

BRANDEIS UNIVERSITY  
Department of Economics

Memorandum

June 22, 2021

To: All Economics Faculty

From: The Undergraduate Advising Head

Subject: Undergraduate Advising

## Introduction

The purpose of this memo is to assist members of the department in their roles as academic advisors to Economics majors and minors. Except for those with other heavy administrative assignments, all Economics faculty will be advising undergraduates. This memo describes the rules governing the requirements for the department's programs and the process by which students formally "declare" an Economics major or minor.

For the major, the change in departmental requirements of greatest relevance to advising is the department's implementation of the [Foundational Literacies](#) component of [The Brandeis Core](#). All students who entered Brandeis in Fall 2019 or later must fulfill writing intensive, oral communication, and digital literacy requirements within each major. The writing intensive requirement will be satisfied by Econ 26b, a 2-credit practicum taken alongside or after Econ 82b. The oral communication requirement will be satisfied by Econ 25a, a 2-credit practicum taken alongside or after Econ 80a. Economics majors will satisfy the digital literacy requirement, along with the University's quantitative reasoning requirement, by completing Econ 83a or 184b.

The elective requirements for the minor were significantly revised in the 2019-2020 academic year. Students who enter Brandeis in Fall 2020 or later must satisfy the new requirements. These students must take 4 electives in addition to the two required introductory courses. One course that does not have Econ 2a, 10a, or 20a as a prerequisite can count as an elective for the minor. For Business majors and minors, one Business course (Bus 10a) can double count as an Economics minor elective. Students who entered Brandeis before Fall 2020 are subject to the old requirements. They must take 3 electives for the minor. Each of these electives must have an Econ 2a, 10a, or 20a prerequisite. For Business majors or minors, no Business courses can count toward the Economics minor.

The objective of the changes to the minor was to better align the elective requirements for the minor with those for major without weakening the economic content of the minor. The revised requirements should create less confusion among students regarding which courses will count for the minor and should be easier for both Economics and Business faculty to explain to students. It should also smooth the process of switching from a major to a minor since no courses that count toward the major will be "lost" when converting to a minor.

There have been a few other significant changes to the major and minor requirements that may be relevant when advising students who have taken time away from Brandeis. Majors who entered Brandeis in Fall 2014 or later must satisfy the calculus requirement. (Prior to that, calculus was only a prerequisite for the intermediate theory courses.) For students who entered Brandeis in Fall 2012 or later, the introductory course requirements are Econ 10a and 20a rather than Econ 2a and 8b (now 28b). Since the requirements have not otherwise changed since Fall 2009, you will rarely have advisees who are subject to earlier requirements. Any questions regarding major or minor requirements for students who entered Brandeis before Fall 2009 can be directed to the Undergraduate Advising Head.

The "Bible" with respect to requirements for all department programs is the University Bulletin. The requirements for the Economics major and minor can be accessed through the Economics Department website (click on "Undergraduate" and then on "Major and Minor Requirements" for the official Bulletin version or on "Advising Information" for advice aimed specifically at our students). This memo is intended to provide advisors with a more

interpretive and user-friendly guide to our requirements. A separate “Advising Summary” gives a concise list of the requirements for the department’s programs.

There are two ways a student can declare a major or minor. Many students discuss the program with the Undergraduate Advising Head, get his/her signature on the declaration form, and are then assigned an advisor by Eliza. Other students will seek out an advisor first, have him/her sign the declaration form, and then obtain the Undergraduate Advising Head’s signature. In the former case, you (as an advisor) will receive a copy of the declaration form, but you may only see the student later if he/she comes to you with questions about the program. In the latter case, you will be involved in helping the student fill out the declaration form. That procedure is described below in the section labeled “The Mechanics of Declaring a Major or Minor.”

## **Programs**

The Economics Department offers both a major in Economics and a minor in Economics. The Economics minor is available only to students whose major is something other than Economics. In addition, the Business Department offers an interdisciplinary Business major and Business minor that are of interest to many Economics students.

### **The Economics Major**

The requirements of the Economics major are:

1. two introductory courses
2. calculus
3. four intermediate theory courses (Econ 80a, 82b, 83a, and 184b)
4. four electives
5. two 2-credit foundational literacy practicums (Econ 25a and 26b) (for students who entered Brandeis in Fall 2019 or later)

The courses in items 1 and 3 represent the six core courses. In addition to the six core courses, the four electives, the two practicums, and calculus, there is an optional senior honors thesis.

***The introductory courses.*** The required introductory courses are Econ 10a (Introduction to Microeconomics) and Econ 20a (Introduction to Macroeconomics). (Econ 10a is a prerequisite for Econ 20a. Completion of Econ 2a with a grade of B+ or higher may be substituted for Econ 10a.) The introductory courses are offered each semester. Students must earn a grade of C or higher in both introductory courses to continue with the major. A prospective major who receives a grade of C- or lower must retake the course and will not be allowed to enroll in core courses for which that course is a prerequisite until a grade of C or higher has been attained.

***Calculus.*** All majors must satisfy the calculus requirement. The calculus requirement can be fulfilled in one of three ways: a) completing Math 10a, an equivalent course, or a more advanced calculus course with a grade of C- or above or with a pass/fail grade of P, b) scoring at least 4 on the AP Mathematics AB test or at least 3 on the AP Mathematics BC test, or c) passing a departmental placement exam. Students who have taken a college calculus course elsewhere or who are entitled to Math 10a credit based on their AP or international exam score should transfer those credits to Brandeis. Students who have taken a calculus course and feel they have mastered the material but have not received the necessary math or exam credit may take the departmental placement exam.

The 2-hour placement exam is administered once at the start of each semester and each summer school session. Students who would like to sign up for the exam should contact Leslie. Students are encouraged to review prior to the exam; a sample exam is posted on the department website under Undergraduate / Advising Information. The exam can only be taken once. Any questions regarding the calculus requirement or the placement exam can be directed to the Undergraduate Advising Head.

All students must satisfy the calculus requirement prior to taking the intermediate theory courses (Econ 80a, 82b, 83a, and 184b) or any of the upper-level electives. If it is found that a student enrolled in Econ 80a, Econ 82b, Econ

83a, or Econ 184b has not successfully completed this prerequisite at any time during the semester, the student will be dropped from the course.

**The 80-level theory courses.** Students are required to take Econ 80a (Microeconomic Theory), Econ 82b (Macroeconomic Theory), and Econ 83a (Statistics for Economic Analysis). These courses can be taken in any order, but it is recommended that students take Econ 80a and Econ 83a before Econ 82b. (Since most of the upper-level electives have Econ 80a and 83a as prerequisites, this sequencing gives students more flexibility in completing their upper-level electives.) The 80-level theory courses are offered each semester. Students must earn a grade of C- or higher in each course in order to continue with the major. A prospective major who receives a D+ or below must retake the course and will not be allowed to enroll in upper-level electives for which that course is a prerequisite until a C- or better has been attained. Students receiving less than a C- in Econ 83a must retake the course and earn a C- or better before enrolling in Econ 184b.

**Econometrics.** Econ 184b (or Econ 185a) satisfies this requirement. Econ 184b is offered each semester. A grade of C- or better is required. Students are encouraged to take Econ 184b soon after completing Econ 83a. Students who schedule long gaps between the two courses often struggle to relearn statistics while having to master more advanced material.

**Electives.** Students must take at least four additional semester courses. AT LEAST two must be “upper-level” electives, i.e., courses that have one or more of the 80-level theory courses as a prerequisite. In most cases, upper-level status can be inferred from the course number; “100-level” courses usually have 80-level prerequisites. But there are exceptions; Econ 122b (Economics of the Middle East) and Econ 175a (Introduction to the Economics of Development) are not upper-level electives, and new 100-level courses may be created in the future that do not have 80-level prerequisites. With four exceptions, any Economics course and any course cross-listed under Economics in the Bulletin can count toward the major. (Econ 92 (internship), Econ 98 (independent study), Econ 99 (senior honors), and Econ 194 (research practicum) do NOT count toward the major.) Appropriate IBS courses can qualify as lower-level or upper-level electives, but some IBS courses cannot be used as Economics electives. In addition to the cross-listed courses, a few courses from other departments that have significant economics content can also count as lower-level electives. Pages 9-10 of this memo list courses from other departments that are “approved” as lower-level electives in Economics. There is no “lower-level requirement” – that is, students are free to make all four of their electives “upper-level” if they choose. AT LEAST 3 of the 4 electives for the major must be courses that have Econ 2a, 10a, or 20a as a prerequisite. Note: The ECON, cross-listed BUS courses, HSSP 104b, and LGLS 127b have Econ 2a, 10a, or 20a as a prerequisite while the other cross-listed courses that may be counted as lower-level electives do not. Students must earn at least a C- in three of the four electives. In other words, only one elective with a grade of D+, D, or D- may count toward the major.

**Foundational Literacy Practicums.** Students who entered Brandeis in Fall 2019 or later must complete Econ 25a (a 2-credit oral communication practicum) and Econ 26b (a 2-credit writing intensive practicum). Students in the oral communication practicum will complete several presentations on microeconomic topics. This practicum has Econ 80a as a corequisite or prerequisite. Students in the writing intensive practicum will complete several writing assignments on macroeconomic topics. This practicum has Econ 82b as a corequisite or prerequisite.

**Honors Thesis.** A student wishing to graduate with honors in Economics must successfully complete a Senior Honors Thesis. In order to undertake an Honors Thesis, the student must have a GPA of 3.50 or higher in his/her Brandeis Economics courses and have completed Econ 184b before the fall semester of senior year. More information about the Senior Honors Program can be found on the Economics Department website.

### **Miscellaneous Issues for Econ Majors**

**Minimum GPA for majors.** Majors must achieve at least a 2.00 average in their Economics courses, excluding the practicums. If a student has taken more than ten Economics courses, we use the best ten grades to compute the average. Only Brandeis grades are averaged. (For example, for a student with a summer school course taken elsewhere, we would average the best nine Brandeis grades.) A student who fails a course can take it again; once the student passes the course, we count only the passing grade. Students may also retake courses they have passed.

This is appropriate and advisable in cases where mastery of the course material is important for the achievement of the student's academic goals. If a student passes a course twice, we count the higher of the two grades.

**Pass-fail.** A course with a P/F grade cannot be used to satisfy the requirements for the major or the minor. The one exception is that the calculus requirement can be satisfied by completing a calculus course with a pass/fail grade of P.

**Internship courses (Econ 92), independent studies (Econ 98), research practicums (Econ 194), and senior honors (Econ 99).** These courses do NOT count toward departmental requirements.

**Economics AP and transfer credits.** Students who arrive with AP credit in micro (4 or 5) or credit for Introductory Micro taken elsewhere can receive credit for Econ 10a and can complete the major with one fewer course. Students who arrive with AP credit in macro (4 or 5) or credit for Introductory Macro taken elsewhere can receive credit for Econ 20a and can complete the major with one fewer course. Students who arrive with credit for a one-semester Introduction to Economics course should consult the Undergraduate Advising Head regarding appropriate departmental credit.

**International exam credit.** Students who receive a 5 or better on the International Baccalaureate Economics Higher-Level exam; an A, B, or C on the A-Level Economics exam; or a 14 or better on the French Baccalaureate Economics exam can receive credit for both Econ 10a and 20a. More information is available [here](#). The University does not recognize O-Level or International Baccalaureate Standard Level exams.

**Limit on departmental credit for courses taken elsewhere.** A student must take at least 5 of the 10 core and elective courses required for the Economics major at Brandeis or through an approved study abroad program. Students should expect to take Econ 25a and 26b, the two foundational literacy practicums, at Brandeis.

**Statistics.** The two-semester sequence Math 36a and Math 36b may substitute for Econ 83a. Psychology majors may substitute Psyc 51a for Econ 83a, Politics majors may substitute Pol 52a for Econ 83a, and Biology majors may substitute Biol 51a for Econ 83a. However, Math 8a, the statistics classes offered by Business (Bus 1b, 51b, and 51a), and AP Statistics can NOT substitute for Econ 83a. Note: Students who have had a different statistics course, either at Brandeis or another university (normal for transfer students), may not have had the coverage of regression that Econ 83a provides. In such cases, the student should be advised to get a syllabus for Econ 83a and attend the final (regression) section of that course.

**Finance courses.** Students are discouraged from taking Bus 71a (formerly Econ 71a) concurrently with or after completing Econ 171a. The material overlaps too much. Students planning to be Econ majors are advised to take only Econ 171a. Note: Bus 71a does NOT count toward the Economics major or minor.

### **Useful Advice for Econ Majors**

**The 80-level theory courses.** If possible, majors should finish the introductory and 80-level theory courses by the end of junior year to allow time to take upper-level electives. (Students considering studying abroad in their junior year need to satisfy as many requirements as possible in the sophomore year.) Many students take two of the 80-level theory courses in the same semester, though this is not the norm. Those starting the major as juniors may need to take one or more of the 80-level courses in summer school.

**BA/MA program.** Many students are interested in the 5-year BA/MA program. For students in this program, their senior year is also the first year of the Lemberg MA program, even though they are still undergraduates. They earn their BA in Economics at the end of the fourth year and a Lemberg master's degree in International Economics and Finance (MAief) at the end of the fifth year. More information about the BA/MA requirements is available on the IBS website (<https://www.brandeis.edu/global/academics/ma/ba-ma/index.html>).

There are two ways for students to gain admission to the BA/MA program:

1. When applying for admission to Brandeis, students can check a box to request admission to the BA/MA program. If admitted, they enter as Brandeis IBS Scholars and can begin MA coursework in their senior year without having to complete a separate MA application provided they satisfy the criteria at <http://www.brandeis.edu/admissions/financial/ibsscholars.html>. The fact that a student has been admitted as an IBS Scholar is noted in his/her record in Sage and Workday.
2. Students who did not enter Brandeis as IBS Scholars can apply to the BA/MA program in the spring of their junior year. The BA/MA Admissions page (<https://www.brandeis.edu/global/academics/ma/ba-ma/admissions.html>) includes recommended course preparation and is therefore a useful reference for course planning.

**Study abroad.** Students interested in study abroad should be advised to complete as many of the 80-level courses as possible prior to studying abroad. This recommendation is based on the following considerations. If the student has already completed the 80-level courses, the student will be able to take greatest advantage of the Economics classes offered abroad, including upper-level elective offerings. And even if the student does not take any upper-level electives while abroad, there will still be time to satisfy the upper-level elective requirement after the student returns to Brandeis. Students do sometimes take 80-level courses while abroad. However, courses equivalent to the 80-level courses are not offered in all programs and students who take 80-level courses abroad miss out on the opportunity to take electives not offered at Brandeis or electives that might better complement their study abroad experience. For example, a student taking statistics at the Universidad Carlos III De Madrid might forego the opportunity to take Regional and Urban Economics or The Spanish Economy.

While classes with the prerequisites necessary to count as upper-level electives were offered primarily at UK or British Commonwealth universities in the past, more and more study abroad programs offer students the opportunity to take upper-level electives. However, there are many study abroad programs that only offer lower-level electives.

IF YOU LEARN THAT A STUDENT IS PLANNING TO GO ABROAD OR TO TAKE COURSES (INCLUDING SUMMER COURSES) AT AN INSTITUTION OTHER THAN BRANDEIS, ASK THE STUDENT TO CONTACT THE UNDERGRADUATE ADVISING HEAD AS SOON AS POSSIBLE.

**Major/minor credit for courses taken elsewhere (including study abroad).** Departmental credit for courses taken elsewhere (other than credit for AP or international exams) is determined by the Undergraduate Advising Head. Students should be advised to consult the Undergraduate Advising Head regarding what departmental credit, if any, they can expect to receive. A student must also submit the appropriate form to claim departmental credit. The forms can be found at <http://www.brandeis.edu/registrar/forms/transfer-credit.html>. For summer classes taken elsewhere, the relevant form can be submitted prior to taking the class (recommended). In other cases, the form is submitted after the student has completed the class.

**Monitoring progress through the major/minor.** Students and their advisors can monitor student progress through the Econ major/minor using the degree audit in Sage or Workday. Any discrepancies between what is recorded in the degree audit and the departmental credit the student or advisor thinks the student has earned should be brought to the attention of the Undergraduate Advising Head for resolution. The information reported in the degree audit is used by all of the student's advisors to track his/her progress through the major/minor and is what the Registrar's Office goes by in awarding degrees, etc., so it is important that this information be complete and accurate.

### **The Economics Minor**

The requirements for the Economics minor are two introductory courses and four electives for students who entered Brandeis in Fall 2020 or later / three electives for students who entered Brandeis before Fall 2020. The required introductory courses are Econ 10a (Introduction to Microeconomics) and Econ 20a (Introduction to Macroeconomics). (Econ 10a is a prerequisite for Econ 20a. Completion of Econ 2a with a grade of B+ or higher may be substituted for Econ 10a.)

For students who entered Brandeis in Fall 2020 or later, AT LEAST 3 of the 4 electives for the minor must be courses that have Econ 2a, 10a, or 20a as a prerequisite. For students who entered Brandeis before Fall 2020, all 3

electives for the minor must be courses that have Econ 2a, 10a, or 20a as a prerequisite. Note: The ECON, cross-listed BUS courses, HSSP 104b, and LGLS 127b have Econ 2a, 10a, or 20a as a prerequisite while the other cross-listed courses that may be counted as electives do not. (Econ 92, 98, 99, and 194 do NOT count as electives for the minor.)

Students wishing to complete the Economics minor can satisfy the introductory course requirements with appropriate AP or international exam credit, just as they can for the major. Students wishing to use other Brandeis courses or courses taken elsewhere to satisfy the requirements of the minor must get the approval of the Undergraduate Advising Head.

To complete the Economics minor, students must attain a grade of C or better in both introductory courses and a grade of C- or better in each of the electives. Students must also achieve a GPA of 2.00 or higher in the courses that constitute their Economics minor.

### **The Mechanics of Declaring a Major or Minor**

As mentioned in the introduction, there are two ways in which a student can declare a major or a minor. Students may fill out the declaration form with the Undergraduate Advising Head, or they may fill out the form with the faculty member whom they have asked to be their advisor.

In the latter case, the student will come to you with a Major / Minor Change Request Form. (Students can get this form from the Economics Office, from Academic Services, or from the Registrar's [website](#).) The purposes of this form are to give the student a sense of the scope of the program he/she is declaring and to help the student in planning the remaining semesters at Brandeis. The student will list on this form any Economics (or cross-listed) courses that he/she has taken, is currently taking, or is planning to take in the next semester. For majors, how the calculus requirement has been or will be fulfilled should also be noted. If this set of courses falls short of satisfying the requirements for the major or minor, there are two choices as to how to proceed:

1. The student can add more courses to the form until it constitutes a course of study that will completely satisfy the requirements for the program, or
2. The advisor may indicate in the "Comments" section of the form how many and what types of additional courses are needed in order to complete the program. For example, if a sophomore is declaring a major, and the form lists only Econ 10a, 20a, 80a, 83a, and AP Calculus, you would indicate under "Comments" that the student must also take Econ 82b, 184b, two upper-level electives, two other electives of any type, and the two foundational literacy practicums.

If choice (1) is made, the student is not bound by the specific courses written on the form and can substitute different electives in the future without coming back to you to redo the form. Regardless of which choice is made, it is your job as advisor to inform the student of all the requirements involved in the program that he/she is declaring. For example, if a major is being declared, make sure the student is told which courses are upper-level electives and is told of the "Miscellaneous Issues" described on pages 3-4 of this memo.

If the student claims AP micro or macro or international exam credit, indicate that in the "Comments" section of the form. Formal credit for this work is given by the Registrar. It is not the advisor's responsibility to determine whether the student's claim is true. All you are saying by signing the Major / Minor Change Request Form with this Comment is that, if what the student claims is true, he/she has satisfied that portion of our requirements. Otherwise, exemption from course requirements for work done elsewhere (e.g., credit for college work completed prior to transferring to Brandeis or summer or study abroad courses) can be granted only by the Undergraduate Advising Head. If a student comes to you wishing to declare the major and says he/she INTENDS to study abroad or take summer courses elsewhere IN THE FUTURE, the form should be filled out as if those plans will fall through (that is, the form should indicate the full set of ten Brandeis Economics courses, the calculus requirement, and the two foundational literacy practicums). If a student who comes to you wishing to declare says that he/she has ALREADY taken courses at other institutions that should count toward the major or minor, please send him/her to the Undergraduate Advising Head right away. DO NOT SIGN A MAJOR / MINOR CHANGE REQUEST FORM

CONTAINING COURSES TAKEN AT OTHER INSTITUTIONS UNLESS THE STUDENT HAS RECEIVED APPROVAL FOR THOSE COURSES.

Once you and the student have devised a compliant program, you sign the form. Ask the student to bring the form to Eliza in the Economics Office. The department will keep the original but will make a copy for the student and an additional copy THAT WILL BE RETURNED TO YOU FOR YOU TO RETAIN IN YOUR FILES. You will also receive a copy of the student's declaration form if he/she fills out the form with the Undergraduate Advising Head and you are assigned as that student's advisor.

### **The Business Minor**

The Business minor consists of six courses (one of which is Econ 2a or 10a). A separate Major / Minor Change Request Form must be completed for the Business minor. Students who wish to declare a Business minor should see Karen Muise.

For non-Economics students, the Business minor is relatively straightforward. For Economics majors, things are a little trickier. They may double count no more than two courses (one of which is Econ 2a or 10a). This means that the Economics major/Business minor combination requires a total of 15 distinct courses (including calculus) – plus the two foundational literacy practicums for students who entered Brandeis in Fall 2019 or later – four more than the Economics major alone and 2 fewer than the 17 that would be required for both programs considered separately.

Students wishing to combine an Economics minor and a Business minor may also double count no more than two courses. For such students, Business double counts Econ 2a or 10a with the Business minor. For students who entered Brandeis in Fall 2020 or later, Bus 10a will count as an elective for the Econ minor. For students who entered Brandeis before Fall 2020, no Business courses can double count as electives for the Economics minor if the student is also a Business minor. A total of 10 courses are required to complete both minors.

### **The Business Major**

The Business major consists of Econ 2a or 10a plus 11 other semester courses and two 2-credit practicums. A separate Major / Minor Change Request Form must be completed for the Business major. Students who wish to apply for a Business major should see Hagit Weihs.

For students wishing to combine an Economics major and Business major, at most two courses (besides Econ 2a or 10a) can double count for the two majors as follows: Bus 10a (required for the Business major) will count as a lower level elective for Economics and Econ 20a (required for the Economics major) will count as a Business elective. In addition, Econ 83a exempts Business majors from Bus 51a and Econ 171a exempts Business majors from Bus 71a.

Students wishing to combine a Business major and Economics minor are also subject to additional restrictions. They can double count no more than two courses (besides Econ 2a or 10a) for the major and minor. For students who entered Brandeis in Fall 2020 or later, Bus 10a will count as an elective for the Econ minor. For students who entered Brandeis before Fall 2020, no Business courses can double count as electives for the Economics minor if the student is also a Business major.

### **Internships**

Many Economics and Business students choose to complete internships either during an academic semester or during a summer, normally after at least two years at Brandeis. Internship opportunities are described at <https://www.brandeis.edu/hiatt/jobs-internships>. Most Economics majors and minors interested in getting credit for an internship enroll in Bus 89a. The internship is usually done in the same semester the student takes Bus 89a, but the internship can also have been completed during the prior semester or summer. Bus 89a does not provide credit toward the ECON major or minor, but it is a four-credit course that counts as one of a student's thirty-two courses. Classes involve readings, research reports, a term paper, and discussions related to the internships and the "world of



work.” Interested students should consult Detlev Suderow for further information. In particular, students are required to keep a weekly journal as they progress through the internship, and they should have a copy of the instructions for that exercise.

There are three additional ways students can get academic credit for an internship. First, a student who studies abroad in a program that has a supervised internship as part of the curriculum can receive credit. Second, a student can enroll in a two-credit Int 89 internship course during the semester or a one-credit Int 92g internship course in the summer school. (The summer school course requires payment of a small amount of tuition). Third, Economics majors who are undertaking interdepartmental programs with economics connections (e.g., Legal Studies, Environmental Studies), and who are doing an internship related to economics to fulfill the requirements of the program, may enroll in Econ 92a. Like Bus 89a, Econ 92a does not provide credit toward the ECON major or minor, but it does count as one of a student’s thirty-two courses. (NOTE: This third option is open to INTERNATIONAL STUDENTS ONLY.) Requests to enroll in Econ 92a must be approved by the Undergraduate Advising Head.

### **Consistency and a Paper Trail**

As a large department with decentralized advising, it is critical that we 1) administer rules consistently and 2) retain documentary evidence of any approvals or exceptions we grant. The first goal will be advanced if everyone takes seriously the task of understanding both the formal rules and the logic behind them so that exceptions granted to the normal rules will make some sense. Remember that students talk to one another and, if any of us makes an ill-considered decision at variance with our general system, we can expect a lot of petitions from others who will want the same deal. Difficult cases should be discussed with the Undergraduate Advising Head, whose role is both to provide guidance and to be the repository for our “case law.” If necessary, the Undergraduate Advising Head will consult other members of the department to make sure we remain consistent with our past practice.

On the paper trail, we want to avoid students telling us, long after one or another of us has forgotten the deal, that Professor X said I could do this or that. Your basic stance should be: If it isn’t in an email from me or on a piece of paper with my signature, it didn’t happen! And students should be told this, repeatedly. This means that we will need to consider, from time to time, whether any additional approval forms are required.

Occasionally, you will encounter a student who won’t take “No!” for an answer. You should send him/her to the Undergraduate Advising Head rather than say “Yes!” just to get the student out of your office. In the long run this should produce fewer problems.

### **Advising about Non-Departmental Issues**

As an advisor you are expected to know something about general University programs, requirements, and procedures. Most of this is laid out in the Bulletin. If a student asks you a question that you don’t know the answer to, try to find out the answer and then you will know next time. When in doubt, it is best to refer students to their advisor in Academic Services. Giving incorrect advice can create problems for students since our advice is not binding on the University. Advisors in Academic Services have greater experience and can make binding decisions for particular cases. You may also get questions about courses in other departments. Every department has an Undergraduate Advising Head. Pick up the phone or send an email and request assistance or refer the student to the appropriate Undergraduate Advising Head.

As an instructor, there are some general university forms that require your signature. The most common of these is the drop form. Often, this is routine, but you should ask enough questions to assure yourself that it IS routine. If you have questions about why the student is doing what he/she is doing, it is possible that the student is in trouble and nobody knows it. If you have concerns about a student, you should contact the student’s [advisor in Academic Services](#) or file an [Early Academic Alert Form](#). More generally, you should be alert for students who appear to be having difficulties handling academic or personal issues so that we can get them timely assistance.



## NON-ECONOMICS COURSES THAT COUNT AS ECONOMICS ELECTIVES

Some courses offered by other departments and graduate programs can count as electives for the Economics major or minor. Not all of these courses have Econ 2a, 10a, or 20a as a prerequisite. Only one course that does not have Econ 2a, 10a, or 20a as a prerequisite can count toward the major or toward the minor for students who entered Brandeis in Fall 2020 or later. For students who entered Brandeis before Fall 2020, a course can count as an elective for the minor only if it has Econ 2a, 10a, or 20a as a prerequisite. Information is included below to allow you to determine whether and how a particular course will count for an advisee. Each course is considered a lower-level elective, unless otherwise noted.

### Cross-Listed Courses

Currently, the cross-listed courses are:

AAAS 60a	Economics of Third World Hunger
BUS 6a	Financial Accounting (Econ 2a, 10a, or 20a prerequisite)
BUS 10a	Functions of the Capitalist Enterprise (Econ 2a, 10a, or 20a prerequisite)
BUS 118b	Corporate Finance: European Case Studies (Econ 2a, 10a, or 20a prerequisite)
ENG 113b	Imagining Money: Literature and Economics from Barter to Bitcoin
ENVS 100b	GIS Methods
HS 104b	American Health Care
HS 110a	Wealth and Poverty
HSSP 104b	Health Economics (Econ 2a, 10a, or 20a prerequisite)
LGLS 127b	International Economic Law (Econ 2a, 10a, or 20a prerequisite)
POL 172b	International Political Economy
POL 173b	U.S. Foreign Economic Policy
ECON 261a	Empirical Analysis of Trade Policy (upper-level; requires consent code)
FIN 202a	International Corporate Finance (upper-level; open to undergraduates in some semesters because Econ 174a is no longer offered; requires consent code)

### Other Non-Departmental Courses

The following non-departmental courses qualify for elective credit for the Economics major or minor. Except for the Lemberg courses (listed below), these courses do not automatically show up in a student's degree audit in Sage or Workday. The student must petition to receive departmental credit or the Undergraduate Advising Head must file a petition on the student's behalf. If the petition is approved, the course will appear in the student's degree audit only after the course has been successfully completed. The online petition can be found on the Registrar's website (<http://www.brandeis.edu/registrar/forms/major-minor.html>).

**Brandeis International Business School (IBS) Courses.** Prior to registration each semester, the Economics Department distributes a newsletter or registration memo that includes a list of IBS classes with spaces for undergraduates. Students wishing to enroll in IBS courses must get a consent code from Leslie. Many IBS courses are taught as modules (2-credit half-semester courses); the Undergraduate Advising Head can approve 2 appropriate modules as a single economics elective. Note: As for undergraduate courses, students who wish to enroll in IBS courses must satisfy the prerequisites for those courses.

Some IBS courses are closed to undergraduates. As noted below, the Lemberg courses, which overlap significantly with upper-level Economics courses, are NOT open to undergraduates. (The one exception to this rule is Fin 202a, which is open to undergraduates in some semesters since Econ 174a is no longer offered.) Similarly, if comparable graduate and undergraduate courses are offered, undergraduates should take the undergraduate course. For example, undergraduate students should take Econ 80a rather than Econ 207a and Econ 184b rather than Econ 213a. Only undergraduates who have formally entered the BA/MA program should take Econ 207a and Econ 213a rather than the corresponding undergraduate courses.

Some IBS courses do NOT count as Economics electives. Generally speaking, courses that are predominantly pre-professional and lack significant economic content will not count. If you or your advisee has a question about whether a specific IBS course counts (other than those listed specifically in this section of the memo), contact the Undergraduate Advising Head.

**PhD Courses.** Any 300-level (PhD) course counts and counts as an UPPER-LEVEL elective. The PhD courses most commonly taken by undergraduates are Econ 301a, 302a, 303a, and 304a.

**Lemberg Courses.** Econ 202a, Econ 260a, Fin 201a, and Fin 202a are Lemberg “core” courses that are equivalent in level and content to Economics UPPER-LEVEL electives. Undergraduates who are NOT in the Lemberg program cannot take these courses and must take the corresponding undergraduate Economics courses instead (161a, 160a, 171a, and 174a, respectively). (The one exception to this rule is Fin 202a, which is currently open to undergraduates in some semesters since Econ 174a is no longer offered.) For BA/MA students, these Lemberg courses DO COUNT toward the Economics UPPER-LEVEL elective requirement.

**Heller School.** In addition to the two cross-listed Heller School courses, we accept the following courses as electives:

- a. HS 519a            Health Economics (Econ 2a, 10a, or 20a prerequisite)
- b. HS 572a            Economics of Behavioral Health (does NOT count as an elective for the minor for students who entered Brandeis before Fall 2020)

**Other Courses with Significant Economic Content.** The courses below can be counted as lower-level electives for the major but do NOT count for the minor for students who entered Brandeis before Fall 2020 since they do not have Econ 2a, 10a, or 20a as a prerequisite. In some cases, the economic content of these courses is “borderline.” STUDENTS SHOULD CHOOSE ONE OF THESE COURSES AS AN ELECTIVE ONLY IF THERE IS SOME APPROPRIATE ACADEMIC REASON FOR DOING SO. Other things equal, we should encourage our majors and minors to take Economics and cross-listed courses as electives.

- AAAS 80a            Economy and Society in Africa
- AAAS 126b          Political Economy of the Third World
- ANTH 55a            Anthropology of Development
- ANTH 163b          Economies and Culture