## Contents

1. **Introduction**  
2. **Program Mission and Outcomes**  
3. **Getting situated**  
4. **Coursework**  
5. **Preliminary Examinations**  
6. **The Third-Year Paper**  
7. **The Dissertation**  
8. **Research Presentations**  
9. **Academic Appeals**  
10. **Appendix**
1 Introduction

This document explains the Economics Ph.D. program in the College of Liberal Arts at Temple University. Its various sections describe the requirements of the program and other matters of concern to our doctoral students. Its purpose is to expand upon the rules and procedures of the Graduate School as described in the Temple University Graduate Policies and Procedures. Information on the organization and role of the Graduate School, as well as official policies of Temple University on graduate programs can be found at: http://www.temple.edu/grad.

2 Program Mission and Outcomes

The Economics Ph.D. program prepares students for positions in academia, government, and business. The program emphasizes the development of advanced research and scholarship skills in applied economics areas. The program offers a variety of fields, including econometrics, health economics, monetary and financial economics, and labor economics. The program has a strong track record in placing its graduates in desirable positions.

Doctoral students learn through study and research activities and are expected to contribute to the knowledge in Economics through research, presentation at conferences and seminars, and publications. Economics Ph.D. students develop and demonstrate oral and written communication skills. We expect that our graduates will be able to: grasp the theoretical underpinnings of economic and social processes; assess research findings; gather and analyze data; apply mathematical models, computational techniques, and advanced software to the data; and teach effectively in a variety of classroom settings. Specific learning outcomes include:

1. Demonstrate mastery of economic research skills:
   - Ask important research questions.
   - Apply theoretical models to identify alternative explanations.
   - Develop testable hypotheses based on conceptual models.
   - Devise methods to test the hypotheses.
   - Collect, organize, and analyze data using quantitative methods and qualitative reasoning.
   - Describe the results of hypothesis tests and their implications.

2. Communicate and defend research findings orally and in writing:
• Present research to advisors, dissertation committees, and colleagues.
• Identify professional venues including conferences and journals for publishing results.
• Prepare research manuscripts suitable for presentation at conferences and for publication.

3. Demonstrate effective teaching (for those seeking academic positions):
   • Develop and/or adapt course syllabi.
   • Prepare effective lectures, discussions, and presentations.
   • Deliver course material under the guidance of faculty mentors.
   • Evaluate learning outcomes and give feedback to students.

3 Getting situated

Orientation: All new students are required to attend a scheduled orientation before classes begin. Registration for classes for your first semester will occur on the same day as orientation. In the future, you will register online for courses that do not require special permission. You will also establish your e-mail address and confirm your account so that you can access TUPortal/Blackboard.

Advising: During their studies students will have several mentors, including the Director of Graduate Studies of the Economics Department (DGS), dissertation advisor, and dissertation committee members. The DGS advises students at all stages of their coursework and research. Students usually select a dissertation advisor and committee members after they complete their coursework. As their research interests evolve, students might want to change mentors and/or fields. They should discuss such changes with the DGS.

Registration: Students must be appropriately registered for courses. Those who are not on the official grade list for a course may not receive a grade or credit for that course. Students should use Banner to confirm billing and registration status, particularly when adding a course, dropping a course, or otherwise revising their roster. All students are responsible for ensuring that their registration is accurate. Students who do not attend classes for a course in which they are registered will be billed for the course and will receive a final grade of “F” from the instructor.

Transfer Credit: With the permission of the DGS, up to nine credits taken at other accredited institutions may be counted towards completion of the Ph.D. degree in Economics. The coursework must be graduate level and graded “B” or higher. To
request transfer credit, students should submit a Transfer of Credit form (available at [http://www.temple.edu/grad/forms/](http://www.temple.edu/grad/forms/)). The form must be accompanied by an official transcript, sent directly to the Economics Department by the institution where the credits were earned, and the syllabi of the appropriate courses. The Economics Department faculty teaching courses in the relevant areas will evaluate the syllabi and make a recommendation to the graduate director. For credit in core courses in theory or mathematics to be accepted, the student must pass a waiver exam to be given at orientation.

**Full-time Status:** A full-time graduate student (including all recipients of Graduate School fellowships) must be enrolled for nine or more semester hours of coursework until all coursework is completed. A graduate student who holds an assistantship must be enrolled in at least six semester hours until all coursework is completed. Students who have completed all required coursework must be enrolled in at least one semester hour of one of the following courses: Economics 9994, Economics 9998, or Economics 9999. A graduate student may be classified as full-time for up to six semesters while completing a doctoral dissertation.

**Leaves of Absence:** The CLA dean, on the recommendation of the DGS, may grant a matriculated student a leave of absence. A leave of absence request form is available at [http://www.temple.edu/grad/forms/](http://www.temple.edu/grad/forms/). The leave of absence does not extend the time limit for completing a graduate degree. A student may not be granted more than four semesters of leave except for a serious condition.

**Time Limits:** The time limit begins with the semester of matriculation and ends with the semester in which the degree is earned. The time limits for a Ph.D. is seven years. To ensure currency, a student who requests an extension of time beyond that time may be required to retake coursework and/or examinations.

**Moving from M.A. to Ph.D.:** A matriculated student in the M.A. program who wishes to enter the Ph.D. program must submit a new application and a new statement of goals. No other materials need to be submitted, though the student might want to submit a recommendation from an M.A. instructor.

**Academic Standing:** To remain in Academic Good Standing at the University, a matriculated or non-matriculated graduate student must achieve a semester GPA of at least 3.0 for each semester and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University. A student who receives more than two grades below “B-” or more than one grade of “F” will be dismissed for failure to maintain satisfactory grades.

**Continuous Enrollment:** To remain in Academic Good Standing, a graduate
student must maintain continuous enrollment of one or more semester hours each fall and spring (and in the summer if the student graduates in the summer) from the semester of matriculation through the semester of graduation. The only exception for continuous enrollment / registration is for a student on a leave of absence.

No course may be used to satisfy a credit-hour requirement for more than one degree, except when course requirements for one degree (e.g., an M.A.) are required for a more advanced degree (e.g., a Ph.D.) or have been designated as eligible to satisfy the requirements of an officially designated dual degree program. The Economics Department does not have dual degree programs.

A student may repeat an Independent Study or other course for additional credit if the course content varies each semester as designated in the Graduate Bulletin.

A student may, with the permission of the DGS, retake a course once in order to improve a grade. Upon the request of the student, the higher grade will replace the lower grade to calculate the graduate GPA, but both grades stay on the transcript. The semester hours for the course will count only once toward graduation requirements.

### 4 Coursework

**The Core and Electives:** Ph.D. students in economics must complete 42 semester hours of work: 36 hours of coursework (12 courses) and 6 hours of dissertation research. The 12 courses consist of 8 core courses and 4 elective courses. The core courses are:

- ECON 8001: Microeconomic Analysis
- ECON 8002: Macroeconomic Analysis
- ECON 8003: Mathematics for Economists I
- ECON 8005: Microeconomic Theory I
- ECON 8007: Macroeconomic Theory I
- ECON 8108: Macroeconomic Theory II
- ECON 8009: Econometrics I
- ECON 8119: Econometrics II

Students who take Economics courses at Temple as non-matriculated students may apply up to nine course credits to their Ph.D. studies. Students may transfer credits for graduate courses taken at other institutions if they pass a waiver exam for that course. Waiver exams are typically given at orientation. Students who transfer from the Department’s M.A. Program to its Ph.D. Program may transfer all relevant
coursework.

**Grades:** Courses graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used to calculate the graduate grade point average (GPA). No grade below a “C-” can be used to fulfill any graduate requirement.

An instructor may assign an Incomplete (“I”) grade if the student has not completed the work of a course by the time grades must be submitted but has completed the majority of the work at a passing level. The terms of completion must be specified in a written contract (http://www.temple.edu/grad/forms/) with the instructor. The contract states the nature of the work to be completed, how the final grade will be determined, and the date by which the work must be completed. The completion date may be no later than one year from the end of the semester in which the student took the course. The contract also specifies a default grade to be assigned if the work is not completed by the date indicated. One copy of the agreement is retained by the instructor, one is given to the student, and one is filed with the department office. The “I” must be changed to a letter grade when the student completes the coursework. The DGS has the option of not permitting a student to register for a full load if the student is carrying two or more active incomplete grades.

An “R” (Registered) grade indicates registration for a preliminary/ comprehensive examination, dissertation, or any research project that is still in progress. As a rule, the Economics Department assigns letter grades other than “R” in examination and dissertation-related courses, numbered from 9994 through 9999. However, these courses cannot be graded “I”. The ongoing examinations and research projects require registration every semester until their completion.

**Undergraduate Courses:** In rare circumstances, a graduate student may enroll in an undergraduate course to elevate her/his level of preparation to the standard expected of an entering graduate student, but such courses cannot be used to satisfy a graduate degree requirement. A graduate student may take an undergraduate upper division course for graduate credit only with the advance written permission of the DGS and the CLA dean. Permission will be granted only if the graduate student is required to complete more advanced work than that required of undergraduates. To receive graduate credit, the student must pay graduate tuition and fees.

**Non-matriculated courses:** A matriculated student may receive credit for up to nine semester hours of graduate coursework, graded “B” or higher, taken at Temple University before matriculation.

Courses taken prior to matriculation may be counted toward a degree only if they meet the program’s criteria for currency. Generally, courses taken within the past
five years are considered current.

**Auditing:** A student may audit a course with the written permission of the instructor at the time of registration. For this purpose, a Special Approval form (available at [http://www.temple.edu/grad/forms/](http://www.temple.edu/grad/forms/)) must be signed by the instructor and submitted along with a Registration/Schedule Revision form. The student must register for the course and pay the regular per-credit fee. Audited courses do not meet prerequisite or graduation requirements.

## 5 Preliminary Examinations

Preliminary examinations demonstrate mastery of micro- and macroeconomic theory, as well as econometrics or advanced theory. All full-time students take the microeconomic theory exam in June following their first year. Students who fail their first exam must re-take the exam in August. Students who fail an exam twice may not continue in the program. Part-time students must take the microeconomics exams in the June after they finish the relevant coursework. Other exams for part-time students follow analogously.

Full-time students take the econometrics or advanced theory exam in January of their second year. The advanced theory exam is a deeper examination of microeconomic theory and requires enrollment in Microeconomic Theory II as an elective in the fall of the second year. The econometrics exam is based on the required Econometrics courses (ECON 8009 and ECON 8119) and either the course in Time Series (ECON 8129) or Panel Data (ECON 8139). Students taking the Econometrics exam should take either ECON 8129 or ECON 8139 as an elective in the fall of their second year. Students who fail their first exam must re-take the exam in March. Students who fail an exam twice may not continue in the program.

Full-time students take the macroeconomics exam in June following their second year. Students who fail their first exam must re-take the exam in August. Students who fail an exam twice may not continue in the program. Students who have completed all their preliminary exams may then move on to writing their Third-Year Paper.

The Economics Department forms examination committees for every preliminary exam. Committee members write questions for the examinations and assess student performance. Each member votes to pass or fail the student. To pass, a majority of the committee members must agree that the exam has been satisfactorily completed.
The evaluators look for a familiarity with economic models and problem-solving techniques, a breadth and depth of understanding of a research area, critical application of that knowledge to specific economic phenomena, and the ability to write technical prose. Two or more members of the examination committee must approve the content of the doctoral preliminary examination. It must be graded fairly and in a manner that prevents any faculty member from determining whether a given student passes or fails (though this may be impossible if only one student takes an exam).

Students who need special accommodation should register with Disabilities Resources and Services in advance of the exam.

6 The Third-Year Paper

The third-year paper demonstrates mastery of a specific area of economics. Ideally, it will also be a first step toward completing the dissertation. Students prepare for it by taking courses in two fields in their second and third years. A list of fields and the courses needed for them is available on Blackboard. After passing the final preliminary exam, Ph.D. students declare a field in which they will write a paper. Each field has a list of graduate faculty who are empowered to serve as “referees”. Students must ask a faculty member from this list to be their third-year paper advisor. The DGS will assist any students having trouble in naming an advisor. The DGS will appoint a second advisor. These advisors will typically evolve into the core of the student’s dissertation committee.

The third-year paper resembles a journal submission. It is not a term paper or a literature review. Like a journal editor, the advisors can give it one of three grades: Accept, Reject, or Revise and Resubmit. The committee will also provide detailed comments. Students whose papers are accepted may use these comments to develop the paper into a portion of their dissertations. Students who receive a revise and resubmit will use these comments to formulate new drafts.

Accept means that the submission has a reasonable chance of acceptance at a B or C level journal. Students may then go on to work full-time on their dissertations, of which a more advanced version of this paper will be one chapter. Students with accepted papers may register for Economics 9998.

Reject means that the submission is without merit and shows no chance of improvement. This is equivalent to failing a field exam. Students receiving this grade
must find a new topic and produce an acceptable paper by the final deadline.

Revise and Resubmit (R&R) can take two forms:

[R&R minor changes] indicates that the basic approach of the paper is good but that flaws of either substance or presentation need to be cleaned up before the paper is acceptable. Such a grade implies that the paper can be revised appropriately within one month.

[R&R major changes] indicates that there are significant problems with the basic structure of the paper and that the paper, while a reasonable effort, does not successfully address the problem it sets out to solve. These papers will typically require two or more months to correct.

Each student must turn in a progress report by the last day of classes in the fall semester of their third year. The report must contain a literature review and any theoretical or empirical results the student has generated. This report will constitute a substantial portion [to be determined by the Department Graduate Affairs Committee] of the student’s grade in Economics 9994 for the fall semester. Students who have made unacceptable progress and who—in the eyes of the advisors and the Director of Graduate Studies—have no chance of completing an acceptable paper will receive an “F” in ECON 9994 and may be dismissed from the program.

Students must turn in a finished product by the last day of classes of the spring term of their third year. Papers receiving a “reject” or a “revise and resubmit” must be revised and turned in by August 1. Students will be informed as to whether their paper has been accepted by August 15. Students who have not received an “Accepted” ruling by August 15 may not continue in the Ph.D. program.

7 The Dissertation

Students begin formal work on their dissertation the research stage upon completing their third-year paper. Economics 9994, 9998, and 9999 are used to structure and monitor this process. Economics 9994 is for students who have passed their preliminary exams and are working on their third-year paper. Economics 9998 is for students who are working on their dissertation proposals. Economics 9999 is designed for students who have an accepted proposal.

A doctoral student must complete a minimum of two semester hours of Economics 9999: Doctoral Thesis Research, after elevation to candidacy.
To ensure currency, a doctoral student who has not successfully defended her/his dissertation within five years of passing a preliminary examination may be required to retake and pass that examination to remain in academic good standing. When the 5-year limit is reached, the CLA graduate office will notify the student if s/he must retake and pass the preliminary examination within one semester. Failure to retake and pass the preliminary examination within one semester will result in dismissal by Economics Ph.D. program. The Economics Department will revisit this policy in the 2015–2016 academic year.

**Dissertation Proposals:** The dissertation proposal demonstrates the student’s ability to pursue his/her research topic. The format of the proposal depends on whether the dissertation is theoretical or applied. In addition, some dissertations concentrate on one topic, while others consist of three related essays.

The dissertation proposal should be completed and approved within a year of completing the third-year paper. By this time, the student should have a good grasp of the problem s/he wishes to address, previous attempts to answer this question, and the techniques s/he will use to answer the problem. A typical dissertation proposal is at least 30–40 pages long.

A doctoral student is elevated to candidacy after completing all coursework and examination requirements for the degree and filing an approved dissertation proposal along with the Dissertation Proposal Transmittal form (http://www.temple.edu/grad/forms/).

**Dissertation Committees:** A dissertation committee oversees the student’s doctoral research. The committee must include at least three members of the Temple University graduate faculty, two of whom, including the chair, must be members of the Economics Department.

The dissertation committee may be expanded to include other Temple faculty and/or qualified experts from outside Temple University, provided that a majority of the members of the dissertation committee are members of the Temple University graduate faculty. If the proposed advisor is not a member of the graduate faculty, the chair of the dissertation committee must request approval by submitting the appropriate form (available at http://www.temple.edu/grad/forms/) and a current curriculum vitae to the dean of the Graduate School. The advisor must be approved prior to filing the dissertation proposal with the Graduate School.

Any change in the composition of the dissertation committee must be approved by the chair of the initial committee and the CLA dean. The change must be noted on the Request for Change in Dissertation Committee form (http://www.temple.
Emeritus faculty may serve on a dissertation committee or examination committee provided the emeritus faculty member retains graduate faculty status by continuing to satisfy college/department criteria and responsibilities established for graduate faculty status. Emeritus faculty may chair dissertations if: (a) the emeritus faculty member was the chair of an approved dissertation proposal submitted to the graduate school prior to retirement; and (b) the emeritus faculty member continues to satisfy college/department criteria and responsibilities established for graduate faculty to chair dissertations.

**Dissertation Standards:** A doctoral student must take at least two semester hours of Economics 9999 after having been advanced to candidacy. Because the course reflects continuing work on a single project, the student will receive a grade for only the final semester after having fulfilled this requirement (by filing the final approved dissertation with the Graduate School).

A completed doctoral dissertation is an original study that makes a significant contribution to the field. It must:

- Meet the standards for original research in the field.
- Uphold the ethics and standards governing research or creative work in the discipline.
- Demonstrate mastery of the research methodology and subject matter.
- Demonstrate understanding of the contribution to knowledge in the discipline.
- Meet the standard of writing and presentation expected in a scholarly publication, including grammar, spelling, formatting, and general readability.

A candidate whose dissertation fulfills the standards of scholarship, the commitments made in the proposal, and any modifications made to the proposal is entitled to an oral defense of the dissertation.

Graduate School requirements for the preparation of the dissertation—paper, print quality, type size and style, margins, page numbering, major and minor heading logic, spacing, and quotations—can be found at [www.temple.edu/dissertationhandbook/ManuscriptPreparation.html](http://www.temple.edu/dissertationhandbook/ManuscriptPreparation.html).

**Authorship:** A doctoral dissertation represents current work by the student. Previously published work and co-authored material may be included if it meets the following criteria:
• The candidate conducted the research while a doctoral student at Temple University.
• It has not been used to meet the requirements for another degree.
• It is not co-authored unless the candidate was clearly the lead author.
• It does not violate any existing copyright or contractual agreement.

Co-authored works that do not meet these criteria may be included as appendices if they include the names of all authors and the contribution of the candidate is stated.

**Examinining Committees:** A dissertation examining committee evaluates the quality of the dissertation and conducts the oral defense. The dissertation examining committee must include the chair and all members of the dissertation committee, and at least one outside examiner not previously involved with the dissertation.

The chair of the examining committee must be a member of the graduate faculty but may not be the chair of the candidate’s dissertation committee. The outside examiner may not be a faculty member in the Economics Department. If the outside examiner or any other proposed member of the dissertation examining committee is not a member of the graduate faculty or is outside of Temple University, the chair of the dissertation committee must request an approval from the Vice Provost who is in charge of the Graduate School prior to posting the oral defense.

If any member of the committee withdraws from the committee, the student must notify the chair of the dissertation committee and the Economics graduate director. The student is responsible to find a replacement, in consultation with the dissertation committee chair.

**The Oral Defense:** Students preparing to defend their dissertation should confirm a time and date with their dissertation examining committee and register with the graduate coordinator. The graduate coordinator will arrange the time, date, and room, and will forward the appropriate forms to the student.

The announcement of the oral defense must be posted publicly. The candidate must submit the official, signed notice of the oral defense to the Graduate School 10 or more working days before the scheduled defense.

All members of the dissertation examining committee must be physically present for the defense, except in the case of an emergency. The candidate and chair of the dissertation committee must both be present. A member of the dissertation examining committee whose absence has been approved must still participate in the defense (e.g., via telephone or video-conference), except in the case of an emergency. The Vice Provost in charge of the Graduate School must give prior written approval
of all emergency situations.

The dissertation examining committee will evaluate the candidate’s ability to explain the research topic, methodology, primary findings, and conclusions. It evaluates both the dissertation and the candidate’s performance in the oral examination. Only the members of a dissertation examining committee have the authority to determine whether the candidate passes the final defense. The examining committee votes to pass or fail the dissertation defense at the conclusion of the public presentation.

Revisions: Doctoral candidates who pass the oral defense may be required to make revisions to the dissertation as a condition of completing the degree. The chair of the dissertation committee is typically responsible for reviewing and approving revisions, but any member of the dissertation examining committee may require the candidate to submit a final draft for approval. The final revised dissertation must be submitted to the graduate school within 30 calendar days of the oral defense or the defense is nullified and another oral defense must be scheduled.

If a dissertation examining committee requires substantial revisions that cannot be made within 30 calendar days, the committee must suspend the defense until a majority agrees that the dissertation is sufficiently revised to be defended. A candidate must repost the oral defense with the Graduate School.

8 Research Presentations

It is very important for Ph.D. students to present their research. This can occur at graduate seminars, departmental research seminars, and professional research meetings. Presenting a paper at a conference is an effective way to organize and advance one’s research. Presentations also give students valuable feedback on their research and expose them to scholarly networks they will find useful in their job search. Research conference schedules are generally known at least one year in advance; deadlines for submission of abstracts/papers for consideration are generally six to nine months prior to the conference, with notification of acceptance coming well before the conference. Students giving papers at conferences may be eligible for reimbursement from the departmental travel budget. Academic conferences that Economics Ph.D. students have previously attended include: International Atlantic Economic Society (www.iaes.org), Southern Economic Association (http://www.southerneconomic.org/), Western Economic Association (www.weai.org), and Eastern Economic Association (https://www.quinnipiac.edu/eea/).
9 Academic Appeals

A student who has withdrawn or been administratively dismissed (that is, has exceeded the time limit, failed to maintain continuous enrollment, or failed to maintain adequate grades) may file a petition for reinstatement. Such a student may be required to file a new application for admission. If accepted, the student is considered newly matriculated at the time of admission and will be required to complete all current program requirements.

The Economics Departments grievance and appeals policies for graduate students are posted on Blackboard.

If a student is not satisfied with the outcome of the departmental grievance, s/he may apply to CLA and the Graduate Board to seek reinstatement, as described in the grievance policies.

10 Appendix

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