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## ***MA Program Policies and Procedures***

MASTER OF ARTS with a Major in Economics

Revised January 2014

**MASTER OF ARTS**  
**Major in Economics**

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## **I. Introduction**

- A. The Economics Department has established these MA Program Policies and Procedures. They are intended to supplement but not to replace the Policies of the Graduate School of Wayne State University. In case of any discrepancy between Department and Graduate School policies, the Graduate School policies shall apply. The Graduate School has additional policies that do not appear here. Please see the [Wayne State University Graduate Bulletin](#) for details.
- B. **The Master's Program Director performs the following duties:**
1. Makes decisions on admission to the MA Program on behalf of the Department, in consultation with the Department's Graduate Committee when necessary.
  2. Serves as the Academic Advisor for all MA students. He/she guides each student's general program of study and appoints all MA examination committees.
  3. Administers all Master Program requirements on behalf of the Department, and approves all waivers of these requirements.

## **II. Admission and Financial Aid**

### **A. Application Procedure:**

A student not previously admitted to a graduate program at Wayne State University must complete the [University Graduate Application](#) form, which now is online.

Detailed current information, including the Application for Graduate Admission, can be found at the [Graduate Admissions](#) website:

<http://www.gradadmissions.wayne.edu>

For more information you can also contact the Admissions Office directly:

Office of Graduate Admissions  
5057 Woodward Ave., Suite 6000  
Detroit MI 48202  
Telephone: 313-577-4723; Fax: 313-577-0131  
Email: [gradadmissions@wayne.edu](mailto:gradadmissions@wayne.edu)

Please note the recommended deadlines on the [website](#). An application received after the deadline will be considered, but admission in time for the desired term cannot be guaranteed. Early application is particularly important for international students because of the paperwork required for entry to the United States. **[Applications](#) must be complete to avoid processing delays.**

The student must also have an **official transcript** from each college or university attended, sent directly from each college or university attended to the **Office of Graduate Admissions** at the above address. Transcripts sent by the student cannot be used. [International students](#) must submit transcripts in their native language and in English.

A student with a bachelor's degree from an institution whose language of instruction is not English must also take the **Test of English as a Foreign Language (TOEFL)** and have the results sent directly to Graduate Admissions.

**The Graduate Record Examination (GRE) is not required for admission to the MA program.**

A student previously admitted to a graduate program in another department must submit a [Change of Status form](#), available from the "Current Students" tab on the Economics Department web site. Change of Status applications must be approved by the MA Program Director.

#### **B. Course Approval (each term)**

All active students in the Master's program must contact the MA Director (either in person or by e-mail) prior to the first day of class in each term for which they are registered to take courses. This will permit students to obtain the Director's approval for the courses they plan to take. Any subsequent changes involving courses outside the department and courses that are added or dropped must be approved by the Director. Students who fail to adhere to this policy will be dropped from the enrollment rolls of any course for which the Director's approval was not given. In addition, a failure to adhere to this policy may result in the loss of financial aid or dismissal from the graduate program in which the student has been admitted.

#### **C. Financial Aid**

Financial aid for MA students is very limited. The Department does not award scholarships, fellowships, or assistantships to Master students but some awards are available from Wayne State University and administered by the Graduate School. In particular, the university provides some [Graduate Professional Scholarships](#) for which MA students may apply, along with [other sources of funds](#). Information about these programs and application forms can be obtained from [Graduate School](#) on the web site at [www.gradschool.wayne.edu](http://www.gradschool.wayne.edu).

#### **D. Application to the Ph.D. Program**

A student may apply directly to the Ph.D. program without any previous graduate work. Admission requirements for the Ph.D. program are more stringent than for the MA program. In particular, the GRE and three letters of recommendation are required, as is a second semester of differential calculus. A student who intends to earn a Ph.D. and meets all admission requirements may be better off applying

directly to that program rather than the MA program. Consult the Ph.D. Program Policies and Procedures manual or contact the Director of Graduate Studies for more information.

Students beginning the MA program, who subsequently choose to apply to the Ph.D. program, must take the GRE and provide three letters of recommendation.

#### **E. Admission Requirements**

The following usually are required for regular admission:

- 1) A Bachelor's Degree or equivalent** from an accredited institution. Degrees from institutions outside the United States are evaluated on a case-by-case basis.
- 2) A grade point average (GPA) of 3.0 or better** in the upper division (generally the last 60 credit hours) of undergraduate or Post Bachelor work.
- 3) Adequate preparation for graduate study in economics.** The following courses, or their equivalents, are prerequisites for all 6000- and 7000-level courses in Economics, and are generally required for regular admission:

College Algebra for the Social and Management Sciences (MAT 1500) or  
Elementary Functions (MAT 1800)  
Calculus I (MAT 2010)  
Intermediate Microeconomics (ECO 5000)  
Intermediate Macroeconomics (ECO 5050)  
Introductory Statistics and Econometrics (ECO 5100)

**For international students, proficiency in English is required, usually demonstrated by a score of 550 or above on the TOEFL exam.**

A student who meets requirements (1) and (2) but lacks adequate preparation in economics and/or mathematics (3) should apply to take these prerequisites as an undergraduate [post-bachelor's student](#). This is an undergraduate status that allows students to pay undergraduate tuition.

Prospective students who lack this preparation but who need to have graduate status for financial aid or visa reasons should choose the "Non-Degree - Liberal Arts and Science" major in the Graduate Application for Admission. Once "post-bachelor's" and "non-degree" students have completed the prerequisites, they can apply for regular admission to the MA Program.

#### **F. Admission Requirements**

**Admissions decisions are recorded by the Office of Graduate Admissions** based on a recommendation by the Master's Program Director. The following are the types of acceptances that may be granted:

**The Economics Department grants regular admission** to a student who meets all of the above requirements.

**The Economics Department may grant qualified admission** to applicants whose grade point average is between 2.50 and 2.74 or if their degree is from a non-accredited institution. The MA director will review the applicant's academic experience, extra-scholastic qualifications and reasons for pursuing graduate study and may recommended “qualified” admission to the Graduate School.

## **G. Special Rules for Wayne State Undergraduates**

### **1. Senior Rule Admission**

A Wayne State Undergraduate with a GPA of 3.0 or better may apply to the Graduate School for senior rule admission during his/her last semester of undergraduate study by submitting an Application for Graduate Admission as described above. A student admitted under the senior rule may apply courses taken in the last semester of study toward a graduate degree, **provide such courses are not needed to meet requirements for the undergraduate degree.** Undergraduate tuition rates apply to all senior rule courses. Senior rule status is good for only one semester.

### **2. AGRADE Program**

The Economics Department participates in the Accelerated Graduate Enrollment ([AGRADE](#)) program. Under this program, qualified seniors may apply up to 15 credits toward both a Bachelor and Master’s Degree, allowing the student to complete both degrees in five years. See the Master’s Program Director for more details.

## **H. Special Rules for Wayne State Ph.D. Students**

A student in the Economics Ph.D. Program may apply for admission to the Master’s Program by filing a Change of Status form as described above. Courses taken as a Ph.D. student may be applied toward the Master’s Degree. Note that courses taken as a Post-Bachelor student may not be applied toward a Master’s Degree.

## **III. Program Requirements**

The following are required for the Master’s Degree:

### **A. Credit Hours**

A minimum of thirty-two (32) credit hours are required, including eight (8) credit hours at the 7000 level. ECO 7996 (Research in Economics) is not applicable to the 7000 level requirement.

## B. Grades

The Graduate School imposes high standards of academic performance on all students. Therefore, a minimum GPA of 3.0 is required for graduation.

## C. Core Courses

The following core courses are required. Students must obtain a B- or better in these classes. These courses must be taken as soon as they are available.

ECO 6000	Price and Allocation Theory
ECO 6050	Macroeconomics
ECO 6100	Introduction to Econometrics

## D. Degree Requirements

The Department of Economics offers the Master of Arts degree under Plan C only, as described below and elsewhere in this document.

Plan C: Thirty-two (32) credits of coursework is required. No thesis or essay is required.

## E. Field of Concentration

**A field of concentration is required.** The student must take a 7000-level field sequence (e.g., ECO 7200/7210 or ECO 7550/7560). Students must have sufficient math preparation to take concentrations other than Industrial Organization and Health Economics.

At least two of these sequences meet every academic year.

ECO 7200, ECO 7210	— Industrial Organization
ECO 7550, ECO 7560	— Health Economics
ECO 7300, ECO 7310	— International Trade and Finance *
ECO 7400, ECO 7410	— Labor and Human Resources *
ECO 7100, ECO 7110	— Econometrics *
ECO 7000, ECO 7010	— Microeconomics Core Sequence*
ECO 7050, ECO 7060	— Macroeconomics Core Sequence*

\* These fields are open only to students who have completed Calculus II successfully, and the department encourages students to complete Calculus III as well. Students interested in these concentrations should also consider taking ECO 7020 and ECO 7021 (Fundamentals of Economic Analysis), which the department offers every Fall semester. Ph.D. students taking these concentrations have all taken Fundamentals of Economic Analysis and this level of math background may be assumed by the faculty in these concentrations.

Graduate level courses taken prior to admission may be applied toward the field requirement. Such courses do not count toward the 32 credit hour requirement.

## F. Electives

Any other courses in the Economics Department at the 6000 level or above are acceptable. Selected cognate courses in other fields outside the Department may be acceptable at the discretion of the Director of the M.A. Program.

## G. Comprehensive Examination

**A comprehensive examination is required.** The purpose of the examination is to test the student's ability to use basic economic concepts in microeconomic theory, macroeconomic theory, and the student's field of concentration. The student is required to have a GPA of at least 3.0 at the time of the examination.

### Plan C

A student must pass written examinations in microeconomic theory (related to ECO 6000), macroeconomic theory (related to ECO 6050), and the field of concentration (related to ECO 6100). These examinations cover, but are not restricted to, the material in the respective graduate courses in the three fields. They are given twice each year, shortly after the end of the Fall and Winter semesters.

Students will be enrolled automatically to take the comprehensive exams immediately after finishing ECO 6000 and ECO 6050. The exam normally is offered on the study day only between the end of classes and the start of final exams.

Students must take the "field" exam upon the completion of the field sequence. Students will be enrolled automatically to take the comprehensive field exam. In addition, they should notify the MA Program Director in writing before they take the exam. The department offers these exams on the same day as the core theory exams.

A student may substitute one of the Ph.D. written qualifying examinations for the corresponding Master Comprehensive Exam. For example, a student who has passed the Ph.D. Qualifying Exam in microeconomic theory will have passed the Master's microeconomic theory exam.

Each of the three written qualifying examinations will be composed and graded by a committee of faculty members appointed by the Master's Program Director. Each examination is given a grade of pass, marginal pass, or fail. Passing the written examinations requires that the student receive either three (3) passes, or two (2) passes and one (1) marginal pass. If the student fails any exam or receives a marginal pass on two exams, then the exam(s) must be repeated at the next scheduled examination date. **Each examination may be taken only twice.** If a student fails to pass an exam after two attempts, then he/she is automatically dismissed from the program.



## H. **Time Limitation**

Generally, all courses counted toward the Master's Degree must be taken no more than six years before the date of graduation. Courses more than six years old are considered to be over-age, and must be revalidated by the Liberal Arts and Sciences Graduate office in order to be used for the degree. Revalidation is not possible for courses more than ten years old, or for courses taken at other institutions. If a course is revalidated, the Master's Program Director and the student must set a terminal date for completion of all degree requirements, including any additional requirements which may be imposed by the Liberal Arts and Sciences Graduate Office as a condition for revalidating the over-age credits.

## IV. **Other Program Details**

### A. **Cognate Courses**

Up to eight (8) credit hours of graduate level cognate courses (courses outside the Economics Department) may be applied toward the Master's Degree. All such courses must be approved by the Master's Program Director in advance, and must be related to the student's program of study.

### B. **Transfer Credit**

The Economics Department does not give transfer credits toward the Master's Degree.

A student may use courses taken prior to admission, either as an undergraduate or a graduate student, to satisfy the core or field requirements. The Master's Program Director must approve any such exemptions.

## V. **Administrative Requirements**

### A. **The Plan of Work (POW)**

The MA Director requires students to submit a Plan of Work (POW) during their first semester in the MA Program. Students, in consultation with the Master's Program Director, list the courses that they expect to use to fulfill the Master's Program requirements. Once the Master's Program Director approves the POW, it must be submitted to and approved by the College of Liberal Arts and Sciences Dean's Office.

The Dean's Office will place a hold on registration if students fail to submit an approved POW by the time they have earned twelve (12) graduate credits. Students cannot register for classes until the POW is filed and approved.

The student must have a cumulative GPA of 3.0 or better before a POW can be approved. If the student does not have 3.0 GPA by the time twelve graduate credits have been earned, then he/she cannot file a POW. In that case, unless the

Master's Program Director grants a waiver, the student cannot continue to register and effectively is terminated from the program.

A student who received Qualified Admission must file a POW at the usual time. If the POW is approved, the Qualified status is removed from the student's record.

Once a POW is approved, the student becomes a Masters Degree Candidate. He/she may then register without the Master's Program Director's signature, as long as all courses for which the student registers are on the POW. Any change in the POW requires the approval of the Master's Program Director.

## **VI. Filing for Graduation**

Graduation is in December, May, and August each academic year. Each student must file for graduation at the beginning of the semester in which he or she expects to graduate. Deadlines for filing and for completing all degree requirements, including essays, thesis, and examinations, are published each semester in the information section of the Schedule of Classes. The required forms are available from the College of Liberal Arts and Sciences Dean's Office.