



Master's Program in Economics

Student Handbook

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Introduction

Overview

The Department of Economics Master's degree program is designed to prepare individuals for careers in both the public and private sector. The programs also offer excellent preparation for students considering further work in a Ph.D. program

The Master's program in economics accepts both full-time and part-time graduate students. Well-qualified full-time students may be able to complete the degree requirements in three semesters. Most part-time students should expect to take two or three years. It is strongly suggested that part-time students take no more than two classes per semester. All matriculated students must complete their degree within four years of entering the program. Many graduate courses in economics are also open to non-matriculated students. The minimum prerequisites for admittance to the program is Introduction to Microeconomics, Introduction to Macroeconomics, Introduction to Statistics, and one semester of Calculus. However, one year of calculus and Intermediate Microeconomics is strongly recommended.

Upon completion of the 30 credit program, you will receive a Master of Arts in Economics. There is currently no thesis requirement.

Purpose

This handbook has been created to provide information about the Master's program and answer questions you may have regarding the program. We recommend that you familiarize yourself with the information that the handbook contains.

The Application Process

Requirements

The Master's Program in Economics requires that you take the GRE General Test or GMAT. Foreign students must also take the TOEFL. There are no "minimum requirements" to get into the Master's program as applicants are reviewed on a case-by-case basis. However, if you have low GRE scores or you do not have adequate mathematic background, you should strongly consider trying to improve these things before you apply.

How to Apply

You may apply for The Graduate School and Master's Program via a streamlined online process. Go <http://gradstudy.rutgers.edu/> for more information and to begin your application.

Please note: Decisions cannot be rendered on incomplete applications. It is the applicant's responsibility to ensure that all required documents are available for review by the deadline. **Incomplete applications will be withdrawn one month after they have been submitted.**

You may check your online application status at:

<https://admissionservices.rutgers.edu/graduate/programStatusLogon.app>.

Supporting Materials

You will need supporting materials to complete your application. These include:

- A brief résumé
- Three Letters of Recommendation- Letters should be from faculty members in the program field, but may also be written by others familiar with your strengths. Letters should be submitted in sealed envelopes to the applicant for inclusion with other supporting materials. Recommenders must be informed of the right to access being waived (Public Law 93-380, Educational Amendments Act of 1972). Otherwise, enrolled students have the right to inspect letters of recommendation. Rutgers offers an optional recommendation form for your convenience found at: <http://gradstudy.rutgers.edu/pdf/2005recommend.pdf>.
- Official Transcripts- Rutgers students applying online will be presented with the option of having transcripts sent to the Admissions office. In order to release the transcript, students must say "yes" when the dialogue prompt is presented. Two sets of official transcripts from each post-secondary institution attended (including Rutgers) are required. Educational records in any language other than English must be accompanied by a certified English translation. The registrar of each institution should mail transcripts to applicants in separate, sealed envelopes (preferred) or directly to graduate admissions (only if their policy prevents mailing directly to applicants). Copies of transcripts are acceptable for

initial review but must be authenticated with official documents if admission is offered.

- Personal Statement- If applying online, a personal statement may be electronically transmitted. We require a personal statement of approximately 500 words about plans for graduate study and a professional career. Include areas of study, research, or practice that are of special interest.
- Test Scores- Arrange for required official test scores to be sent to the graduate admissions office. Use 2512 for the code to report GRE, GMAT, and TOEFL scores. GRE and GMAT scores have an age limit of five years. An official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score is required of nonnative speakers of English. The minimum TOEFL score is 213 (computer version) and 550 (paper version). The completion of a master's degree in the United States is not grounds for waiving test results. A Band 7 or higher score is required for the IELTS. The TOEFL or IELTS score may be no more than two years old. Students admitted with English language deficiencies are tested upon arrival on campus and may be required to take English courses through the English as a Second Language Program.

Financial Aid

The Department of Economics currently does not offer support for students. However, the university has many options for scholarships, grants and loans. Please see the Financial Aid Office website for more details: <https://financialaid.rutgers.edu/>.

Readmission

Students previously enrolled in the program who withdrew may apply for readmission. Readmission is granted with approval from the Graduate Director. The reactivation form is available at the Graduate School website: <https://gsn.newark.rutgers.edu/>.

Program Policies

Requirements

The MA Degree in Economics requires the successful completion of 10 three-credit courses, for a total of 30 graduate credits. All students must complete five core courses with an average grade of B or better:

- Microeconomic Theory I & II (220:501 & 220:502)
- Macroeconomic Theory (220:502)
- Statistics (220:506)
- Econometrics I (220:507)

The remaining **15** credits may be earned in any other graduate courses in economics or, with the consent of the graduate program director, in related disciplines (such as statistics and mathematics, public administration, global affairs, urban systems and business). In special circumstances, graduate credit may be given for select undergraduate courses, but only with prior approval from the Graduate Director. No credit will be given for undergraduate courses that counted towards an undergraduate degree.

Suggested Study Program

Fall	Microeconomic Theory I (220:501)
	Macroeconomic Theory (220:502)
	Statistics (220:506)
Spring	Econometrics I (26:220:507)
	Microeconomic Theory II (220:502)
	Elective-1
Fall	Elective-2
	Elective-3
	Elective-4
	Elective-5

Bold Indicates required course.

List of Approved Electives for the MA in Economics

Economics
220:515 Economics of the Public Sector
220:518 International Trade
220:519 International Finance
220:520 Economics of Human Resources
220:523 Industrial Organization
220:529 Labor Economics
220:535 Financial Economics
220:536 Health Economics
220:539 Development Economics
220:551 Mathematics Methods for Economists
220:553 Urban Economics
220:685 Special Topics
Finance/Economics
223:602 Economics of Industrial Relations
223:606 Public Utility Regulation
223:608 International Trade and Macro
223:655 Econometrics II
390:603 Investment Analysis
390:604 Financial Institutions
390:605 Adv Financial Management
390:606 International Financial Markets
390:608 Portfolio Management
390:609 Options
390:659 Healthcare Finance
839:571 Financial Models
839:662 Financial Models II
390:571 Investments
390:661 Corporate Finance
390:662 Investment Analysis and Portfolio Theory
390:668 Empirical Finance
International Business
553:601 Theory of International Business
553:602 History of International Business
553:604 Corporate Innovation & International Business
553:605 National Innovation Policies and International Business
553:607 Global Political Economy
Political Science/Global Affairs
26:790:538 Global Environmental Issues
26:790:542 Topics in Recent International Relations

Other courses not listed may also count towards the degree, only with the approval of the Graduate Director. Please note all Political Science or Global Affairs courses may only be taken if given permission by the Graduate Director.

Please note: As of Fall 2009, all students in the Masters Program of Economics are limited to two (2) courses in the MBA Program (these courses begin with school code 22). Students are no longer allowed to take Managerial Economics or Aggregate Economic Analysis (both of which are in the MBA program.) You must receive permission from the Graduate Program Director if you want to take an MBA course.

Academic Policies and Procedures

Transfer Credit

Credit for graduate courses taken at other institutions may be transferable to the Master's program with approval of the Graduate Director. Students wishing to take classes at other universities while enrolled in the Masters program at Rutgers Newark must enroll as matriculation continued if no Rutgers classes are taken during that semester.

REQUIREMENTS OF TRANSFER: 1) unconditional admission; 2) a minimum of 12 credits of "B" or better grades at the Graduate School-Newark; 3) official transcript(s) of courses to be transferred; 4) transfer courses must be graduate level, "B" grade or better, and many not include work for a thesis, independent study, research or non graded course work; 5) transfer courses should have been taken within the past 6 years; 6) a maximum of 40% (4 courses) of your total required course work is transferable. Forms are available at: <http://rutgers-newark.rutgers.edu/gradnwk/>

Registration and Course Information

Most registration is done via the web registration system via <https://sims.rutgers.edu/webreg/>. Students who have registered can make necessary adjustments to their schedules via the web-registration system through the eighth calendar day of the class. Course offerings for the term can be found on the scheduling web site (<https://sis.rutgers.edu/soc/#home>).

All students in the Master's of economics program must seek advising from the Graduate Director before enrolling in classes each semester.

Students wishing to take courses offered by the business school will require a special permission number to enroll. Contact the Economics Graduate Program Director for this information.

A student admitted into a degree program of the Graduate School–Newark is expected to maintain continuous registration in every fall and spring term thereafter until completing the program and earning the degree. Normally a student registers for courses or research, but, if necessary, may register for matriculation continued (leave of absence). A student who fails to maintain continuous registration may not resume formal graduate study or register again in the Graduate School–Newark without first applying for readmission.

Matriculation Continued

Students who are obliged to interrupt their studies may, with the approval of the Graduate Director, register for matriculation continued. There is no tuition fee for this registration, although a student fee is charged. This category of registration is available only to students not present on campus and not using faculty time and university research facilities.

Undergraduate Courses

At this time, enrolling in undergraduate courses to count toward the degree is not permitted.

Exchange Registration

Matriculated graduate students may be eligible to take graduate courses at the New Jersey Institute of Technology or the other Rutgers campuses. Please contact the Graduate Director for information on how to register.

Incomplete Grades

Incomplete grades may be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the term. Work must be completed and a change of grade submitted within 12 months after the end of the course. After a year, no change may be made, and the *Incomplete* will remain on the student's permanent record. If a graduate student in the Graduate School–Newark has 12 or more credits of course work incomplete (*IN*), he or she will not be permitted to register for further courses unless the dean grants a waiver.

Scholastic Standing

Candidates for the master's degree are expected to earn grades B or better in their coursework. No more than 6 credits (or two courses) with a grade of C or C+ may be used in meeting the requirement for a Master's and **no C's can be earned in the required courses**. The Graduate School-Newark requires that all students maintain a minimum cumulative B average during each term of study in order to remain enrolled. If a student's academic performance falls below the expected standard, the department or school may review the record and make recommendations concerning the student's future registration. Failure to maintain the minimum cumulative average may result in academic dismissal.

Graduation

All students must apply for candidacy for the Master's degree. This form is available at <https://gsn.newark.rutgers.edu/>. The form should be submitted to the Graduate School-Newark during the term you expect to finish. The form should be submitted four weeks before the end of the term. Also note important deadlines for the Graduate School

Diploma Application: All students are responsible for adhering to the deadlines. If you miss a deadline you can apply to graduate for the next graduation date.

<u>Diploma Date</u>	<u>Filing Deadline</u>
October	August 1 st
January	November 1 st
May	March 1 st

Graduate School, Newark On-line Catalogue

University policies and procedures are more fully written out in the Graduate School, Newark on-line catalogue. Please refer to this catalogue for more information. The website is: http://catalogs.rutgers.edu/generated/nwk-grad_current/index.html. All students are expected to be aware of the university policies and deadlines for filing for graduation.

5 Year BA/MA Program in Economics

The program is open to full-time Rutgers-Newark undergraduate economics majors in their senior year who have at least a 3.2 overall GPA, a GPA of 3.5 within the major, and have completed both intermediate micro and macro theory with grades of B+ or better. Students also need to have taken Calculus I. Basic Calculus is not allowed and Calculus II is strongly recommended.

The Application Process

Interested students should first speak with the Graduate Program Director, who will conduct an initial interview. If the Graduate Director recommends that you apply, you then log on to the Graduate Admissions website and formally apply. A full application will include your undergraduate transcript and three letters of recommendation. Note that there is no need to take the GRE and there is no application fee.

Affiliation

Students will enter into the graduate school during their fifth year, and thus will be charted graduate tuition rates.

Transition from BA to MA

The BA is conferred at the end of the senior year. The student must file for graduation from NCAS/UC prior to switching to the Graduate school. Graduation forms are available from the Dean of Student Affairs. The deadline for graduation is in mid-October for January graduation and mid-February for May graduation. See the Student Affairs' web site for details.

Course of Study

The requirements for the MA degree are 30 credits of graduate course work, including a 15-credit core consisting of microeconomics I & II, macroeconomics, statistics and econometrics. The remaining 15 credits can be taken in economics or from approved graduate courses in finance, business, global affairs or public administration. Students admitted to the 5-year BA/MA program will take up to 4 courses for graduate credit during their senior year and thus complete the MA degree with just one additional year of full-time course work.

The four graduate classes taken during the senior year will be charged at the undergraduate rate. Two of the graduate classes taken during the senior year can be double-counted toward the undergraduate major.

Example program of study for students in the 5-Year BA/MA Program

Senior year
Microeconomic Theory I (220:501) Statistics (220:506) Macroeconomic Theory (220:503) Graduate Elective-1
Fall 5th year
Elective-2 Elective-3 Elective-4
Spring 5th year
Econometrics I (220:507) Microeconomic Theory II (220:502) Elective-5

Bold indicates required course.

Academic Integrity

Rutgers University has strict policies in regards to cheating, plagiarism, and other forms of academic dishonesty. It is important to review these policies and be familiar with them. This section contains sections from Rutgers University's Academic Integrity Policy. You may read the full discourse on Academic Integrity at <http://academicintegrity.rutgers.edu/>.

The following are examples of violations of academic integrity:

- Cheating
 - Cheating is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. The use of books, notes, calculators and conversation with others is restricted or forbidden in certain academic exercises. Their use in these cases constitutes cheating. Similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them, nor may they submit identical work or portions thereof for credit or honors more than once without prior approval of the instructor.
- Fabrication
 - Fabrication is the falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.
- Facilitating Academic Dishonesty
 - Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.
- Plagiarism
 - Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgment is required when material from another source stored in print, electronic or other medium is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Plato's comment..." and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information which is common

knowledge such as names of leaders of prominent nations, basic scientific laws, etc, need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.

- In addition to materials specifically cited in the text, only materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography. Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member.
- Denying others access to information or material
 - It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.