

University of Tennessee Department of Economics

Graduate Programs Handbook

Revised 2009

I. INTRODUCTION

This Handbook is written for Graduate Students in the Department of Economics at The University of Tennessee, Knoxville. The *Graduate Catalog* and *Hilltopics*, both of which can be accessed via the Department's web site (<http://econ.bus.utk.edu/graduate.html>), are other publications that provide important information about the graduate programs of the university. Graduate students are responsible for knowing and abiding by the various policies in all three of these documents. This handbook lists *minimum* requirements and expectations concerning completion of graduate degree programs. Experience suggests, however, that the most successful graduate students will strive to go above and beyond these minimum requirements in the pursuit of becoming a well-rounded professional economist.

II. GRADUATE DEGREE PROGRAMS IN ECONOMICS

The Department of Economics at The University of Tennessee offers graduate programs leading to the M.A. and Ph.D. Specific requirements for these degrees are described below.

A. ADMISSION

Admission to our graduate programs is based on undergraduate academic performance, scores from the general portion of the GRE (or GMAT), letters of recommendation, and other components of University and Departmental applications. Students may be admitted to the M.A. program and later be admitted into the Ph.D. program. Such a change in admission status is at the discretion of the department. Students may also be admitted directly into the Ph.D. program either after completion of a bachelor's or master's degree.

Students are encouraged to take a wide array of coursework in quantitative methods, especially calculus and statistics, to ensure they are prepared for graduate coursework in economics. Information regarding the admissions process is available on the department website at the link above. The *Graduate Catalog* provides a detailed description of requirements for admission to the Graduate School. Additional information is posted by the UT Office of Graduate and International Admissions (<http://admissions.utk.edu/graduate/>).

Students who seek admission to either the M.A. or Ph.D. programs may be admitted as degree-seeking students or may be given provisional admission. Those who are provisionally admitted must work closely with the Graduate Director in selecting courses, the satisfactory completion of which will result in admission to the program. Stipulation of courses to be taken may be made at the time of provisional admission.

All students whose first language is not English are required to take the SPEAK test during the orientation period. This test is mandatory and is administered by the university. It tests for the English skills that are required of teaching assistants and associates. (See requirements for teaching assistantships below.) Admission to the program does not depend upon the results of the SPEAK test. Test results will be used in advising, coursework determination and in making work assignments. Students are, however, required to pass the SPEAK test at a level that allows unconditional teaching by the third taking of the examination or funding from the department may be jeopardized (see below).

B. RETENTION

The Graduate School will place a student on probation if their cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.0 or greater. If a student is on academic probation and fails to earn at least a 3.0 GPA in the next semester, that student's status as either a degree or non-degree seeking student will be terminated. Registration for courses in a department from which a student has been dismissed will not be permitted except by written authorization from the department.

Students on probation must consult with the Graduate Director in choosing courses. To continue in good standing in the department, it will be necessary that a minimum GPA of 3.0 be earned in graduate courses in economics or in courses approved in advance by the Graduate Director. (Students on assistantship must maintain a GPA of 3.25 or better in order to avoid departmental probation, as described below.) Unless prior approval has been given, a student on probation should take a full load of courses (9-12 hours) during the probationary semester. (Students on assistantship are not permitted to take more than 11 hours of coursework.)

C. STUDENT CONDUCT

The department and the university expect graduate students to be absolutely committed to academic honesty and integrity. Academic cheating or plagiarism will not be tolerated and are grounds for expulsion from the university. A graduate student guilty of academic dishonesty will have her/his assistantship terminated (with the required one-month notice).

D. ADVISING

The Graduate Director serves as advisor for all entering graduate students. Initial meetings with the Graduate Director will typically be scheduled during the departmental orientation in early August. By the third year of graduate study each student should choose a field advisor in consultation with the Graduate Director. This faculty member will then assume primary responsibility for advising the student and will work with the Graduate Director in organizing the student's program of study. All students will continue to consult with the Graduate Director at least once per year, typically during the summer. The field advisor normally should be a faculty member who works in the area that the student has identified as her/his major field. Typically, though not necessarily, the field advisor will serve as Chair of the student's dissertation (or thesis) committee.

Copies of course syllabi are available in the department and may be reviewed by students who are choosing courses and fields of specialization. Students may also find it helpful to review faculty vita, available on the department web site, to determine areas of faculty interest and specialization. Ongoing

dialogue with faculty and other students in the department can be very helpful in guiding students to fields of study.

Any changes in registration (drops, adds, or changes in type of credit) must be approved in advance. All petitions (see below) should be addressed to the Graduate Director.

The Department Head and the Graduate Director may call special meetings with graduate students several times during the year. All graduate students are expected to attend unless there are class (or other binding and excusable) conflicts.

E. REQUIREMENTS FOR THE MASTER OF ARTS DEGREE (M.A.)

A student may choose either the thesis or non-thesis option for the M.A. The thesis option requires 30 hours of course work at the 400 level or above, including at least 24 hours at the 500 or 600 level (no more than 6 hours of which may be thesis hours). Of the remaining 18 hours at the 500 level or above, at least 15 must be in economics and must include 511-12 and 513-14. A maximum of 6 hours may be in an area other than economics.

Students who choose the thesis option should select a faculty advisor who will serve as chair or major professor of the thesis committee. In consultation with the major professor, two additional faculty members at the rank of assistant professor or above should be asked to serve on the committee. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of a final oral examination which should be scheduled in accordance with Graduate School requirements. The thesis must be prepared according to the *UT Guide to the Preparation of Theses and Dissertations*. One copy of the thesis should be given to the department. Traditionally, committee members are also provided copies.

The non-thesis option requires 30 hours of course work at the 400 level or above. Of these, 24 hours (at least 18 or which are in economics) must be at the 500 level or above. Of the 18 hours in economics at the 500 level or above, 12 must consist of 511-12 and 513-14. Of the 30 hours, a maximum of 9 hours in courses approved by the department may be taken in fields other than economics. Students electing the non-thesis option must pass the departmental qualifying examination in either microeconomics or macroeconomics.

Students may enter the program with the goal of earning an M.A. Other students may complete the M.A. during the process of working toward the Ph.D. Current Graduate School policy does not permit double counting courses for the M.A. and Ph.D. degrees. As a result the thirty hours needed to satisfy the M.A. cannot count towards the Ph.D. course work requirement of 24 hours beyond the master's degree. Students who wish to earn both the M.A. and Ph.D. must therefore complete a total of 54 hours of coursework. Students have six calendar years from the time of enrollment in the Graduate School to complete the M.A.

F. REQUIREMENTS FOR M.A. WITH MINOR IN ENVIRONMENTAL POLICY

This program is designed to give Master's level graduate students an opportunity to develop an interdisciplinary specialization in environmental policy. While administered through the Economics Department, the program is coordinated by a committee of representatives from the following participating departments: Agricultural Economics and Rural Sociology; Civil and Environmental

Engineering; Ecology; Economics; Forestry; Wildlife and Fisheries; Geography; Management; Political Science; and Sociology.

Students may request admission to the minor following admission to the Master's program in one of the participating departments. Students in good standing in one of these programs may apply for admission to the minor in environmental policy. The coordinating committee will consider the admission of interested students. Applicants should have a background in both natural and social sciences evidenced by prior coursework or experience. One course in environmental studies from the student's Master's discipline and one course in quantitative methods are required. These requirements may be fulfilled before or after admission to the minor. All students admitted to the minor will be required to register for at least three hours of Economics 579, Environmental Policy Research Workshop, and to complete successfully the following:

1. *Ecology 520 or Plant and Soil Sciences 414 or Geography 433 or an equivalent course approved by the coordinating committee.*
2. *Six hours of coursework outside the Master's discipline approved by the coordinating committee.*

G. REQUIREMENTS FOR THE PH.D.

The general requirements for completion of the Ph.D. follow: Students are expected to follow these policies to stay in good standing in the program. Students are required to complete the following core requirements:

1. Economic Theory: Microeconomic theory and macroeconomic theory by a qualifying exam. Students must sit for these examinations in the early summer immediately following their first year of study. To sit for the examinations, students must first complete the relevant coursework in the core (511, 512, 513, 514) or petition the graduate committee for exemption from these courses. Students who fail one or both of these qualifying examinations will have a second opportunity to pass them in late summer before the beginning of the second year in the program.
2. Quantitative Methods: Completion of 581 with a grade of B or better and completion of 582 and 583 with a GPA of 3.0 or better, or by qualifying examination.

NOTE: Students failing any qualifying examination **must retake the examination the next time it is offered**. Failing a qualifying examination for the second time will ordinarily result in dismissal from the program. However, a qualifying examination may be taken a third time with approval of the department. Students must file a petition with the Graduate Director who will convene the graduate committee to consider the merits of the petition. Extenuating circumstances are generally needed to warrant approval to sit for a third examination. Failing a qualifying examination for a third time will result in dismissal from the program.

3. Fields of Specialization: Students are required to demonstrate competence in at least two fields of specialization in economics. Specifically, students must earn grades of B or better in both courses within each of the two fields, earn a 3.25 GPA within each of the two fields, and submit a satisfactory research paper in one field by August 1 of the summer following the third year of study. Research papers will be evaluated by a committee of faculty members with expertise in each field. Students

whose papers are not deemed to be satisfactory must submit a suitable revision by December 1 of the same year.

Available Fields and Required Courses:

Environmental and Natural Resources - 677, 678
Industrial Organization and Public Policy - 631, 632
International Economics - 621, 622
Public Finance - 671, 672

4. Electives: Students are required to complete with a grade of B or better two elective courses in economics at the 500 level or above, outside the core subject areas and outside the two chosen fields of specialization. Students must also complete a sufficient number of graduate electives to bring their total hours of coursework to 48 hours beyond the bachelor's degree or 24 hours beyond the master's.
5. Dissertation: Students are required to complete a doctoral dissertation and to defend it successfully before the faculty. Students must also complete at least 24 hours of 600 (Dissertation), and students must continually register for 600 in all subsequent terms after the first hours of 600 are completed.

These are minimum requirements. As the Ph.D. is preparation for a career as a professional economist, students may wish to take additional work. For example, work in mathematics, statistics, history, foreign language, ecology, political science, or other areas complementary to the fields of specialization may enhance the training offered in the department. Students will also find it valuable to regularly attend departmental seminars and brown bag workshops.

All students should work closely with the Graduate Director and with their Field Advisors in selecting courses to satisfy the requirements for the Ph.D. Those students who enter the program with an M.A. (or other graduate work) from another school will need to work with advisors to determine how much of that work can be applied toward the UT requirements (see discussion of placement exams below.) The final decision on such matters will rest with the Graduate Director and the Departmental Graduate Committee.

H. COURSE LOADS, CHANGES IN REGISTRATION, INCOMPLETES

The maximum course load for a graduate student is 15 hours per semester; 9 to 12 hours is considered a full load. A student who has a full-time (i.e., 50 percent or 20 hours per week) graduate assistantship is not allowed by the graduate school to take more than 11 hours; 9 hours is the typical course load. An exception to this occurs for all students in the fall of their first year of study, when they typically register for 581 (offered during August) and 511, 513, and 582 (offered during the fall semester). Students may not otherwise register for more than 9 hours without approval from the Graduate Director (see below for minimum registration required to receive financial assistance).

Until students begin completing hours of 500 (Thesis) or 600 (Dissertation), they must register for 502 (Use of Facilities) in all terms in which no other courses are taken. Failing to register for 502 may place certain benefits (e.g., health insurance, library privileges) in jeopardy.

All changes in registration (drops, adds, and change to audit) should be approved in advance. The deadline for a change of registration is approximately 35 calendar days after the first day of classes each semester. Graduate students are not allowed to repeat a course for the purpose of improving upon a grade that has already been received.

An incomplete (I) is a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An incomplete is *not* given to enable a student to do additional work to raise a deficient grade. The university requires that all incompletes must be removed within one semester excluding the summer semester. If a supplementary grade report has not been received in the Office of Graduate Admissions and Records at the end of the next semester, the incomplete will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an incomplete on their academic record.

Departmental policy specifies that when grades of incomplete are recorded the faculty member and the student should have agreed upon a time and a method for removal of the incomplete. All incompletes should be removed as soon as possible.

I. ADMISSION TO CANDIDACY

Upon approval of the research paper in the student's primary field of focus, students will be admitted to candidacy. Admission to candidacy must be applied for and approved by the doctoral committee and by the Graduate School at least one full semester prior to the date the degree is to be conferred. To be admitted to candidacy all incompletes in courses must be removed and a B average in all graduate course work must have been achieved. Each student is responsible for filing the admission to candidacy form.

J. DISSERTATION

Normally, dissertation research will be done in one of the two (or more) fields in which the student has established competence as described above. The student is responsible for selecting a dissertation supervisor (who will often be the field advisor) and in consultation with the supervisor should select a dissertation committee. The committee must include at least four faculty members who hold the rank of Assistant Professor or above. Three of the committee members, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member of the committee must be from a department other than economics. This committee must be approved by the Department Head and by the Graduate School. With the approval of the Department Head, an external advisor from another college or university may be invited to join the committee. The department will assume the cost of bringing the advisor to campus for the defense of the dissertation.

Following approval of the committee, the student should submit a written dissertation proposal to all members of the committee. The supervisor will then work with the student to arrange an oral defense of the proposal. Dissertation proposals may vary considerably in length and complexity. Some may be relatively brief plans for research to be undertaken; others will be longer and more detailed accounts of work already underway. The student and the supervisor should determine at what stage the proposal is to be presented to the committee. However, in all cases students should consult regularly with their supervisors about their progress in formulating a defensible proposal. Failure to do so may result in loss of continued financial support (see below).

The dissertation proposal should normally be defended within a semester following the successful completion of required course work. Ideally, students will defend their proposal before their fourth year of study. Successful defense of the dissertation itself should normally take place within 12 months following the defense of the proposal. Defense of the dissertation takes the form of an oral examination

which all members of the dissertation committee must attend and to which all members of the university community are invited. The dissertation itself must be prepared according to the regulations in the *UT Guide to the Preparation of Theses and Dissertations*. A bound copy must be presented to the department. Tradition also dictates that additional copies are given to members of the dissertation committee.

III. ASSISTANTSHIPS AND FINANCIAL AID

Students in the graduate program may be awarded assistantships or other financial aid. Application for assistantships and aid is normally made in December or January for the following academic year. Awards are highly competitive and are made by the Department Head on the recommendation of the Graduate Committee.

Initial awards are highly competitive and are based on prior academic performance, letters of recommendation, and GRE scores. Maintenance of financial aid is contingent on students maintaining a high academic standing, good work performance in their assigned duties and active involvement in the program. Although financial aid cannot be absolutely guaranteed beyond the initial year of award, virtually all continuing students in good standing receive financial aid for the four-year program of study. An award for a fifth year may be made only under extenuating circumstances to students making satisfactory progress toward their degrees. Students needing a fifth year to complete their program of work due to slow progress will not receive financial support from the department.

A. GRADUATE STUDENT ASSISTANTSHIPS

The department offers both teaching and research assistantships that are essential complements to the students' program of study. Those with teaching assignments might assist faculty in teaching large sections of introductory economics, while advanced students may be extended the opportunity of teaching their own undergraduate course. A limited number of research assistant positions are available in the department, assisting faculty and conducting collaborative research.

A number of highly attractive research assistant positions are available outside the department, working under the supervision of departmental faculty or other professional economists. The Center for Business and Economic Research, an arm of the College of Business which engages in forecasting and applied public policy research, typically supports several students per year. Students have also been appointed to Oak Ridge National Laboratory, where they have worked with research economists on environmental and regional development projects. Other students have been placed at the Tennessee Valley Authority and Construction Resources Analysis.

The Faculty Handbook describes four categories of assistantships:

Graduate Teaching Assistants work under the direct supervision of a regular faculty member in activities such as helping to prepare lectures, teaching discussion sections, conducting laboratory exercises, grading papers and keeping class records. In consultation with the supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline. Appointments are normally on a one-fourth to one-half time basis (i.e., 10 to 20 hours per week), and the annual stipend is payable in twelve monthly installments. The assistantship is accompanied by a tuition waiver (see below) for the period of appointment in accordance with university policy.

Graduate Teaching Associates are exceptionally experienced graduate students who are assigned primary responsibility for teaching undergraduate courses, including the assignment of final grades. The Teaching Associate usually carries one-fourth to one-half of a normal teaching load. The annual stipend is payable in twelve monthly installments.

Graduate Assistants are appointed primarily to perform various types of duties other than teaching. Any assigned instructional activity is conducted under careful supervision. The annual stipend is payable in twelve monthly installments. The assistantship is accompanied by a waiver of fees for the period of appointment in accordance with university policy.

Graduate Research Assistants are generally funded through gift, grant, or contract funds. Students holding such appointments pursue a work and study program like that expected under the other types of awards. Graduate research assistantships are accompanied by a waiver of fees for the period of appointment in accordance with university policy.

The salary for first year assistantships of all four types is the same; for each year through the fourth year there is normally an annual increment, depending on availability of financial resources. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the activity fee. (University fees are a maintenance fee that is required of all students, plus tuition for out-of-state students, and an activity fee.)

Selection as a graduate assistant (whether GTA, GRA, or GA) and continuation of appointment are based upon an expectation of satisfactory performance as a graduate student, satisfactory execution of assigned duties as an assistant and active involvement in the activities of the department and graduate program. The department has established the following specific *minimum* guidelines for assistantships:

1. Maintenance of a GPA in economics graduate courses at the 500 level or above of at least 3.25 is required for continuation of appointment.
2. Continued appointment requires registration for at least 9 hours of course work each semester of the academic year unless permission has been granted via petition to register for fewer hours. At least two courses each term and, except in special cases, at least 5 courses per academic year should be at the 500 level or above.
3. If a student's GPA falls between 3.0 and 3.25, the student will be placed on departmental probation. In subsequent semesters the GPA must be above 3.25 or financial assistance from the department may be withdrawn. A student remains on departmental probation until the cumulative GPA rises to 3.25 or better. If a student's GPA falls below 3.0 for the academic year the student will lose funding from the department. Funding may be provided by the department at a later date if the student's GPA returns to 3.25 or better.
4. By the end of the second year, all core requirements must have been completed if the assistantship is to be renewed for the third year. By the end of the third year, a dissertation proposal must have been defended if the assistantship is to be renewed for the fourth year. Exceptions to this rule are rare, but may be granted by the Graduate Director and Department Head where special circumstances warrant.
5. All assistants who are teaching are required to use teaching evaluation questionnaires. The department has established procedures to evaluate the teaching performance of graduate teaching associates. This

evaluation may include classroom visits by faculty members with expertise in the specific course being taught. Graduate teaching assistants will be evaluated by the faculty members with whom they work. Satisfactory evaluations are required for continuation of assistantships.

6. Teaching assistants and associates should meet all classes as scheduled. If it is absolutely necessary to miss a class, teaching assistants should notify the faculty with whom they work and arrangements should be made for another GTA to substitute. Graduate Teaching Associates should notify the Department Head and discuss arrangements made. All classes missed must be reported.
7. Graduate research assistants and graduate assistants will be evaluated by those who supervise their work. Satisfactory evaluations are required for continuation of assistantships.
8. Those who hold assistantships should have no outside employment. GTAs should not be paid as tutors for any sections of courses that they teach. Extra service pay may in rare cases be authorized for work above and beyond the 20 hours required of graduate assistants but such authorization will be for limited purposes only. **Students who are on an assistantship are required to seek prior approval from the Graduate Director before pursuing additional work for compensation.**
9. Students in good standing may apply for graduate teaching and other assistantships for the summer. Compensation for summer work will be in addition to the academic year assistantship. Summer teaching will be assigned to graduate students on the basis of academic record and seniority, prior teaching evaluations and involvement in the graduate program. The availability of summer teaching opportunities is limited by student demand for undergraduate courses and financial resources and it may not be possible to provide such opportunities for all graduate students. Those students on assistantship during the summer are expected to register for dissertation hours or for Economics 502 (Use of Facilities).
10. Graduate Assistantships are normally awarded for one academic year. In some cases assistantships may be awarded for one semester only. This will be specified at the time of appointment. Early in the spring term all graduate assistants will be asked if they wish to apply for renewal of their assistantship. The Head of the department is responsible for notifying the graduate assistant of reappointment or non-reappointment as early as possible. In cases of significant neglect of duty or non-compliance with university policies an assistantship may be terminated during the academic year (or semester) for which the student has been appointed. In such cases the graduate assistant will be notified in advance. In most cases, this advanced notice must be given no later than **one month** prior to the end of the appointment. Specific reasons why the appointment will not be continued must be given. Graduate assistants' rights and responsibilities are defined in the *Faculty Handbook* section on Students Rights and Responsibilities and the Student Rights and Responsibilities section of *Hilltopics*. Additional rights and responsibilities of graduate students are found on the student's copy of the admission status form.
11. As specified in the *Personnel Policies and Procedures Manual* (Section 100 105-Pr3, p. 2), "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate assistants should be satisfactory progress in their scholastic program. At the same time, however, acceptance of assistantships is predicated on the belief that satisfactory work can be concurrently performed in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both of these areas. In cases where graduate assistants feel that they have a legitimate

complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to exhaust all channels to resolve the conflict. In the order that follows, the student should speak to her/his immediate supervisor, the Department Head, and then the Dean of the College of Business. If the student feels that a resolution should be sought beyond the department/college level, the Graduate School should be contacted. The Graduate School will follow established procedures outlined in the Graduate Council Appeals Procedure and/or *Hilltopics*.

12. Graduate assistants' fringe benefits as employees of The University of Tennessee, in addition to fee waivers as explained elsewhere, include workers' compensation as defined in the *Personnel Policies and Procedures Manual* under employees' status. The specific wording reads, "Employees so designated [as student employees] receive no benefits other than statutorily required payments which include Workers' Compensation." (Section 100 105-PR2-3.) Graduate students are also entitled to enrollment in a group insurance plan offered by the University.

B. FELLOWSHIPS AND GRANTS

The College of Business Administration and The University of Tennessee award several fellowships. Information about these awards may be obtained from the department or from the Graduate School. Students are encouraged to apply for these awards and should also take notice of announcements that are posted on the bulletin boards in the department. Announcements of fellowships and other awards are frequently posted there.

In addition to these financial awards at the College and University levels, the Economics Department provides a number of fellowships, typically in conjunction with assistantships. Each year a varying number of fellowships will be awarded. These fellowships, which are often named in honor of friends of and/or donors to the department (e.g., Ronald H. Wolf, J. Fred Holly, and P. David Qualls, all former members of the department), can be for varying amounts of money. They may be used to supplement assistantships or to provide funds for a semester during which the student will devote full time to course work or dissertation research. Fellowship funds are disbursed at the beginning of each semester. At the beginning of each term, forms will be made available for students to use in applying for fellowship money for dissertation research in the following terms.

Advanced graduate students may obtain financing from the Graduate School, from the college, or from the department to support research and help pay the costs of travel to academic meetings. The Graduate School has funds which it awards competitively to students who will be presenting papers at professional meetings. The college also has funds to support graduate students research and travel. The department will usually supplement these funds. In addition, and upon application to the Department Head, small grants may be available for students who wish to attend professional meetings either to give papers or to learn more about their chosen specialties. Students who wish to apply for travel funds should consult with the Graduate Director or the Department Head.

IV. PLACEMENT

Students who have diligently completed departmental requirements have the right to expect assistance in finding suitable employment following the award of a degree. It will be the responsibility of the Graduate Director and of the Department Head to inform graduate students of the nature of the job market and to inform them of sources of job information. Students who are leaving the program with an M.A. are urged to consult the University Placement and Career Planning office for assistance in finding employment.

Those who leave the program with a Ph.D. will find information on academic jobs contained in *Job Openings for Economists* (JOE, available on the web at www.aeaweb.org/joe).

The department will maintain a file containing basic academic records and teaching or research evaluations for several years following the award of a graduate degree. The department will also compile each fall a list of students who are in the final stages of completing their dissertation or have completed it within the previous year. Students must have defended a proposal, or have a proposal defense scheduled by October 31, to be included in this list. This list, which will include the dissertation title, fields of specialization, and name of major professor will be distributed to a large number of colleges and universities. Students should prepare a CV that will be included in the booklet. This CV should use the standard departmental style.