Department of Economics
Graduate Program Policies and Procedures: Ph.D. Program
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Graduate study in economics leads to the degrees of Master of Science and Doctor of Philosophy. The graduate program develops theoretical and quantitative skills in economic theory and in applying economic theory to analyze a broad range of contemporary policy issues in order to prepare students for careers in teaching, research, business and government.

Both M.S. and Ph.D. degrees are offered. This document describes policies and procedures for our Ph.D. program. For our M.S. Program in Financial Economics and Econometrics, please consult our separate document, Graduate Program Policies and Procedures: M.S. Program.

It is not necessary to have a master's degree before beginning the doctoral program. Students applying to the doctoral program in economics would ideally present undergraduate credits in economics as well as substantial coursework in mathematics and statistics. An undergraduate major in economics is not necessary. The department has no foreign language requirement for a graduate degree in economics.

I. Specific Requirements for Ph.D. Degrees

A. Graduate Credit Requirements

The Ph.D. degree requires a total of 96 semester hours of graduate credits for students without an M.S. or M.A. degree, or 64 hours of graduate credit for students with an M.S. or M.A. degree in those cases where the Department deems that the work done for those degrees is a suitable substitute for courses taken in the Department.

B. Core Course Requirements

All Ph.D. students are required to complete the core course sequences in macroeconomics, microeconomics, and econometrics. Each core sequence consists of two classes. The Macroeconomics sequence includes Economics 636 and 646 (Macroeconomic Theory 1 & 2); the Microeconomics sequence includes Economics 629 and 630 (Microeconomic Theory 1 & 2); the Econometrics sequence includes Econometrics 675 and 676 (Econometrics 1 & 2). In rare cases the Director of Graduate Programs in Economics may waive this requirement due to equivalent prior study in other graduate programs. Students should note that the material covered in these core sequences forms the basis for the departmental qualifying examinations.

C. Qualifying Exams

All Ph.D. students are required to fulfill the department's written qualifying examination requirements. These requirements and the structure of the exams are described in Section II of this document.

D. Second year Fields and Paper Requirement.

1. All students must demonstrate mastery of two elective field areas, and must successfully complete a total of six (6) field courses from the Department of Economics. The list of fields and the corresponding courses currently offered by the department are listed later in this document. Mastery of each elective field of concentration in the Department of Economics is

demonstrated by a successful completion of two (2) courses in that field. A successful completion of a field course requires a grade of B or higher.

2. One of the elective fields must be selected as the student's major field. Students must submit their intended major field to the Director of Graduate Programs no later than the last day of the add/drop period of their fourth semester.
3. To be successfully accepted to their field of choice, each student must write a second-year research paper that is deemed of acceptable quality by a committee comprising of faculty members in the student's chosen major field. The field committee members for each academic year will be announced no later than October 1. A guideline for the successful completion of the second-year paper requirement is outlined later in this document
4. Failure to meet the requirements for acceptance to the field of their choice, will result in unsatisfactory evaluation by the field committee. An unsatisfactory evaluation will trigger a probationary period of one semester, in which the student is expected to work towards satisfying the field paper requirement either in their declared field or if appropriate in another field. Failure to obtain a satisfactory evaluation by the field committee by the end of the student's 5th semester will trigger a review of the student's overall performance by the voting members of the Graduate Instruction Committee. The committee will determine appropriate course of action, which may result in discontinued funding or a dismissal from the Ph.D. program.

E. Advisory Committee

1. Creating the Committee

   The Economics Department expects students to form their Ph.D. Advisory Committee as soon as they satisfy the major field requirements listed above and no later than the end of their fifth semester of study, usually the Fall semester of their third year. Students form an Advisory Committee that contains (at least) 4 members of the graduate faculty. The chair (or if the committee has co-chairs, at least one of the co-chairs) must be from the Department of Economics. At least one committee member must be from outside the Department of Economics. Details regarding the process for filing Advisory Committee forms are available in the Economics Department Graduate Studies Office.
2. Program of Study -- Degree Plan

   Students consult with their Advisory Committee to create an official Degree Plan. This document lists all the classes the student will complete in order to obtain the desired degree. Details regarding the process for filing the Degree Plan forms are available in the Economics Department Graduate Studies Office or online on the Office of Graduate Studies website. Students should typically file the Degree Plan before the end of their fifth semester of study, usually the Fall semester of their third year in the program. The Degree Plan must be approved by the student's Advisory Committee.

F. Oral Preliminary Examination

1. University Rules

   The University requires an oral preliminary examination for all Ph.D. students. This exam is administered by the Advisory Committee. This exam must be given no earlier than a date at which the student is within approximately 6 credit hours of completion of the formal coursework on the degree plan (i.e., all course work on the degree plan except 685, 690 and 691) or no later than the end of the semester following the completion of formal coursework on the degree plan. In addition, the Office of Graduate Studies must receive preliminary examination results at least 14 weeks prior to the final oral examination date.

2. Departmental Policy

   The Department requires that students complete their Oral Preliminary Exam before the end of the Fall semester of their fourth year of study. While the exact nature of the preliminary oral examination depends on the Advisory Committee and the particular area of research, there are some general departmental guidelines. The purpose of the Oral Prelim is to rigorously test the student's knowledge of major, minor, and supporting subject areas relevant to the proposed dissertation topic, as well as the student's ability to analyze, organize, and present subject matter relevant to the field.

G. <u>Research Proposal and Admission to Candidacy</u>

1. Students must complete a Research Proposal that outlines the proposed dissertation research. This should be completed after the Oral Preliminary Exam, and before the end of the Fall semester of their fourth year of study. This proposal must be approved by the Advisory Committee and submitted to the Office of Graduate Studies (OGS). The University requires it be submitted at least 15 working days before the Request for the Final Examination.
2. Students are admitted to Candidacy by OGS when they have completed the following requirements:
   - complete all formal course work on the Degree Plan except 690 or 691 hours
   - earn a GPR of 3.0 or higher, and no grade lower than a C in courses on the Degree Plan
   - successfully complete the Preliminary Oral exam
   - submit an approved dissertation proposal
   - meet the University's residence requirements (see the University's Graduate Handbook)

H. <u>Oral Final Exam and Defense of the Dissertation</u>

The final oral examination requires prior approval by the OGS. Students should get the appropriate forms to be filed with the OGS from the Economics Department Graduate Studies Office and file them at least two weeks before the date of the examination. Students are expected to provide a copy of the dissertation to each member of the Advisory Committee at least two weeks before the final oral examination.

I. <u>Other Requirements</u>

1. Workshops

   Beginning with the Fall semester of the third year and extending through the fifth year, all Ph.D. students are expected to enroll in one of the 3-credit department workshops. Waivers due to conflicts with formal coursework should be brought to the attention of the Director of Graduate Programs. Workshops are typically held in the following areas:

   Macro/Monetary/International, 690-601
   Econometrics, 690-602
   Applied Micro/Public/Labor, 690-603
   Theory/Behavioral/Experimental Economics, 690-604

2. Job Market

   The department maintains and advertises a list of its graduate students who offer themselves for the job market. Students who wish to be listed in the department roster of job market candidates must have a credible job market paper approved by the chair of their Advisory Committee, and they must have presented their job market paper in a department workshop or student seminar. If the faculty determine that this presentation is unsatisfactory, the student must repeat the presentation until the student's Graduate Advisory Committee deems it satisfactory.

II. Qualifying Examinations

A. Purposes and Goals of the Examinations

The purpose of the written qualifying examinations is to ensure that each student who receives a Ph.D. from the department is thoroughly trained in the basic core of macroeconomic theory, microeconomic theory, and econometrics.

B. Exam Requirements

The Department of Economics administers the qualifying examinations in each core sequence of microeconomic theory, macroeconomic theory, and econometrics during the summer session between the first and second year of the Ph.D. program. Refer to Section II C for information on the exam scheduling.

Each core exam consists of two parts, with Part I covering the fall semester material and Part II covering the spring semester material. A grade of A in a core course will substitute for a passing grade on the corresponding part of the qualifying exam. Any student with a grade below A in a given core course will be required to successfully pass the corresponding part of the qualifying exam.

Each student who is required to pass a core sequence qualifying exam will have at most two attempts to pass the exam and should do so prior to the beginning of the second year. This requirement can be modified only under special circumstances that need the approval of the Graduate Program Director.

C. Administration of the Examinations

1. Scheduling of the Examinations

The examinations are administered during the summer session between the first and second years of the Ph.D. program. The first attempt of the microeconomics examination will be given on the last Friday in May in odd numbered calendar years and the Monday following the last Friday in May in even numbered calendar years. The first attempt of the macroeconomics examination will be given on the last Friday in May in even numbered calendar years and the Monday following the last Friday in May in odd numbered calendar years. The econometrics examination will be given on the Thursday following the last Friday in May.

The second attempt of the microeconomics examination will be given on the Monday four weeks before classes begin for the Fall semester in odd numbered calendar years and on the Friday four weeks before classes begin for the Fall semester in even numbered calendar years. The second attempt of the macroeconomics examination will be given on the Friday four weeks before classes begin for the fall semester in odd numbered calendar years and on the Monday four weeks before classes begin for the fall semester in even numbered calendar years. The econometrics examination will be given on the Wednesday four weeks before classes begin for the fall semester.

2. Material covered by the Examinations
   Questions on the qualifying examinations will cover the general subject matter of microeconomic and macroeconomic theory and econometrics appropriate for study by beginning Ph.D. students. The graduate courses (Economics 629, Economics 630, Economics 636, Economics 646, Econometrics 675 and Econometrics 676) will cover the majority of topics on this outline and the syllabi for these courses are a useful reference for the examinations. Old Exams are available on the department server – the Graduate Staff Assistant can provide the link. In exceptional cases of delay in taking the qualifying exam, requiring the approval of the Graduate Program Director, the student will be held responsible for any changes in the topic outline or course material that has occurred since they completed the relevant classes.

3. Form of the Examinations
   Each examination will be a 4-hour written examination (the hours of the examination being uniformly enforced). A student required to take only Part I or Part II of the exam will be allotted 2 hours to complete the exam.

D. Grading of the Examinations

A Qualifying Exam committee will be appointed for each core sequence (Macro, Micro, and Econometrics). These committees will typically consist of two or three members, and at least one shall be from the relevant theory teaching core. Each committee will be appointed by January 31 and will serve for one year. The members of these committees will be announced to the faculty and graduate students of Economics.

For the first attempt, each examination will be evaluated separately by the Examining Committee from that subject area, and a grade of "Pass with Distinction," "Pass," “Marginal Pass,” “Marginal Fail,” or "Fail" will be assigned. In no case will the results of the first round of examinations be returned later than June 30. Should June 30 fall on a weekend, results will be returned no later than the Friday preceding June 30.

In no case will the results of the second round of the examinations be returned more than three weeks after the examination is given.

E. Failure to Meet the Qualifying Exam Requirements

A failure to pass the qualifying exam requirements listed above is grounds for dismissal from the Ph.D. program. The voting members of the Graduate Instruction Committee will review such cases to make a final determination of the student’s standing in the program by taking into account the student’s entire academic record in the first year. Students who are dismissed from the Ph.D. program will be given the option of completing a Master's degree or leaving the program with no degree.

III. Second Year Field Paper Guidelines

A. Deadlines

All students are required to write a second-year research paper on a topic related to their declared major field. The submission deadlines related to the second-year paper are as follows:

1. *May 15: First draft of second-year paper is due.* Within three weeks, the student will obtain feedback from the field committee with evaluation of the paper and revision suggestions.
2. *August 15: Final version of the second-year paper is due.* The field committee will provide a written evaluation of the field paper no later than Wednesday prior to the end of the add/drop week of the student's fifth semester.

B. Evaluation Criteria

The second-year paper will be evaluated on the following four broad components:

1. Clearly stated and well-defined research of significant potential importance.
2. Adequate review of the related literature and argumentation of the paper's contribution to the literature.
3. Appropriate economic framework to address the questions asked.
4. Evidence of feasibility of the analysis (partial characterization or clear example leading to some propositions or testable implications, preliminary experimental design or data analysis, etc.)

Each field committee may provide additional guidelines pertaining to the second-year paper requirements that are consistent with the above broad components.

IV. Normal Progress Guidelines

Students typically complete the Ph.D. program within five years, although some students manage to complete the program in four years. Normal progress guidelines are discussed in the following paragraphs.

A. Entry

The Ph.D. program begins in the fall semester of an academic year. The rare student who enters during the spring term will be officially entered into the Ph.D. program in the fall term of that calendar year, and will face the same requirements for normal progress as the Fall Ph.D. entrants of that year. Students are advised (and funded students are generally required) to take our August Fundamental Mathematics and Probability and Statistics preparatory courses, and all students are responsible for this material. Students are required to earn a B in these courses or demonstrate knowledge of the material by passing an examination.

B. First Year

Ph.D. students complete core courses in microeconomic theory (Econ 629 and Econ 630), macroeconomic theory (Econ 636 and 646), and econometrics (Ecmt 675 and Ecmt 676) in the first year of the program. The normal load is three courses per semester. A student must take the microeconomics, macroeconomics, and econometrics qualifying examinations for the first time shortly following the Spring Semester of the first year. Should it be needed, the second attempt will be completed in August preceding the second year. A student will complete at least 18 credits by the end of the first year in the program. Normal progress requires a cumulative grade point average of at least 3.0 in these courses.

In addition, all international students who are receiving department funding, or who wish to become eligible for funding in their second year, must obtain English Proficiency Certification. Students can do this by passing the required exams by December 31 of their first year. If they are not yet English Proficiency Certified as of December 31, they must take and pass courses through the English Language Institute in the spring semester of their first year. Any student who is not yet English Proficiency Certified as of January 15 and is not enrolled in the English Language Institute courses will lose department funding. In addition, any student who is not yet English Language Certified as of June 1 of the 1st year will lose department funding. Additional information on English Proficiency Certification can be seen at http://ogs.tamu.edu/elp-portal/.

C. Second Year

Students should take a total of at least nine credits each semester of the second year. A student should complete at least one complete field by the end of the second year. In addition, students must take a total of six Department field courses and complete a total of two fields sometime during their second and third years. While most of these field courses should be taken in the second year, students whose prospective advisors instruct them to take courses in other departments in the second year may finish taking Department field courses in their third year. Normal progress requires a cumulative grade point average of at least 3.0 in all courses to this point. A major field should be named in the Spring of this year before the end of the add-drop week. By the beginning of the student's third year, the field paper requirements should be met and the student should submit a Degree Plan including as major advisor a faculty member from their major field (as named in the Spring). *This Degree Plan should be filed no later than the end of the fifth semester of study, usually the Fall semester of their third year in the program.*

D. Third Year

Ph.D. students fulfill any remaining field course requirements such that they have completed two fields (where each field is defined as a two-course sequence) and taken at least six field courses from the Department. Students spend most of their time on dissertation research. Students must register for one of the department workshops (Econ 690). If students are not taking other formal courses they should register for an appropriate number of research credits (Econ 691) so as to maintain a 9-credit load. Students must complete a paper of their original research and present it to the faculty at the end of the Spring semester of their third year. If the paper is deemed unacceptable then the student will be deemed to not be making normal progress. Additionally, a cumulative grade point average of at least 3.0 is required for normal progress.

E. Fourth Year

Ph.D. students should continue to register for one of the department workshops and for research credits, maintaining a 9-credit load each semester. Students should complete the Preliminary Oral Examination and file a Proposal with the Graduate School before the end of the Fall semester. Students must also complete a paper of their original research and present it to the faculty at the end of the Spring semester of their fourth year. If the paper is deemed unacceptable then the student will be deemed to not be making normal progress. Additionally, a cumulative grade point average of at least 3.0 is required for normal progress.

F. Fifth Year

Ph.D. students should continue to register for one of the department workshops and for research credits, maintaining a 9-credit load each semester. Students must have a job market paper completed and are expected to enter the job market. Additionally, a cumulative grade point average of at least 3.0 is required for normal progress.

G. Sample Program Leading to the Ph.D. Degree

1st Year Summer (August)
- Fundamental Mathematics
- Probability and Statistics

	Fall	Spring
1st Year	Econ 629 Microeconomic Theory 1 Econ 636 Macroeconomic Theory 1 Ecmt 675 Econometrics 1	Econ 630 Microeconomic Theory 2 Econ 646 Macroeconomic Theory 2 Ecmt 676 Econometrics 2 *Qualifying Exams in Spring and Summer*
2nd Year	Three courses (at least two from a department-approved field course sequence)	Three courses (at least two from a department-approved field course sequence.) *Student must complete two two-course department field course sequences, ideally by end of second year.* *Field paper Requirement (draft due May 15, final version due August 15)* *Degree Plan filed before start of 3rd year.*
3rd Year	Econ 690 Theory of Economic Research (Workshop) (3 hours) Econ 691 Research (6 hours)	Econ 690 Theory of Economic Research (Workshop) (3 hours) Econ 691 Research (6 hours) *Research progress evaluation presentation to Faculty*
4th Year	Econ 690 Theory of Economic Research (Workshop) (3 hours) Econ 691 Research (6 hours) *Complete Preliminary Oral Exam.* *File Dissertation Proposal with the Graduate School.*	Econ 690 Theory of Economic Research (Workshop) (3 hours) Econ 691 Research (6 hours) *Research progress evaluation presentation to Faculty*
5th Year	Econ 690 Theory of Economic Research (Workshop) (3 hours) Econ 691 Research (6 hours) *Job market paper*	Econ 690 Theory of Economic Research (Workshop) (3 hours) Econ 691 Research (6 hours) *Defense of Dissertation*

V. Fields of Concentration and Field Courses

To fulfill the field course requirements for a given field, a student must successfully complete two (2) courses from the list of courses in the given field. Courses and fields are subject to change and some might not be offered in a particular year.

A. Econometrics
   Ecmt 677 Applied Microeconometrics
   Ecmt 678 Nonparametric Econometrics
   Ecmt 638 Applied Time Series Econometrics

B. Public Economics
   Econ 603 Public Economics I
   Econ 604 Public Economics II

C. Advanced Microeconomic Theory
   Econ 631 Microeconomic Theory III (aka Advanced Theory I)
   Econ 632 Microeconomic Theory IV (aka Advanced Theory II)

D. Advanced Macroeconomics
   Econ 635 Advanced Macroeconomics I
   Econ 637 Advanced Macroeconomics II
   Ecmt 638 Applied Time Series Econometrics

E. Industrial Organization
   Econ 649 Industrial Organization I
   Econ 650 Industrial Organization II

F. Behavioral and Experimental Economics
   Econ 655 Experimental Economics
   Econ 659 Behavioral Game Theory

VI. Funding

Admission to the graduate program does not automatically include financial support. Students can apply for various fellowships and assistantships. Students who obtain university support for their graduate education in the form of teaching or research assistantships receive direct and indirect benefits from the university. The most important indirect benefit is the tuition waiver. Continuation of past funding is always contingent on availability of funds and students' performance in the program.

A. M.S. Students
   Students initially admitted to the M.S. program do not normally receive funding as teaching or research assistants.

B. Ph.D. Students

1. Students are eligible for financial support if they are in good standing with the department. To be in good standing, the student must maintain a 3.00 GPR or higher, satisfactorily perform in assigned duties as an assistant, and must progress normally toward the degree. Normal progress guidelines are discussed in a preceding section.
2. The requirements listed in (1) above are minimum requirements; it is not guaranteed that all students who meet the above criteria will be funded. Failure to remain in good standing will result in the loss of financial support for at least one semester. When a student returns to good standing, the department will consider restoring funding, but it is not guaranteed.
3. Students may appeal to the Director of Graduate Programs for a waiver or postponement of the requirements in (1) above. The Director of Graduate Programs will make a decision in consultation with the Head of the Department on the merits of the particular case.
4. Students beyond their fifth year will not be funded under normal circumstances. The exceptions are when the Department is in need of teaching assistance or other special needs, or when a faculty member offers a research assistantship from his/her grants or other non- departmental assistantship funds. For the purpose of this rule, students who start the Ph.D. program in the spring semester will be treated the same as students who start in the previous fall semester.

C. Duties

1. Most funded students will be either teaching assistants or research assistants. Work schedules will be arranged with a faculty supervisor. Students are expected to work 20 hours per week throughout the semester including the final examination weeks and the submission of final grades for each semester. The only exception is during official University holidays. Adequate performance in the assigned work is necessary for continued support; students performing poorly may lose their assistantship. Students assigned to the Tutoring Lab must work as scheduled or find a replacement. No exceptions!
2. Graduate students are sometimes assigned as instructors. In addition to designing and executing the course, they must hold at least three hours of office hours each week throughout the entire semester.

D. Registration Requirements and Tuition Waivers

1. Minimum Credit Hours
   Students on an assistantship of any kind must enroll for at least 9 credit hours during the Fall or Spring semesters. Students on assistantship of any kind in the summer must enroll for 3 credit hours during each five-week summer session or 6 credit hours for the ten-week summer session. Fellowships and scholarships may have different minimum registration requirements. When in doubt check with the Department’s Graduate Office. Remember: If you are getting paid, you must be enrolled for the minimum hours required
2. Tuition Waivers
   Out-of-state tuition waivers are issued separately for each semester and each summer session. If you receive an assistantship or fellowship that carries a waiver of out-of-state tuition, please see the Graduate Studies Office Associate, who will process the waiver electronically.

E. Additional Funding Opportunities

1. Gail Frey Monson Memorial Scholarship - The Monson Memorial Scholarship provides a one-time stipend (typically $500) to a fourth-year female Ph.D. student in the Department of Economics. Applicants must be full time graduate students in good standing in the Department of Economics, have been admitted to Ph.D. candidacy, and demonstrate good citizenship in the department. Applicants must submit the following materials to the Scholarship Committee: (a) a cover letter, (b) a copy of her vita, (c) a copy of her dissertation proposal, and (d) a letter from her main advisor concerning student's eligibility and qualification for the award. Letters from other members of the student's advisory committee are not required, but are encouraged. Deadline to apply is April 15 of the applicants' 4th year.
2. S. Charles Maurice Graduate Fellowship in Economics - This fellowship is established by a generous gift from Niccie L. McKay, wife of late Professor S. Charles Maurice. This scholarship (typically $2,500) is awarded to a 4th year Ph.D. student in Economics. Submit a letter of nomination from the chair of the advisory committee, papers and other supporting materials by April 15 of your 4th year.

F. Awards

Outstanding Graduate Teaching Award – The Department of Economics recognizes several graduate students for excellent teaching in the undergraduate program during the previous academic year.

G. Tutoring

Each semester the department puts together a list of names of students who wish to tutor (see the graduate secretary if you are interested.) However, under no circumstances shall an economics instructor, for a fee, tutor a student taking the same course the instructor is teaching. For example, instructors in 202 are paid to teach 202 classes and hold office hours for 202 students. If 202 students need extra instruction they should be sent to the tutoring lab. If 202 students request private tutoring, then they should be directed to graduate students on the tutoring list who are not teaching 202.

VII. Miscellaneous

A. Departmental Office Space

Students funded by the Department will typically receive office space. Office space should be kept neat and clean. Bicycles should not be parked inside buildings or in offices. Each summer is a difficult time because of the reallocation of office space required by the arrival of new graduate students and faculty members, and students are expected to cooperate in the moving process.

Students who will be out of town during the summer months should pack their belongings in labeled boxes so these can be moved as necessary when new occupants arrive.

B. Computers and Printers

Computers and printers are available in the Department's Computer Lab. Each student receives a printing allotment. Those teaching in any given semester will be provided an additional allotment, typically an additional 200 pages. Students may obtain additional pages for their printing quota if the chair of their Advisory Committee or the Director of Graduate Programs provides a letter supporting this request to the IT staff.

Students with school work (homework, research, teaching) have a higher priority than internet or e-mail users, and students with a lower priority should yield as necessary to students with a higher priority.

C. Address/Phone Number/Email Address
Each student is required to furnish the department with a current phone number, street address and email address in case of an emergency and for routine announcements. The email address must be a university email address (i.e, not hotmail, gmail, yahoo, etc). Please keep this information current -- let the department staff know if there is any change. Finally, students leaving town for 1 week or more should let the department staff know of your absence, how you can be reached, and when you expect to return.

D. Mail Room/Email Account
Students will be provided a Department mail box, and must obtain at least one University email address. Students are responsible for information conveyed to them via their Department mail box and their University email account(s). The Department considers a note left in your mailbox or an email to your University email account to be official notification to you.

E. Travel
The department encourages Ph.D. students to travel to conferences to present their research. Students seeking reimbursement for travel expenses while on university business must do the following:

1. Request funding from the Graduate Director. Students are strongly encouraged to request funding prior to submitting their paper to the conference, so that reimbursement possibilities are known prior to committing to the conference. However, all requests for reimbursements must be made prior to travel.

   In the request, the student should state the name and location of the conference and whether he or she will be presenting a paper. In addition, the student must state how he or she is seeking non-departmental funding for travel reimbursement. University sources include the Graduate Student Council Travel Awards (http://gsc.tamu.edu/travelawards) and the Office of Graduate Studies (link)

2. File a travel and leave form in advance of any travel. These travel and leave requests must be approved by the Graduate Director. The university requires that these forms be submitted prior to any travel on university business for which one intends to request reimbursement.

   Reimbursement decisions will be made based on the availability of funds, the type of student activity at the conference (e.g., presenting versus discussing versus attending), the quality of the conference, expected expenses, and the performance of the student in the graduate program. In addition, priority for reimbursement will be given to those who apply for and receive funding for travel from either the Graduate Student Council or the Office of Graduate Studies. Reimbursement commitments by the Department may be contingent on applying for funding from these two outside sources.

The University has many regulations regarding expenses that can be reimbursed, and students are responsible for making sure that any expenses incurred are eligible for reimbursement. In addition, CIRT registration is requested of graduate students (http://studentaffairs.tamu.edu/CIRT/studenttravel). Student travel cannot occur to a country that has a travel advisory, see US State Department – Travel Advisories.

F. Dress Code

The Department recommends that teaching assistants exercise good judgment and dress neatly when acting as classroom instructor. Ties and similar formal attire are not required. However, teaching is a profession and teaching assistants should dress accordingly. The Department suggests ‘business casual’ attire. The Department believes the following attire is inappropriate for teaching assistants: tank tops, T-shirts, shorts, sweat pants, flip-flops, and bare feet. If you have questions in this context please feel free to discuss with the Director of Undergraduate Programs.

G. Miscellaneous Registration Information

1. If you are graduating in August, you can register during the first or second summer session. If you are graduating in December and lack only your research hours, you do not have to register during the summer.
2. You do not have to register for the summer to satisfy continuous registration requirements. Continuation registration only applies to Fall and Spring semesters.
3. If your thesis/dissertation has been cleared by the Thesis Clerk prior to the beginning of the semester, you do not have to register. International students should check with ISS for any registration requirements that may affect their visa status.
4. To register for more than the maximum course load allowed i.e. 15 in Spring/Fall, 10 in the 10-week summer term, or 6 in each 5-week summer term, you will have to obtain approval from the Office of Graduate Studies by filing a petition.

More information on these and other rules and requirements can be found on the University’s website at: http://student-rules.tamu.edu/, or in the Graduate Catalog. Any other questions should be directed to the Graduate Program Office Associate in the department.