’s program in Economics. If a student is not granted permission to take a particular comprehensive exam for a third time, OR, if a student earns a third grade of “F” on a particular comprehensive exam, this student will be permanently removed from the Master’s program in Economics. At such a time, students will have exhausted all opportunities for appeal to the Department of Economics; students then have the right to appeal to the Graduate School.

#### E. Dates of Comprehensive Exams

The Exit Exam Coordinator will determine the exact date, time, and location of each comprehensive exam. Students are expected to take the comprehensive exam in each subject directly following the semester in which they successfully complete the advanced course that covers that subject. For example, since Advanced Microeconomic Theory and Advanced Econometrics are offered during spring semesters, students are expected to take the comprehensive exam in those subjects during the month of June directly following the successful completion of these classes.

Similarly, since Advanced Macroeconomic Theory is offered during fall semesters, students are expected to take the comprehensive exam in Advanced Macroeconomics during the month of February directly following the successful completion of that class. Table 2, shown below, provides the approximate dates on which each exam is given.

TABLE 2: Approximate Dates of Comprehensive Exams:

	Advanced Macro	Advanced Micro	Econometrics
1 <sup>st</sup> Date of Exam	1 <sup>st</sup> Saturday of spring semester (sign up in November)	4 <sup>th</sup> Saturday after final exam week in spring (sign up in late April)	2 <sup>nd</sup> Saturday after final exam week in spring (sign up in early April)
2 <sup>nd</sup> Date of Exam	Last Saturday in May	3 <sup>rd</sup> Saturday of spring semester	1 <sup>st</sup> Saturday of fall semester

## VIII. TIME CLOCK

Students completing the Master's degree in Economics have five years in which to satisfy all of the requirements for the degree. The time clock begins with the first (oldest) course on the student's degree plan. If a student begins in a fall semester, then he or she is permitted to enroll in six fall semesters (and five spring semesters). If a student begins in a spring semester, then he/she is permitted six spring semesters (and five fall semesters). Stopping the clock can be granted only by submitting a [Graduate Leave of Absence](#) request and having it approved by the Toulouse Graduate School.

There is no penalty for non-continuous enrollment up to one year (two long-term semesters without enrolling in any courses). In the absence of a Graduate Leave of Absence approved by the Toulouse Graduate School or a request for non-continuous enrollment submitted to and approved by the Chairperson of the Department of Economics (note Departmental approval for non-continuous enrollment does not stop the clock), failure to enroll for more than two long-term consecutive semesters will result in dismissal from the program.

If a student is unable to complete their degree within that time frame, they have the right to [request an extension from the Toulouse Graduate School](#); such extensions are granted rarely, and are based on unusual extenuating circumstances.

## IX. GRADUATION

Students who have fulfilled all of the requirements for the Master's degree and who wish to graduate in a particular semester must submit an application for graduation with the Graduate School. Students must have a signed and accurate copy of their degree plan in order to apply for graduation. Students who have chosen to write a thesis or problem in lieu of thesis must pay a fee when submitting their application for graduation; otherwise, there is no fee to apply for graduation. The application for graduation must be submitted by the deadline specified by the Graduate School.

**NO LATE APPLICATIONS WILL BE ACCEPTED FOR ANY REASON.** For those graduating in a fall or a spring semester, the deadline to apply for graduation usually occurs within the first few weeks of that semester. For those graduating in the summer, the deadline to apply for graduation usually occurs right after spring semester final exams. Please see the [Toulouse Graduate School Graduation Information](#) for all relevant details.

If a student has an expectation or projection that they might graduate in a given semester, but they are uncertain whether they will have satisfied all of the requirements during that semester, they should, nonetheless, submit an application for graduation at the beginning of that semester. For example, suppose a student has only to complete the comprehensive exam in Advanced Microeconomics in order to graduate during a given summer semester. The deadline to apply for summer graduation usually occurs in mid to late May. However, the comprehensive exam in Advanced Microeconomics does not take place until late June. As such, this student will not know if he or she has completed all of the necessary requirements for the degree by the time of the deadline to apply for graduation. In this case, the student should nonetheless submit their application for summer graduation in May, even though they are not yet certain that they will qualify to graduate in the summer. There is no penalty for applying for graduation and subsequently not meeting all of the requirements to graduate. If the student does not pass the comprehensive exam, and thus does not qualify to graduate, the Graduate School will forward the application to the next semester so that the student has the opportunity to graduate at that time, assuming they have then fulfilled all of the necessary requirements at that time.

## X. ACADEMIC DISHONESTY

The Department of Economics adheres to the University's Policy on Cheating and Plagiarism. This policy prohibits cheating, plagiarism, forgery, fabrication, and facilitating academic dishonesty, including the unauthorized use of AI tools for assignments. Each instructor has the authority to determine both what is (and is not) permitted in his or her class as well as the punishment that will result due to infractions, so please check with your instructor for clarification on this issue.

Cheating is defined as the giving or receiving of unauthorized assistance in an academic exercise, including but not limited to:

- Use of any unauthorized assistance to take exams, tests, quizzes, or other assessments.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University.
- Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor.
- Using any chart, graph, table, art work or any other piece of information from someone else's paper (or web site) without crediting the original author for that work.
- Any other act designed to give a student an unfair advantage on an academic assignment.
- Any AI generated content for any reason not expressly permitted by an instructor.

Plagiarism is defined as the use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

- The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
- The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

## XI. ALCOHOL AND DRUG POLICY

Except in the case of official University-sponsored events at which alcohol is being served, it is forbidden to consume alcohol of any kind in any office, classroom, hallway, common space, or any property of the University of North Texas at any time for any reason. This applies even if you are of legal drinking age, and even if it is after hours, and even if you are behind closed doors. In addition, consumption of illegal drugs is not tolerated. Anyone who is caught consuming alcohol or illegal drugs of any kind on departmental property immediately will lose their funding (that is, their employment will be terminated) and, if you have been awarded a scholarship, you could lose that funding as well. In addition, please be aware that if you are an out-of-state student and your employment with the department is terminated, you will lose your status as an in-state student and you will have to re-pay the university the difference between out-of-state and in-state tuition.

## XII. COMMUNICATION AND E-MAIL

Whenever there is important information to impart to you by your Graduate Advisor or other officials from the Department, official communication will be sent *exclusively* to your official UNT e-mail address. It is fully *your* responsibility to monitor and review e-mail sent from the department to that account.

## XIII. YOUR SAFETY AND WELL-BEING

All members of the University of North Texas community, whether students, staff, faculty, administrators, or visitors, have the right to live and work in an environment that is safe and free of assault, harassment, and intimidation. Although most people think of harassment as taking on the form of sexual harassment, it also can be targeted at a person's race, ethnicity, nationality, gender, sexual preference, and religion. It is the policy of the University of North Texas and the Department of Economics that assault, harassment, and intimidation of any kind are not tolerated, and those who violate this policy will be subject to disciplinary measures.

If, at any time, you are being harassed or threatened, or if you have been assaulted or you feel that your life is in danger, please take immediate action to protect yourself and tell someone in authority about your situation. Most importantly, if your life is in danger or you have been assaulted or sexually assaulted, you can dial 911 on any phone (if you are using a campus phone, you first must dial the number 9 before dialing any other numbers). This will connect you directly with the police department. The police will respond immediately and they will protect you and deal with your assailant. Once you are safe and you are comfortable speaking about the incident, we encourage you to speak with the Graduate Advisor or the Chair of the Department so that they can offer you additional assistance and help you deal with the specific challenges that you may face as a student. If you are not comfortable speaking with the Graduate Advisor or the Chair of the Department, you are welcome to speak with any faculty or staff member at UNT, or speak with the trained professionals at UNT's Office of Equal Opportunity. The OEO office is located in room 175 of the Hurley Administration Building. Their email address is [OEO@unt.edu](mailto:OEO@unt.edu), and you can reach them by phone at 940.565.2759.

If your situation is not one of imminent danger or assault but, rather, one of harassment or intimidation, there is no need to contact the police. In this case, please speak to the Graduate Advisor or the Chair of the Department. They will ensure that you are taken care of in a prompt and professional manner, and, they will make every effort to stop the harassment or intimidation. Again, if you are not comfortable speaking with the Graduate Advisor or the Chair of the Department, you are welcome to speak with any faculty or staff member at UNT, or speak with the trained professionals at UNT's Office of Equal Opportunity.

Please be aware that if a faculty or staff member at UNT receives notification from a student that he or she has been harassed or intimidated, that faculty or staff member is legally obligated to report the incident to their supervisor and to UNT's Office of Equal Opportunity. In addition, if a faculty or staff member receives notification from a student that he or she has been assaulted (including sexually assaulted), they also are legally obligated to report that information to the police department. Other than adhering to those legal requirements, we will not discuss your situation with anyone else without your consent.