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APPENDIX 1

MA Course Requirements (and Checklist)

Grade

- _____ ECON 500, Microeconomic Theory
- _____ ECON 501, Macroeconomic Theory
- _____ ECON 502, Econometrics
- _____ ECON 504, Advanced Economic Forecasting
- _____ ECON 5____, _____ *
- _____ ECON 5____, _____ *
- _____ ECON 5____, _____ *
- _____ ECON 5____, _____ *

*As specified by the Economics Department

PhD Students who wish to obtain an MA while pursuing the PhD may apply the following courses to the MA:

Grade

- _____ ECON 611, Microeconomic Theory I
- _____ ECON 612, Microeconomic Theory II
- _____ ECON 613, Macroeconomic Theory I
- _____ ECON 614, Macroeconomic Theory II
- _____ ECON 615, Economic Statistics
- _____ ECON 616, Econometrics
- _____ ECON _____, _____
- _____ ECON _____, _____

The cumulative GPA for the eight courses presented for the MA degree must be 3.0 or higher

Cumulative GPA in courses presented for the degree: _____

When the courses and requirements listed above have been successfully completed, this form should be filled out and submitted to the MA Advisor.

Student Name _____ B-Number _____

Graduate Director Signature Confirming Degree Completion

Date

APPENDIX 2

MA Course Sequence
(For Students Entering Fall 2017)

<u>Fall</u>	<u>Spring</u>	<u>Fall</u>
ECON 500	ECON 501	ECON 558
ECON 502	ECON 504	ECON 509C
ECON 503	ECON 542	

APPENDIX 3

PhD Course Requirements (and Checklist)

Required Courses:

(30 credits)

Grade

_____ ECON 611, Microeconomic Theory I

_____ ECON 612, Microeconomic Theory II

_____ ECON 613, Macroeconomic Theory

_____ ECON 614, Macroeconomic Theory II

_____ ECON 615, Economic Statistics

Grade

_____ ECON 616, Econometrics

_____ ECON 617, Applied Econometrics

_____ ECON 693, PhD Seminar I

_____ ECON 694, PhD Seminar II

Field Courses and Electives: *At least two fields must be represented. A field consists of two courses.*

(28 credits)

Fields: _____

Grade

_____ ECON 6 _____

_____ ECON 6 _____

_____ ECON 6 _____

_____ ECON 6 _____

Grade

_____ ECON 6 _____

_____ ECON 6 _____

_____ ECON 6 _____

Additional Requirements – All Students

_____ Microeconomics Comprehensive Exam at the end of the second semester

_____ Macroeconomics Comprehensive Exam at the end of the second semester

_____ 25 page paper at the end of the 6th semester

_____ Pre-prospectus and Prospectus presentation in the 7th semester or, under special circumstances, at a time jointly specified by the dissertation committee chairperson and Director of Graduate Studies

_____ ECON 699

_____ Dissertation

The cumulative GPA for the all courses presented for the PhD degree must be 3.0 or higher

Cumulative GPA in courses presented for the degree: _____

When the courses and requirements listed above have been successfully completed, this form should be filled out and submitted to the Graduate Director.

Student Name _____ B-Number _____

Graduate Director Confirming Degree Completion

Date

APPENDIX 4

PhD Course Sequence

<u>First Year</u>		<u>Second Year</u>	
<u>Fall</u>	<u>Spring</u>	<u>Fall</u>	<u>Spring</u>
ECON 611	ECON 612	ECON 617	Elective
ECON 613	ECON 614	Elective	Elective
ECON 615	ECON 616	Elective	Elective
	Comprehensive Exams (Following Spring classes)		
<u>Third Year</u>		<u>Fourth and Fifth Year</u>	
<u>Fall</u>	<u>Spring</u>	<u>Fall †</u>	<u>Spring</u>
ECON 693	ECON 694	ECON 699 *	ECON 699 *
Elective		<i>Attend ECON 693 until prospectus is presented</i>	<i>Attend ECON 694 until prospectus is presented</i>
Elective	Third-year paper (due on the Friday of Final Exam week)	Present prospectus	

* *If all courses have been completed students must continue to be registered in ECON 699 — Dissertation.*

† *Students are expected to be “All But Dissertation” (ABD) by the beginning of the fall semester of the fourth year.*

APPENDIX 5

Department of Economics - FORM A

PhD Dissertation Prospectus Progress

Student's Name _____

Proposed Title _____

1. **Advisor:** The following faculty member of the Department of Economics agrees to serve as the principal advisor on the PhD dissertation committee of this student:

Name: _____ Signed: _____ Date _____

Accepted for the Economics Department: _____ Date _____
Director of Graduate Studies

Return this form to the Economics Department when this portion has been completed.

2. **Committee:** The following faculty members individually agree to serve on the PhD dissertation committee of this student:

Name: _____ Signed: _____ Date _____

Name: _____ Signed: _____ Date _____

Accepted for the Economics Department: _____ Date _____
Director of Graduate Studies

Return this form to the Economics Department when this portion has been completed.

3. **PhD Pre-Prospectus Presentation:**

The student presented a preliminary version of his/her prospectus in ECON 693/694 on ____/____/20____.

ECON 693/694 Instructor Dissertation Advisor Date

4. **PhD prospectus Presentation:** The student delivered an oral presentation of the PhD prospectus to a general meeting of the departmental faculty on ____/____/20____. Subject to the following provisions (if any), the prospectus and final dissertation committee are hereby accepted by the Department of Economics.

Provisions: (if any) _____

Signed: _____ Date _____
Director of Graduate Studies

APPENDIX 6

Third Year Papers—Guidelines for Students

Department of Economics, SUNY-Binghamton

1. **The purpose of the third-year paper** is for students to provide evidence that they will be able to undertake a research project—the dissertation—on their own. Ideally, the paper is part of the student's dissertation project—as such, its topic can be either a comprehensive and critical literature survey, or original research. Students should discuss with their advisor which type of paper is most suitable for them. The 3rd year paper is due no later than noon on the Friday of final exam week in the spring semester of the third year.

2. **The general format of the third-year paper**

(1) **If the student chooses to write a literature review:**

(a) The expected length of a literature review is 30 – 35 pages, double spaced. (The list of references is not counted as part of the page requirement.) The literature review must be:

- Comprehensive (address all relevant issues and include all relevant papers),
- Comparative (evaluate how different papers address the same/similar issues),
- Critical (evaluate the strengths and weaknesses of these papers).

Students should treat this project as the start of the literature review that they will need to undertake for their dissertation. Overly selective literature reviews, or reviews that simply summarize the literature without comparative and critical evaluation, are not acceptable.

(b) Students should add a one to two-page research proposal that shows how they plan to extend the existing literature in the dissertation. (The proposal is in addition to the above page requirement.)

(2) **If the student chooses to submit original research:**

(a) The expected format of an original research project is the standard economics working paper format (about 20 – 25 pages, double spaced). It needs to contain

- The motivation of the project,
- A brief review of the most relevant literature and how the proposed research differs,
- A description of the economic/econometric model,
- Some discussion and interpretation of the (expected) results.

(b) It is acceptable to submit a research paper that contains preliminary research—that is, the paper does not have to be publishable. However, students need to indicate which parts of their analysis are preliminary and how they plan to extend/complete their work.

(3) **Abstract:**

Every paper must be preceded by a short abstract of no more than 150 words that, in one or two sentences each, summarizes:

- The motivation for the proposed research
- What was found
- Either what the results imply, or where there is room for future research

3. Non-acceptable third-year papers:

- (1) The third year paper cannot be a paper that the student has already turned in as a term paper for a class.
However, substantial revisions of such papers are acceptable. If students have already written a term paper on the same topic, then they must submit the term paper together with the third-year paper.
- (2) Papers with overly large numbers of typos, grammatical errors, and unintelligible sentences will be returned to the student without evaluation. Students should consult the [Writing Center](#) for help with professional writing.
- (3) The Director of Graduate Studies or the faculty reviewers may find that the paper does not fulfill the minimum standards of a third-year paper. This provides information to the dissertation advisor, who may decide that he/she cannot be the student's advisor any longer. In this case the student will need to find another faculty member who agrees to be the dissertation advisor. Students who have not found another advisor by the beginning of the fall semester of their 4th year will not be permitted to enroll in ECON 699 (dissertation), which for most students means that they will have to leave the program.

4. Miscellaneous:

- (1) By December of their third year of study, students will need to have identified a faculty member who has agreed to be their dissertation advisor. The student must then submit a completed copy of Form A (Appendix 5) to the department secretary by the end of the fall semester of the third-year. The dissertation advisor will help the student to determine whether to work on a literature review or original research.
- (2) Students must submit a filled-in copy of the [Third Year Paper Cover Sheet - Form B](#) together with two hard copies and one PDF file of their paper to the department secretary no later than noon on the Friday of final exam week of the spring semester of the third year.
- (3) Students need to propose two faculty members to serve as reviewers of their paper. The Director of Graduate Studies will consider these suggestions, but may still assign the paper to different faculty members.

The dissertation advisor can be one of the two faculty members suggested by the student. However, the third-year paper must be mostly the student's own work. The advisor may help the student identify a topic, but may not help the student write the paper. The student should also not ask the advisor to correct the paper before submitting it — otherwise the paper would not provide information about whether the student would be able to undertake a research project on his or her own.

APPENDIX 7

Economics Department - Prospectus Rules

Every PhD candidate must present and defend a prospectus in the fall semester of their 4th year and at least six months prior to the final defense of the dissertation. Ideally, the prospectus should be completed during the early stages of the dissertation progress and should contain a conceptual outline of the proposed dissertation and some preliminary results.

The prospectus consists of a written document and an oral presentation:

1. The document must be at least 5 pages double-spaced, and must include a statement of the problem, a brief review of the relevant literature to show how the proposed research will advance our knowledge of the topic, an outline of the model, including its key assumptions and equations, an explanation of why the chosen model is the most appropriate model for the problem, and for empirical projects also a discussion of data and data sources, an outline of the econometric techniques, an explanation why these techniques are the most appropriate for these data, preliminary empirical results, if possible, and a statement of further anticipated work.
2. The student's advisor must approve the written prospectus for presentation.
3. The student must first present the prospectus in the PhD seminar ECON 693/694, and then as a department seminar. The student must submit the written prospectus and the advisor's favorable recommendation to the director of graduate studies at least a week ahead of the date of presentation in ECON 693/694. The faculty and students will be allowed to preview the written prospectus on the Department homepage before the presentation.
4. The student's advisor and the instructor for ECON 693/694 must approve of the pre- prospectus presentation in ECON 693/694 before the student can present the prospectus as a department seminar. It is strongly recommended that the pre-Prospectus presentation be attended and approved by the student's entire dissertation committee.
5. At the end of the seminar, the faculty in attendance shall meet to discuss the feasibility of the thesis topic and to provide advice to the thesis committee. If a majority of the faculty present have significant reservations about such feasibility, a letter outlining these reservations will be sent to the student by the Director of Graduate Studies and put in the student's file.
6. The prospectus seminar normally will be scheduled as part of the departmental seminar series. If it cannot be done in this fashion, then the seminar can be given at other times (for example, in the summer) if the following conditions are met:
 - a. There are special circumstances justifying an exception as certified by the Director of Graduate Studies.
 - b. At least seven faculty attend the seminar. These must include the student's full dissertation committee.
7. The composition of the thesis committee, and any changes in its composition, must be approved by the Director of Graduate Studies.

APPENDIX 8

Department of Economics - FORM C

OVERLOAD AND OUT OF DEPARTMENT PETITION FORM

USE THIS FORM TO REQUEST PERMISSION:

- TO ENROLL FOR MORE THAN 12 HOURS OF GRADUATE CREDIT (not counting ECON 591)
- TO ENROLL IN COURSES OUTSIDE THE ECONOMICS DEPARTMENT

Student should complete the top portion and take to the Director of Graduate Studies.

DATE: _____

STUDENT: _____

B#: _____

FOR SEMESTER: (Circle one) Fall Spring 201____

I wish to take the following courses which will bring the total number of credits for the semester to _____:

_____	_____
_____	_____
_____	_____

REASON FOR REQUEST:

Student Signature

This portion to be complete and signed by the Director of Graduate Studies.

The student has my permission:

To take a total of _____ credits for the semester.

To take (course name and number) _____ outside of the Economics Department.

COMMENTS: _____

Director of Graduate Studies

Return this form to the Department Secretary when complete.

APPENDIX 9

Economics Department Policies for Graduate Teaching/Research Assistantships

This appendix describes the department policies regarding the: 1) initial awarding of graduate assistantships, 2) terms and conditions of such awards, 3) criteria for satisfactory performance during the period of the award, and 4) criteria for renewal. Additional information can be found in the [Graduate School Manual](#) and the Terms and Conditions Statement received and signed by the student at the time the offer is made.

1. CRITERIA FOR INITIAL AWARD

Initial awards of graduate teaching and research assistantships are made on a competitive basis for either a single semester or an academic year (two semesters). The primary criterion for the initial award is academic merit and potential as judged by the previous academic records (undergraduate and graduate), standardized test scores, letters of recommendation, past experience or training, and interest in economics.

2. ACADEMIC LOAD AND PERIOD OF APPOINTMENT:

- (a) Students must carry a full-time academic load in order to qualify for financial aid. Depending upon the student's status in the graduate program, a supported student must register for between 9 and 12 credit hours of graduate course work each semester. Courses taken on an audit basis may not be applied toward the full-time requirement. A student who has reached ABD status is allowed to register for one credit hour of graduate work per semester to be considered enrolled full-time.
- (b) In addition to the full-time course load requirement, research and teaching assistants are required to perform services for the University under the direction of a faculty or staff member. These assignments require between 15 and 20 hours of work per week and are intended to prepare students for an active professional career by acquainting them with research methodology and pedagogy.
- (c) Graduate fellows are not required to perform any service for the University, although they may volunteer to undertake a research or teaching assignment if they wish. University sponsored fellowships are usually awarded for only one year.
- (d) Assistantship and fellowship awards are normally made for a nine month period, approximately August 20 to May 20, although some awards are made for only one semester. The exact period of the appointment is specified in the award letter. Students are expected to report for their assistantship assignment on or before the first day of classes. The funding of students who report later, or who do not meet their full responsibilities during the semester, may be terminated.

3. CRITERIA FOR SATISFACTORY PROGRAM PROGRESS:

- (a) All students holding graduate assistantships must maintain a cumulative grade point average of 3.0 (B) or better during each semester of the award. All incompletes (I) must be completed by the following August 1.
- (b) All PhD students must take two comprehensive examinations—microeconomic theory and macroeconomic theory—at the end of the spring semester following the completion of the required course sequence ECON 611 and 612 for microeconomic theory, and ECON 613 and 614 for macroeconomic theory. The initial round of comprehensive exams are offered approximately two weeks apart in June, starting about two weeks after the week of spring semester final exams. Students who do not pass an exam on the first attempt will be allowed another attempt to pass an exam in the failed subject. The second round of comprehensive exams are offered approximately two weeks apart in July and about two weeks after the end of the first round of comprehensive exams. A student who fails either comprehensive exam twice is terminated from the Economics PhD program; a third attempt is not allowed.
- (c) All PhD students must write a “third-year paper” during the spring semester of their third year and submit it to the department secretary and Director of Graduate Studies no later than noon on the Friday of the final exam week. The paper will be evaluated by two faculty members. Students whose papers are not deemed satisfactory are given an additional 4-6 weeks during the summer between their 3rd and 4th years to remedy all shortcomings. A student who fails to remedy the third-year paper within this time will not be allowed to present their Prospectus presentation in the fall of their 4th year and may be terminated from the PhD program.

Economics Department Policy for Graduate Teaching/Research Assistantships (cont'd.)

- (d) All PhD students must present their PhD prospectus during the fall semester of their fourth year. Students whose prospectus is not approved by their committee have until the end of the spring semester of their fourth year to remedy all shortcomings. A student who fails to remedy the prospectus within this time may be terminated from the PhD program.

A graduate assistantship may be withdrawn from a student if the above conditions are not satisfied, although this action will normally be taken at the end of the award period, that is, the award will not be renewed.

4. CRITERIA FOR ASSISTANTSHIP RENEWAL

- (a) If no change in university funding occurs, assistantship renewals are automatic, based upon course grades and satisfactory program progress as defined in section 3 above. Assistantships may be terminated and renewal offers withheld from graduate students with unsatisfactory grades and/or progress, well as from graduate students who fail to perform their assistantship duties in a satisfactory manner.
- (b) Graduate students requesting a leave of absence or resigning from the program will be considered on a strictly competitive basis if they later reapply for admission and financial aid.
- (c) In general, PhD students may be supported for a maximum of four academic years (eight semesters). Those PhD students who enter the program self-funded and thereafter receive departmental support generally will be funded through their fourth year (eighth semester) of study within these guidelines. (That is, regardless of when a student begins to receive departmental support, this support will not continue beyond the end of the student's fourth year of study.)

APPENDIX 10

DEPARTMENT OF ECONOMICS - ACADEMIC GRIEVANCE PROCEDURES

The departmental grievance procedures described below contain the following elements: an informal mediation procedure, a formal grievance committee(s) with defined departmental membership, a description of the elements of a formal hearing, a record of the hearing, a statement of how the committee's findings will be communicated, a description of the appeal procedure, and throughout the process, a sense of timeliness. This grievance procedure consists of two basic stages, an informal mediation stage designed to reach mutual agreement between the parties involved, and (if the first stage is not successful) a second formal stage in which the complaint is considered by a grievance committee.

For the purposes of these procedures, a working day is defined as a week day of normal academic obligation, e.g. summer session days do not count.

I. Informal Stage:

- A. The grievant should attempt to find satisfaction first by discussing the matter directly with the faculty member involved.
- B. If no mutually agreeable resolution is reached during stage I-A, the grievant should seek mediation through the Department Chair (or the Undergraduate or Graduate Director, who may serve as the Chair's designee). If the Chair or Chair's designee is the respondent, i.e. the person against whom the grievance is directed, then to avoid a conflict of interest the Undergraduate or Graduate Director should serve as the mediating agent.
- C. When complaints and concerns are resolved through the informal process to the satisfaction of both the grievant and the respondent, all written materials shall be removed from each party's file. The department shall keep the original of any written agreement signed by both parties.

II. Formal Stage:

A. Filing A Grievance:

If the informal mediation procedures described above do not result in a mutually agreeable resolution, the grievant may file a formal written complaint submitted to the Department Chair (or Undergraduate or Graduate Director if the Chair is the respondent).

A formal complaint must be filed before the end of the semester following the semester of the complaint incident.

Within 10 working days of receipt of the written complaint, the Chair (or designee) must forward a copy of the formal complaint to the respondent. The Chair must also forward copies of the formal written complaint to all members of the Grievance Committee, along with a request that they convene a meeting.

B. The Grievance Committee:

The Grievance Committee shall be a departmental standing committee consisting of six members, four faculty members (including the Undergraduate Director) and two undergraduate students from the Undergraduate Committee in the case of an

undergraduate student-faculty or undergraduate student-student dispute, four faculty members (including the Graduate Director) and two graduate students from the Graduate Committee in the case of a graduate student-faculty or graduate student-student dispute, four faculty members from the Executive Committee and two staff members in the case of a staff-faculty or staff-staff dispute, and five faculty members from the Executive Committee in the case of a faculty-faculty dispute. The Department Chair will serve as the non-voting Chair of the Grievance Committee, except that in the case of a tie vote, the Chair will cast the deciding vote.

The grievant and the respondent have the right to challenge the impartiality of any member of the committee. The other members of the committee shall decide by secret ballot whether that member shall be disqualified. The grievant and the respondent have the right to bring one non-participating observer each to the hearing.

The Grievance Committee Chair shall schedule the hearing within 20 working days from receipt of the complaint at a time which does not preclude the attendance of either party or any member of the Grievance Committee.

All parties to the hearing shall be provided at least 5 working days notice of the hearing time and date.

C. The Hearing:

Both parties shall be present and may participate in Parts 1 and 2 of the hearings. If either party is not present and there is reasonable doubt as to whether the notification of the hearing was received, the hearing should be postponed and a second notification should be made. At the beginning of the hearing, the Grievance Committee Chair should introduce all those in attendance, ask if anyone has questions concerning the procedures to be followed, and assure both grievant and respondent that the hearing will not conclude until they both are satisfied that they have had ample opportunity to speak.

The hearing shall consist of at least four parts:

1. The initial presentation of the grievance by the grievant followed by discussion focused on the grievance. The grievant and the respondent may both participate in this discussion.
2. The presentation of the respondent's response to the grievance followed by discussion focused on clarifying the response. The grievant and the respondent may both participate in this discussion.
3. The assessment of the evidence by the Committee. During this part, the Committee may invite further discussion from either of the two parties or discussion from other persons having pertinent information, although both the grievant and the respondent must be invited to such discussions.
4. The formulation of a final recommendation to the concerned parties.

The hearing shall be recorded and written minutes should be made with sufficient specificity to allow for review by the appeal agent.

D. Decision of the Grievance Committee:

The decision of the Committee will take place in Part 4 of the hearing and will be the final recommendation of the Department. The decision should be based upon an open vote by all members of the Committee in attendance. The final recommendation shall be based on a majority vote of the members present, with the Chair casting a decisive vote only in the case of a tie. Those members of the Committee who do not concur with the majority decision have the right to append a written minority report to the final recommendation.

Within 10 working days after receipt of the committee's recommendation, the Department Chair shall notify all parties concerned as well as the Assistant/Associate Dean of Academic Affairs of Harpur College. This written decision shall include a description of the appeal process.

E. Appeal Process:

Within 1 month of notification of the Department Chair's decision, either party may appeal. Undergraduate student-faculty grievances should be appealed to the Assistant/Associate Dean of Academic Affairs of Harpur College (or Dean's designee), graduate student-faculty grievances to the Graduate Council Grievance Committee, faculty-faculty grievances to the entire Economics Department, and faculty-staff grievances to the Dean of Harpur College (or Dean's designee). The Assistant/Associate Dean of Academic Affairs of Harpur College may establish an ad hoc committee to hear the appeal. For undergraduate students, the Assistant/Associate Dean shall serve as the second and final level for appeal unless the grievant is appealing on a matter of due process. Faculty respondents may appeal to the Dean of Harpur College.

Additional information regarding categories of grievances and procedures can be found in the following sources:

[Student Handbook](#)

[Rules of Student Conduct](#)

[Handbook for Faculty and Professional Staff](#)

[UUP Contract](#) (for faculty and professional staff)

ACADEMIC GRIEVANCE PROCEDURES ATTACHMENT

Categories of Grievances at Binghamton

- I. NON-ACADEMIC: "In charges brought against any SUNY-Binghamton student for alleged infractions of non-academic rules and regulations, the University judicial system adjudicates. Charges must be in writing and delivered in person or by certified mail to the college/community coordinator (residential cases) or the judicial affairs coordinator (nonresidential cases)." Complete procedures are in Rules & Expectations.
- II. CONTRACTUAL: UUP Faculty/Staff Grievances: The UUP Agreement provides the procedure for grieving disputes concerning the interpretation, application or claimed violation of a specific term or provision of the contract, as well as for a claim of unjust discipline.
- III. DISCRIMINATION: SUNY-Binghamton has adopted the grievance procedures entitled "Grievance Procedure for Review of Allegations of Discrimination," established by the State University of New York, for "investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, marital status, or sexual orientation." The Affirmative Action office handles these complaints.
- IV. ACADEMIC:
- A. Academic Dishonesty: Acts of plagiarism, cheating, or falsification of research data are referred to the appropriate committee for adjudication. For undergraduates that committee is the Harpur College Academic Honesty Committee; for graduate students it is the Graduate Council Grievance Committee.
- B. Professional Standards Committee: This Faculty Senate Committee is charged to: "1) in cases which are not matters of grievance of discipline under provisions of the Collective Bargaining Agreement, to consider all sides of issues involving professional conduct, and to seek a resolution or to recommend appropriate action to assure high standards of professional conduct;" ["Faculty By-Laws" Article VIII, in Handbook for Faculty & Professional Staff]
- C. Student Discipline Inside the Class: "Any instructor may exclude from attendance any student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class. On the other hand, disciplinary action by a faculty member that the student considers arbitrary or unjust may be appealed. Schools and departments have established procedures for student grievances. [Handbook for Faculty & Professional Staff]
- D. Complaints Concerning Grades: The Bulletin states that "students wishing to register a complaint about alleged unfair grading procedures should speak with their instructor or the appropriate department chair." The Handbook for Faculty and Staff and the Rules and Expectations indicate that "each department or school has established procedures to handle grievances concerning grades and other academic concerns."

APPENDIX 11

DEPARTMENT OF ECONOMICS Procedures for Handling Gender Sensitivity/Sexual Harassment Complaints

It is the goal of the Department of Economics to provide a positive and productive environment within which all members of the department - students, staff and faculty - can work together in an informal atmosphere of trust and mutual respect. The following departmental and university procedures are meant to handle complaints involving either gender sensitivity or sexual harassment by any member of the department.

Before describing departmental procedures and resources, it should be pointed out that university procedures exist and can be used by any member of the university community at any time. These procedures involve the university's Affirmative Action Office, located in LSG 663 and directed by the University Affirmative Action officer. According to university policy,

Sexual harassment is unlawful and will not be tolerated at SUNY- Binghamton. Employees or students who feel that they have experienced this form of discrimination may file a complaint under the University's 'Grievance Procedure for Review of Allegations of Discrimination' with Valerie Hampton, Director of Affirmative Action, in LSG 663.

Further discussion of these procedures can be found in the University publication, *Sexual Harassment: Definition and Prevention - A Guide for Students, Faculty and Staff*.

A guiding principle of departmental procedures is that any member of the department experiencing a gender sensitivity or sexual harassment problem should feel free to discuss it with any member of the department in order to seek a prompt, equitable and informal resolution whenever possible. The department feels that it is important to bring such incidents to the attention of appropriate department staff or faculty so that the department can address such issues promptly and can attempt to reach an equitable resolution with full regard for confidentiality and discretion. The department will make every effort to work these problems out informally and to the mutual satisfaction of all parties involved.

Formally, these departmental procedures outlined below define three levels of involvement: department chair, department grievance committee and university procedures. In general, departmental procedures shall follow formal departmental grievance procedures, with the exception of the initial informal investigation phase by the department chair. All documents resulting from these procedures will be kept confidential subject to agreement by all individuals concerned.

Incidents reported to the department chair shall be investigated directly by the chair. After speaking with all individuals involved, the chair will attempt to resolve each incident to the satisfaction of all involved individuals. If the department chair cannot resolve the incident in an informal manner, the incident can be referred to the formal departmental grievance procedures by any of the individuals involved in the incident.

Formal departmental grievance procedures are outlined in a separate document, and involve the department chair, the Advisory (Executive) Committee, the individual bringing the complaint, and additional appropriate student or staff representatives. The additional representatives shall include two appropriate (undergraduate or graduate) students in the case of a student complaint and one staff representative in the case of a staff complaint.

If the incident cannot be resolved at the department level to the satisfaction of all concerned, it can be referred to the university level by any of the individuals involved. Undergraduate student and administrative staff complaints should be referred to the Harpur College Dean's Office, while graduate student complaints should be referred to the Dean of the Graduate School.

Such incidents can also be referred by the department directly to the Affirmative Action Office. Furthermore, any individual involved also has the right to refer such incidents directly to the Affirmative Action Office at any time.