



UNIVERSITY OF
SAN FRANCISCO

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Master of Science
International and Development
Economics

Graduate Student Handbook

2021-2022

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Welcome

Welcome Letter from the Academic Director

Dear students,

Welcome to the Master of Science in International and Development Economics program at the University of San Francisco!

We wished times were different and that we could do this welcome in person, but we are all working around the clock to make sure that you start by having the same (intense!) IDEC experience. We hope the physical distancing requirements will soon be relaxed so we will be able to see each other in real classrooms shortly.

Since its inception in 2002, MS-IDEC has trained hundreds of students from all over the world in cutting edge economic theory, research methods, and econometrics. These students have excelled in many rewarding careers as development practitioners, impact evaluation specialists, economic analysts, and policy researchers.

The program you are embarking upon is unique in several respects:

- We are the only Economics graduate program in the country to require summer fieldwork or internship, which gives student meaningful experience collecting primary or secondary data for their thesis projects
- By requiring three full semesters of Econometrics, students graduate with an exceptionally high level of skills in data management and analysis, including advanced statistical programming

Here's the truth: graduate school is hard. You will be challenged to take responsibility for your own learning in ways you have likely not experienced thus far in your education. The good news is, you won't face these challenges alone -- the faculty is here to guide and support you, and your classmates will fast become your teammates as you navigate together the intellectual and technical demands of the program.

We are extraordinarily proud of what MSIDEC has become over the past seventeen years, and we look forward to working with all of you during your time in the program. On behalf of the faculty and staff, we offer our best wishes for your academic success and in your future professional endeavors.

Sincerely,

Alessandra Cassar
IDEC Academic Program Director

About the University of San Francisco

Founded in 1855, the University of San Francisco has grown and developed over the past 160 years into one of the premier private universities in California. As San Francisco's first university and the third oldest in California, USF has remained faithful to its Jesuit mission of preparing our students to reach their fullest potential so that they can become leaders by action and example.

USF is a national comprehensive university, ranked in the top third of a prestigious group of 400 such universities in the country. The University offers a wide range of undergraduate and graduate programs in the College of Arts and Sciences, School of Management, the School of Education, the School of Nursing, and the School of Law. The University is fully accredited by the Western Association of Schools and Colleges and a host of discipline-specific accreditation agencies. Of the over 10,000 students attending the University, over one-third are graduate students.

The 450-year Jesuit tradition of scholarship and dedication to a well-rounded education in a diverse array of subjects are the foundation for all academic programs at USF. Viewing the individual mind and spirit as the most valuable of resources, the academic philosophy at USF emphasizes enrichment of personal values, expansion of personal responsibility, and lifelong continuous learning.

The University of San Francisco's Commitment to Educational Excellence

The University of San Francisco is committed to the highest standards of learning and scholarship in the Jesuit tradition. As a university, USF seeks the knowledge, love, and dissemination of truth unreservedly. The University welcomes and respects people of all faiths or of no religious belief as full partners who contribute their own values and beliefs to enrich the University enterprise.

As a Jesuit institution, the University recognizes the uniqueness of the individual. It fosters close student-teacher relationships issuing in a special concern for the entire life of the student — intellectual, physical, spiritual, moral, social, and psychological. It promotes high standards of academic excellence and prepares leaders who will work for justice for all peoples. Central to its mission of preparing leaders in service, the University seeks to offer quality education enhanced by its location in the cultural diversity and beauty of California.

Non-Discrimination Policy

The University of San Francisco admits students of any race, religion, sex, sexual orientation, color, disability, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Vision, Mission and Values

VISION

The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban University with a global perspective that educates leaders who will fashion a more humane and just world.

MISSION

The core mission of the University is to promote learning in the Jesuit Catholic tradition. The University offers undergraduate, graduate, and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The University will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by justice. The University will draw from the cultural, intellectual and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

VALUES

The University's core values include a belief in and a commitment to advancing:

- the Jesuit Catholic tradition that views faith and reason as complementary resources in the search for truth and authentic human development, and that welcomes persons of all faiths or no religious beliefs as fully contributing partners to the University;
- the freedom and the responsibility to pursue truth and follow evidence to its conclusion;
- learning as a humanizing, social activity rather than a competitive exercise;
- a common good that transcends the interests of particular individuals or groups and reasoned discourse rather than coercion as the norm for decision making;
- diversity of perspectives, experiences and traditions as essential components of a quality education in our global context;
- excellence as the standard for teaching, scholarship, creative expression and service to the University community;
- social responsibility in fulfilling the University's mission to create, communicate and apply knowledge to a world shared by all people and held in trust for future generations;
- the moral dimension of every significant human choice: taking seriously how and who we choose to be in the world;
- the full, integral development of each person and all persons, with the belief that no individual or group may rightfully prosper at the expense of others;
- a culture of service that respects and promotes the dignity of every person.

Economics Department

MISSION STATEMENT

The Economics Department is a scholarly community whose mission is to bring scientific rigor to understanding the economic, social and political questions of today. Using scientific method, students will be able to evaluate the causal logic and substance of economic and social problems with an eye towards developing policies that can address those problems. Economics is the science of exploring methods to improve the human condition. The essential goal of economics is to optimize resources and channel the influences on human behavior to achieve a continuous improvement overall wellbeing.

The Master of Science program in International and Development Economics (IDEC) integrates rigorous training in economics and econometric methods with practical research experience while interning at an international organization or on overseas fieldwork in a developing country.

The IDEC Program provides students with the knowledge and analytical skills necessary to understand how market forces are harnessed to free developing countries from cycles of poverty, and to understand the importance of institutions that regulate these forces. USF combines an intimate classroom experience with personalized research direction from faculty advisors committed to the success of each student.

LEARNING OUTCOMES

- Understand the application of modern micro and macroeconomic theory to the key problems of economic development, trade and finance, including the analysis of market failures, poverty traps, the structure of incentives, the use of game theory to model institutional behavior, and open economy models of trade, migration, foreign direct investment, financial markets, and exchange rate determination.
- Design and carry out a fieldwork-based research project, including formation of an original research question, planning of an effective methodology, development of field protocols/survey instruments, and data collection in a developing or transition country.
- Conduct original quantitative empirical analysis of an international or development economics problem. Specifically, students should be able to express an economic theory in terms of an observable model; determine the appropriate estimation method for the empirical model; utilize statistical software to conduct such estimation; and meaningfully interpret the results.
- Effectively communicate research finding both in writing and orally, including compilation of a professional literature review, clear presentation of theoretical and empirical models, econometric analysis, and the relevance of the study's principal findings and implications for international and/or economic development theory and policy.

Department Resources

The Economics Department staff is available to assist students with all aspects of the program. If you need assistance with University procedures, help with registration, advice about internships, or need to speak with a staff member, contact us by phone, email (idec@usfca.edu) or stop by the office (M-F, 9:00am-5:00pm).

While USF continues to offer classes remotely, please contact us via email, Zoom, or Slack.

Michelle Santana	Alessandra Cassar
Program Assistant	Academic Program Director
MC 103	MC 105
+1 (415) 422-2711	+1 (415) 422-5351
msantana2@usfca.edu	acassar@usfca.edu

MS IDEC MYUSF WEBPAGE

For your convenience, all USF, Economics Department, and IDEC resources are available online in one place: myUSF. [Access the IDEC pages on myUSF.](#)

ECONOMICS DEPARTMENT SLACK WORKSPACE

Students in the Economics Department can [sign up in the Department's Slack workspace](#) with their USF email (@usfca.edu, @dons.usfca.edu). By signing up, you agree to respect the [Community Guidelines and Code of Conduct](#). The Fall 2021 start class channel is “#idec_fall2021”.

SCHOLARSHIPS

Merit-based scholarships are awarded to a limited number of students upon admission to the program. Scholarships are given for the first year of study to a few students upon entering the program based on GPA and country of origin. Priority is given to students with outstanding GPAs from U.S. universities and to students from less-developed countries.

Every year there are students who indicate a dire need for financial assistance during the course of the masters program. Limited funds are available for need-based requests, but these requests should be submitted in writing to the Graduate Program Manager. Applications for need-based scholarships should include a brief justification for the request. A student’s country of origin, economic status, current employment status, and current GPA in the program will be taken into account for need-based scholarships.

Program Requirements

To receive a Master of Science diploma in International and Development Economics you must complete the following:

Basic requirements

1. A minimum of 36 approved graduate level (600 level) credits with a grade point average of 3.0.
2. An approved summer research project or internship
3. A graduate thesis based on your independent research
4. A successful oral defense of your thesis

Core Classes

1. Microeconomics: Theory and Applications (ECON 601)
2. Mathematics for Economists (ECON 615)
3. Graduate Econometrics (ECON 620)
4. Field Research Methods (ECON 623)
5. Applied Econometrics (ECON 627)
6. Advanced Applied Econometrics (ECON 628)
7. International Economics (ECON 670)
8. Economic Development (ECON 672)
9. Development Microeconomics (ECON 673) OR Development Macroeconomics (ECON 674)
10. Development Economics Seminar (ECON 690)
11. Graduate Thesis Advising (ECON 699)

Electives

1. Advanced Empirical Methodology (ECON 611, 622 or 640)
2. Applied Microeconomic Theory (ECON 501)
3. Natural Resources Economics and Development Policy (ECON 676)
4. Experimental Economics (ECON 663) (Required only if student did not take Econ 676)

Waivers and Substitutions

In very rare cases a student is allowed to waive a core class. **Waivers** must be approved by the Academic Director. If you are permitted to waive a class, it does not mean you get credit for that class. You must replace those credits with another approved graduate level class.

Students are allowed to customize their studies with the approval of the Academic Director and the professor teaching the class. When you decide to take a class that is not a graduate elective in the Economics Department, you must obtain approval. These are called **Substitutions**.

It is critical that you document the approvals for all substitutions with the Waiver/Substitution Form which must be completed and processed through Center for Academic and Student Achievement (CASA). If this is not done then you will not get credit for the substituted class and you will not graduate. It is not uncommon for the issuance of diplomas to be delayed for several months because course substitutions were not properly approved or documented.

Special Cases – Additional Course Requirements

FINISHING YOUR PRE-REQUISITES

The program is structured so that non-economics majors are able to join IDEC and succeed. Our students come from a variety of backgrounds. In order to ensure that all our classes can start at a high level and proceed at the rapid pace needed to prepare students for the most desirable internships and jobs, we ask some students to complete additional foundational classes.

Special requirements for the IDEC MS program:

- ECON 501 - Applied Microeconomic Theory
- ECON 120 - Quantitative Methods
- ECON 311 - Intermediate Microeconomics

Please note:

- ECON 120 and ECON 311 are undergraduate-level courses, so they are in addition to the 36 units of graduate-level coursework required to complete the Master's program.
- ECON 120 and ECON 311 are undergraduate courses, so international students with these requirements should be careful to ensure that they maintain their visa status by enrolling in at least 6 units of graduate-level coursework each semester.

EXEMPTION OPPORTUNITIES

- Students may complete the ECON 120 requirement by attending our lower-cost online Summer Bridge Math program ECON 191 and completing an exemption exam (with a score of 85 or higher) before fall classes start
- Students may complete the ECON 311 (and ECON 120 requirement, if both are assigned) through our partnership with the MITx Micromasters program. Students who pass the MITx course in Microeconomics with a proctored and authenticated exam score of 70 or higher before arriving at USF are exempt from both courses.

Please note that USF does not accept any exemption or transfer credits for courses completed after a student has begun the graduate program at USF. MITx summer courses cannot be applied to USF programs because grades are not finalized before USF fall classes start.

ECON 191 - SUMMER BRIDGE PROGRAM

The Summer Bridge is a 4-week intensive study course that is designed to prepare students for entry into the Economics Masters Program. The course covers essential techniques for economic analysis including linear algebra, general function models, differential calculus, statistics and hypothesis testing. The course starts in late July and runs from 9am to 12pm for 4 weeks.

Unless otherwise specified, all admitted students are highly encouraged to take this course.

Summer Bridge students and those required to take ECON 120 upon admission will take a placement exam at the end of the Summer Bridge - ECON 191 class. Those earning the equivalent grade of a 85 or better in the judgment of the Math for Economists instructor should register in ECON 615. Others will take ECON 120 before taking ECON 615 the following year. This may, but not necessarily, delay graduation from the program in four semesters.

INTERMEDIATE MICROECONOMICS (ECON 311) AND QUANTITATIVE METHODS (ECON 120)

Students required to take ECON 311 and/or ECON 120 must take these classes in the first semester (unless an exemption has been completed).

These classes must be passed with a grade of B- or better. If a grade of B- is not obtained in the classes on the first try, upon consultation with the program director, a second attempt may be granted during the spring semester of the student's first year. If after the first year, the student is unable to earn the required B- grade in all of the undergraduate classes required for the student, the student will be required to leave the IDEC program at the end of the first year.

Planning Your Graduate Program

At the beginning of your first year, students should meet with the Academic Director to discuss their courses' schedule and class registrations.

Typical first fall semester curriculum would involve the following courses (and/or any other prerequisite courses)

Units	Course Number	Course Title
4	615	Math for Economists (Required)
2	672	Development Economics (Required)

2	501	Applied Microeconomic Theory (May be required for students deficient in economic theory and counted as elective in that case)
2	676	Natural Resource Economics

PART-TIME STUDENTS

Students doing the IDEC Masters program part-time over three years generally take two classes per semester. Classes that should be given priority over other classes early in the program include (a) any undergraduate prerequisite courses; (b) core classes, and key field classes in the student's thesis area of interest.

A study load under 6 units/semester is considered part-time. Part-time students should register for a minimum of 3 units unless it's their last semester or they just have thesis work left.

Overseas fieldwork and internships for part-time students can be done either after the first year or after the second year. It is advantageous for students to take their full econometrics sequence during the first two years, providing an excellent foundation for field research and internships after the second year.

Students should inform the Academic Director if they would like to enroll as part-time students and discuss the sequencing of their courses.

Program Sequence

Students must take **36 units** of courses over two years. Students can do the program part-time in three years. Students should inform the Academic Director if they would like to enroll as part-time students and discuss with them the course load.

Classes that should be given priority over other classes early in the program include (a) any prerequisite courses*; (b) core classes

2-year Program Overview

	Fall	Spring
First Year	ECON 615 - Math for Economists (4 units) (Required)	ECON 620 - Econometrics (4 units) (Required)
	ECON 672 - Development Economics (2 units) (Required)	ECON 623 - Field Research Methods (2 units) (Required)

	ECON 501 - Applied Microeconomic Theory (2 units) (<i>special requirement</i>)	ECON 673 or 674 - Dev. Micro or Macro (2 units) (Required)
	ECON 676 - Natural Resource Economics (2 units) (Elective)	ECON 663 - Experimental Economics (2 units) (Required only if student did not take Econ 676)
Second Year	ECON 601 - Microeconomics (4 units) (Required)	ECON 628 - Adv. App. Econometrics (2 units) (Required)
	ECON 627 - Applied Econometrics (2 units) (Required)	ECON 690 - Dev. Economics Seminar (4 units) (Required)
	ECON 611, 622 or 640 - Elective in Advanced Empirical Methodology (2 units) (Elective)	ECON 699 - Graduate Thesis Advising (4 units) (Required)
	ECON 670 - International Economics (2 units) (Required)	

3-year (part-time) Program Overview (Sample only, as it will be tailored to each student's needs)

	Fall	Spring
First Year	ECON 615 - Math for Economists (4 units) (Required)	ECON 620 - Econometrics (4 units) (Required)
	ECON 672 - Development Economics (2 units) (Required)	ECON 673 or 674 - Dev. Micro or Macro (2 units) (Required)
	ECON 501 - Applied Microeconomic Theory (2 units) (Elective, or special requirement - <i>see below*</i>)	
Second Year	ECON 627 - Applied Econometrics (2 units) (Required)	ECON 623 - Field Research Methods (2 units) (Required)
	ECON 601 - Microeconomics (4 units) (Required)	ECON 663 - Experimental Economics (2 units) (Required only if student did not take Econ 676)
		ECON 628 - Adv. App. Econometrics (2 units) (Required)
Third Year	ECON 676 - Natural Resource Economics (2 units) (Elective)	ECON 690 - Dev. Economics Seminar (4 units) (Required)

	ECON 611, 622 or 640 - Elective in Advanced Empirical Methodology (2 units) (Elective)	ECON 699 - Graduate Thesis Advising (4 units) (Required)
	ECON 670 - International Economics (2 units) (Required)	

Summer Research and Internships

How you spend your summer between the two academic years will depend on the type of research and thesis you undertake.

In the spring semester of the first year all students will take Field Research Methods (ECON 623). In this class, you will develop your research objectives and get organized to execute your project. If you plan to develop a thesis based on new primary data, you will travel outside the U.S. to your research location to collect that data.

If you plan to work with secondary data (an existing data set from an established source), you have some additional choices. You may carry out work with focus groups to add more context to your secondary data set, you may assist other students with primary data collection to gain experience in that process, or you may pursue a formal internship with a relevant organization.

All internships must be approved by your academic advisor.

Note that it is the student's responsibility to seek out and secure internship placements. Faculty and staff can assist by identifying opportunities, but the application, interview and hiring process is your responsibility. To secure a placement the summer you should begin your search no later than November of the prior year.

For international students on an F-1 visa who wish to do an internship in the U.S. instead of overseas (must be approved by Academic Director), **Curricular Practical Training (CPT)** authorization is required:

1. Find a company that wants to hire you (paid or unpaid)
2. Work out terms, including start and end date, job title, and tasks to be accomplished/skills you will develop. The start date cannot be before the beginning of the semester, and the end date should not be after the last day of the semester unless the internship will last two semesters.
3. Identify an advisor. This can be the IDEC program director or another faculty member with whom you have a good working relationship or your thesis advisor (get credits for your internship under Econ 699).
4. Provide this information to the IDEC program director and your internship advisor (if different). Decide how many units you want the internship to be for. 1 unit is all that is necessary for CPT purposes, but you may find it convenient to choose more.
5. The internship advisor will incorporate the information you provide into a syllabus and will send this along with the directed study form to CASA for approval

6. CASA will create the ECON 699 course for you to sign up AFTER receiving the syllabus. Sign up for this course as soon as it is available
7. Request CPT approval through [the myISSS web portal](#). When the CPT request is created, enter the advisor's name/email address and a CPT Recommendation request will be sent to your advisor, who will fill out the recommendation form online.
8. ISSS will process the CPT approval request. [Contact them](#) for further details.

Note that you should try to complete Step 4 about a month before the desired start date of the internship so that your visa and employment are not delayed by bureaucratic issues.

More info on CPT is available on [the ISSS webpages](#) and in this [CPT instructions document](#).

These rules may change or there may be details the department is not aware of. Always consult with ISSS before doing anything that might change your visa status.

Field Research (Primary Data)

Faculty and first-year IDEC students will gather for a presentation of research projects at the end of fall semester of the first year. Following this presentation, students are encouraged to contact the professor sponsoring the projects they are interested in to get more details.

The key elements to look for in a research opportunity are: a strong host organization, an existing data generating activity that you can use, easy access to potential participants and a source of funding for the research costs.

At the beginning of the spring semester, students will list their top three choices for field research projects. The faculty will meet and decide on student assignments. They will make every effort to assign students to one of their top three choices. We prefer to organize students into teams of 2-4. Those who self-organize into teams will be most likely to receive their first choice for research projects and internships.

It is important that students choose one advisor at the beginning of spring semester of the first year and maintain good communication with that advisor about the fieldwork and internships. If a student is considering switching topics or to another faculty advisor, this must be made *immediately* clear to all relevant faculty so that time and funding can be allocated properly to projects.

Key Deadline

You should decide on your field research or internship location **no later than March 15** so that the University has ample time to evaluate the health and safety issues for student travel.

Money Matters

All air travel will be booked through the USF travel agent. Bookings will be permitted only after a site has been approved by the University.

The IDEC program will subsidize a portion of your airfare (typically around 65%) and you will receive a \$500 stipend to cover some living expenses at your research location.

Students are only eligible for partial airfare reimbursement and a summer stipend if they are (1) in good academic standing with a GPA above 3.0 after the fall semester and (2) have successfully completed all required undergraduate pre-requisite classes with a grade of B- or better.

The Thesis

Thesis Completion

Students wishing to graduate in the Spring semester 2022, must present a full draft of their thesis to their advisor no later than April. Oral defenses will be conducted in front of a panel of faculty and an audience of students on the last Thursday of April and the first Thursday of May.

Grades will be assigned by the advisor after consultation with IDEC faculty, as follows: Fail, Conditional Pass Subject to Revisions, Pass, and Pass with Honors. Pass with Honors is reserved for no more than the top 25% of theses in any given cohort. Students receiving a Conditional Pass Subject to Revisions must submit all revisions to a faculty advisor before June 30th.

Collaboration and Original Work in Classes and on Theses

Unless otherwise noted by the instructor in a class, students are always encouraged to collaborate on problem sets and homework assignments. However, collaboration must not include copying answers from another student where there has been no collaboration between the two students on a particular problem.

For all papers submitted in the program, students must carefully adhere to University regulations on plagiarism. Plagiarism is taking someone else's work or ideas and implying that they are one's own, equivalent to intellectual theft. It includes any work done by others that is included in a student's work but is not carefully and specifically cited as pertaining to the work of another person.

Collaboration (or any kind of cheating) is obviously not permitted on any exam and will be dealt with in a serious way by the instructor and the University, and may result in the termination of a student from the program. Cheaters will receive a failing grade in the class along with zero GPA points.

University Resources

Tuition and financial aid

The [Student Financial Services office](#) offers many resources to help graduate students meet the cost of education at the University of San Francisco. The staff is equipped to help students with information on loans, employment opportunities, and payment plans to aid in paying for tuition, fees, books, and personal expenses. Students are advised to visit the Student Financial Services website for information about applying for federal aid using the Free Application for Federal Student Aid (FAFSA), as well as private loans, grants, and scholarships.

Student Accounts offer many options to facilitate tuition payment. Acceptable methods of payment include personal checks, money orders, and certified checks for in-person payment. Student Accounts also offers a payment plan to qualified students and facilitates disbursement of federal loan proceeds in association with the Office of Financial Aid.

Tuition Breakdown. Tuition fees are \$1,510 per unit for AY 2021-22. The Master of Science in International and Development Economics requires a total of 36 units.

Fall 2021	10 units	\$15,100	Spring 2022	8 units	\$12,080
Fall 2022*	10 units	tbc	Spring 2023*	8 units	tbc

Note: this is a sample schedule. Exact number of units per semester may vary.

**Final tuition for AY 2022-23 is determined in 2022.*

Student Employment

On-campus student employment positions may be available for students who wish to earn funds to support their education. After arriving on campus and successfully registering for classes, students may inquire about available positions.

[More information on Student Employment](#)

Lone Mountain, Room 251
(415) 422-6770

Teaching and Research Assistantships: After you complete your first semester you may become eligible to work as a TA. Eligibility requires a GPA of at least 3.5. Faculty members may have funds available to hire Teaching (TA) Assistants for the semester. Those eligible will receive and email with a list of the open positions. We will advertise those positions to current students. Faculty are free to determine, based on their own interview policies, who they hire and different faculty may have different requirements. Once established, the employment

relationship is between the student and the faculty member. Payment is earned income and not a tuition waiver.

Health insurance & Student Health Services

HEALTH INSURANCE REQUIREMENT

Health insurance is required for all domestic graduate students registered for 6 credit hours or more and all international students and scholars registered for at least 1 credit hour.

International students on F-1 and J-1 visas are automatically enrolled and covered by the university-sponsored Student Injury and Sickness Insurance Plan. Health insurance is also required for students who reside in on-campus housing. Students must purchase the coverage or apply for a waiver in order to comply with the USF health insurance policy.

Premiums are charged in the fall semester for coverage from August - January and in the spring semester for coverage from January - August. The cost of the spring semester premium is generally slightly higher than the fall semester because the spring coverage extends through the summer months. To learn more about health insurance requirements, plan benefits, online waiver request form, waiver period, and deadlines, visit Health Promotion Services.

[More information on Health Insurance.](#)

University Center, Fifth Floor
hps@usfca.edu
(415) 422-5797

STUDENT HEALTH SERVICES

Dignity Health Medical Group (DHMG) physicians will provide USF students with primary health care services. All USF students (registered for credit hours) are eligible to access both clinics during regular business hours regardless of their health insurance plan. A valid USF student ID and an insurance card must be presented before receiving health care services.

If you are registered for credit hours, there is no charge associated with your office visit to DHMG clinics. However, fees may be incurred if immunization, laboratory, and radiology tests are needed to address your health concerns.

[DHMG Clinics](#)

Locations

Dignity Health (St. Mary's Office) Location: 2250 Hayes Street, 3rd Floor Appointments: (415) 750-5995	AT&T Park Care Center Location: 24 Willie Mays Plaza Appointments: (415) 947-3096
You can make an appointment at either location online using the link above. Hours for both locations: Monday-Friday, 8am-5pm. Closed on weekends and major holidays.	

University of San Francisco Graduate Student Policies

Academic honesty

As a Jesuit institution committed to *cura personalis*—the care and education of the whole person—USF has an obligation to embody and foster the values of honesty and integrity. USF upholds the standards of honesty and integrity from all members of the academic community. The Honor Code applies to every student in the Master of Science in International and Development Program. The USF Honor Pledge as is as follows:

I pledge to demonstrate the core values of the University of San Francisco by upholding the standards of honesty and integrity, excellence in my academic work, and respect for others in my educational experiences, including supporting USF's mission.

Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited: cheating, plagiarism, false citations, submitting the same work for multiple assignments, submitting false data, falsifying academic documentation, abuse of library privileges, and abuse of shared electronic media.

The IDEC MS Program takes academic honesty very seriously. In the event of academic dishonesty in class assignments or examinations, the instructor has the right to assign an "F" with no possibility of making up the grade by means of additional work and to notify the Academic Honesty Committee. Repeated violations will result in reporting to the Academic Integrity Committee and the possibility of removal from the program and expulsion from the university.

Probation and disqualification

Any graduate student whose cumulative grade point average falls below 3.0 will be placed on academic probation. Students on academic probation who fail to raise their cumulative grade

point average to 3.0 by the time they have completed the next six (6) credit hours of graduate work are subject to disqualification from the program. Students whose cumulative average falls below 2.5 in any one semester are also subject to disqualification unless otherwise noted by the specific school or college.

Any graduate student who is on probation may not choose a non-USF thesis advisor.

Grade system

The work of graduate students is evaluated and reported in terms of the following grade types:

A	Outstanding A+ = (4.0); A = (4.0); A- = (3.7)
B	Satisfactory; student meets all major course competencies B+ = (3.3); B = (3.0); B- = (2.7)
C	Student meets minimum standards for obtaining credit* C+ = (2.3); C = (2.0); C- = (1.7)
F	Failure; student does not meet minimum standards for obtaining credit F = (0.0)
I	"Incomplete" denotes an examination or required assignment which has been postponed for a serious reason after consultation with the instructor. Students who have not contacted a faculty member regarding completion of course requirements are subject to a failing grade. Students given approval to postpone course requirements must complete them on the date specified by the faculty member. If the notation is still incomplete at the close of the following semester, it is converted to a failing grade (F).
W	"Withdrawal"; a notation used by the Office of the Registrar when a student drops a course after University census date but before the withdrawal deadline in any given semester.

*All graduate students are required to maintain an overall cumulative grade point average of B (3.0). A lower cumulative GPA may result in probation or academic disqualification.

Class attendance

The Master of Science in International and Development Economics graduate program strongly encourages each student to make attendance and punctuality a priority in each course. Uncommitted students harm the entire program. Part of the learning process in graduate school comes from discussions amongst students about their experiences. Moreover, students can be adversely affected because group projects require similar effort and participation from all students. Attendance also implies that a student comes to class on time and does not leave early.

If a student misses more than two classes in any one course during a semester, they may be subject to a failing grade in the course and disqualification from the graduate program. Exceptions to this may be made at the discretion of the course professor for emergency situations occurring to the student or his/her immediate family. Students are required to inform their professors and the department office as soon as possible if such an emergency arises and work with their professors to set up a plan to make-up missed work.

Credit for repeated courses

Students may repeat courses. Both the initial grade and the subsequent repeat grade will show on the academic record and count in the grade point average. The units earned in the repeated courses will not be included in the total needed for graduation, unless indicated otherwise in the catalog.

Time Limitations for Degree Completion

Master's students in the College of Arts and Sciences are allotted four years to complete all requirements for the degree. Time is counted from the beginning of a student's graduate program, regardless of any leave of absence taken. For students entering in Fall 2021, all requirements of the Master's degree must be completed by August, 2025.

Leave of Absence

Students who need to take a break from their studies for personal or other reasons, but intend to return to USF within one year, can file a Leave of Absence Form. Filing a Leave of Absence will hold your place for one year. After that you would need to reapply to return to USF. You can find the Leave of Absence Form on the myUSF Registration page and the MS IDEC myUSF page.

Please note:

- No leaves of absence are allowed without **permission of the Academic Director**.
- Students who take a leave of absence will **renounce to any assigned scholarship**.

Additionally, International students who decide to take a Leave of Absence, should make an appointment with one of the ISSS advisor to discuss your plans to ensure compliance with your visa requirements.

Graduate students who choose to absent themselves from the University without filing a Leave of Absence form will be withdrawn for lack of attendance during the first semester of absence (not including summer and intersession). When a student returns and wishes to re-enroll in courses, s/he must reapply directly to the appropriate program.

Student Conduct

ALCOHOL AND DRUG POLICIES

USF complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Campuses Act Final Regulations of 1990. The University has a standard of conduct that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on University property or a part of University activities. The University will impose disciplinary sanctions on students and employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The Economics Department encourages students who suspect they have a substance-abuse problem to seek assistance through campus resources such as Counseling and Psychological Services, Health Promotion Services, and University Ministry.

SEXUAL AND GENDER-BASED MISCONDUCT POLICY

Members of the University of San Francisco (hereinafter University) community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in a zero tolerance policy for sexual and/or gender-based misconduct. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

Students who believe they have been subjected to sexual and/or gender-based misconduct are encouraged to report these incidents. When an allegation of misconduct is brought to an appropriate University official, the University will respond promptly, equitably and thoroughly. This policy is intended to define University expectations and to establish a mechanism for determining when those expectations have been violated. Consistent with its commitment to addressing sexual and/or gender-based misconduct, the University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual and gender-based misconduct, as defined in this policy, constitutes forms of sex discrimination prohibited by Title IX.