

POLICIES AND PROCEDURES
FOR THE
MASTERS OF SCIENCE
DEGREE IN
AGRICULTURAL ECONOMICS

October 2016

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Graduate School Web site address: <http://www.k-state.edu/grad/>

POLICIES & PROCEDURES FOR MASTER OF SCIENCES DEGREE IN AGRICULTURAL ECONOMICS

The following information is a guide to policies and procedures for graduate study in agricultural economics. The information is intended for use by graduate students, faculty, and staff in the Department of Agricultural Economics. Additional information can be found in the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. Graduate forms and a “Checklist For Masters Students” are available at <http://www.k-state.edu/grad/academics/forms/index.html>

I. COURSES

A. *General Requirements*

Courses numbered 700-999 are for graduate credit. Courses numbered 800-899 are primarily master's level courses and courses numbered 900-999 are primarily doctoral level courses. Graduate work demands a high degree of intellectual achievement. It necessarily depends on extensive prior preparation and involves the development of understanding and knowledge at the most advanced levels. Programs of study (see section IV) are therefore expected to reflect in the course selection an intensive specialization extending to the limits of knowledge in one's field.

B. *Course Levels and Programs*

The Department requires all course work on an M.S. program of study be from courses at the 700 level or higher unless a successful appeal for an exception is made by the student and the student's major advisor to the graduate committee. The Graduate School has specific policies for students taking both undergraduate and graduate coursework in the same semester. Refer to Chapter 1, section, “Graduate Study by Seniors and Undergraduate Special Students” in the Graduate Handbook for up-to-date policies and procedures.

C. *Problem and Individualized Courses*

Not more than 3 hours of problems or other individualized courses should ordinarily appear on the program of study for the M.S.

D. Courses Applied Toward Two Degrees

See chapter 2 of the University's Graduate Handbook and the concurrent B.S./master/ graduate certificate programs approved by Graduate Council for updated information.

E. Transfer of Courses

See chapter 2 of the University's Graduate Handbook for updated information on "Transfer of Credit."

II. GRADES

Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation, (b) must have a cumulative GPA of 3.0 or higher on graduate course work and on course work on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

For all other information regarding grades, non-graded work, incompletes and re-takes in the master's program, please see the Graduate Handbook, chapter 2.

III. INACTIVE STATUS AND PROBATION, DISMISSAL AND REINSTATEMENT, GRIEVANCES

Students are afforded rights and have assumed responsibilities for adequately completing requirements under the policies of the university. For information regarding grades, non-graded work, incompletes and re-takes in the master's program, please see the Graduate Handbook, chapter 2 and Appendix A.

IV. M.S. DEGREES PROGRAM POLICIES & PROCEDURES

A. *Admission*

Graduate programs have the responsibility of receiving credentials from prospective graduate students and making recommendations on admission. Correspondence regarding admission to the Graduate School should thus be addressed to the appropriate graduate program, which will provide information on program admission requirements and any required supplementary forms. Applicants should complete the online application and submit the application and application fee electronically via the Graduate School website at <http://www.k-state.edu/grad>. The Graduate School will record all applications and application fees and then forward a copy of the application form to the appropriate degree program for a recommendation. The applicant should submit all required documents and credentials (i.e. official transcripts statement of objectives, references, etc.) to the appropriate graduate program at least three months before the applicant expects to enroll. This time period may be longer for degree programs with early deadlines and for international students applying for student visas.

One official copy of the applicant's transcript from each college or university attended must be submitted with every application. A transcript is official only when it is sent directly from the university or college in question and bears the institution's seal. For each applicant admitted, an official transcript showing the conferral of all previous degrees must be submitted to the Graduate School. All transcripts become part of the applicant's official file and are not returned.

If the graduate faculty of a graduate program decides to recommend admission, the application, transcripts, and supporting materials are sent to the Graduate School for final review. If the graduate program decides against admission, it notifies the applicant by letter. The decision is made as expeditiously as possible.

B. *The Major Professor*

Efforts are made to match the specific professional interests of entering students to areas of specialization of faculty in the assignment of the initial advisor and in the selection of the major professor. After becoming familiar with the research areas of the faculty, the student should select a major professor. The major professor need not be the same person as the assigned temporary advisor. Before the program of study is filed, the candidate may change major professor for reasons of change of objective or other reasons, with the consent of the Director of Graduate Studies. The major professor should be selected for all master's degree students before the second registration.

C. *Committee Members*

The student should consult with the major professor concerning membership of the supervisory committee. The student will then determine the willingness of the suggested faculty to serve on the committee. The supervisory committee should be selected before the end of the first semester of graduate study.

The major professor is the chairperson of the supervisory committee. The major professor and at least two other faculty members will constitute the advisory committee. At least two faculty members from the Department of Agricultural Economics shall be on the committee. If the program of study includes a minor, one committee member will represent the minor area.

The supervisory committee must approve the program of study and should be consulted regarding the proposed thesis project.

1. Committee Changes

Should changes in the membership of the supervisory committee be required, the change only needs to be officially noted on a "Program/Committee Change" form if a program of study has already been filed. If no program of study has been filed, then the student may simply notify his or her committee of any changes to the committee membership. After a program of study has been filed, the Program/Committee Change form must be signed by all members of the supervisory committee including the member to be replaced, unless he/she is no longer a member of the faculty or is not available for signature. If a member is to be added to the committee, the new member must also sign the form.

2. Responsibilities of the Supervisory Committee

All members of a student's supervisory committee participate as peers and have the responsibility for planning and approving the program of study, approving the proposed research topic, advising the student, and administering the final examination.

In the thesis option, members of the advisory committee read the thesis and determine whether the candidate shall be admitted to the final oral examination. The committee conducts an oral examination primarily emphasizing the topic of the thesis or report, but which also may explore the candidate's competence in the subject matter of the student's field.

D. Program of Study: M.S.

1. General Requirements

All master's degree programs of study should be approved and submitted to the Graduate Office before the end of the second semester the candidate is enrolled at KSU. The student prepares the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form. The Director of Graduate Studies must then endorse the Program of Study and forward it to the Dean of the Graduate School.

Subject to the approval of the supervisory committee, the candidate will choose either a thesis or no thesis option. Statistics courses STAT 702 and STAT 703 are not permitted in the M.S. degree program of study. Specific course requirements beyond the core requirements listed for each option are selected and agreed upon by the student and the student's committee in consideration of the student's background, objectives, and undergraduate preparation. The program may include a minor from 6 to 12 hours of course credit in a single field (outside the Department of Agricultural Economics) or from 6 to 12 hours of supporting courses in a variety of fields.

2. Masters of Agribusiness Courses

The following courses, developed for the Masters of Agribusiness program, are not allowed on a student's program of study: AGECE 700, AGECE 701, AGECE 713, AGECE 720, AGECE 730, AGECE 760, AGECE 761, and AGECE 770.

3. M.S. Degree Thesis Options:

M.S. Agricultural Economics: Thesis Option

Topic Area	Credit Hours
Economic and Agricultural Economics Theory	12
ECON 720 Microeconomic Theory (<i>F</i>)	3
and select three courses from:	
ECON 805 Income and Employment Theory (<i>S</i>)	3
AGEC 810 Price, Income and Trade Policies for Agriculture (<i>S</i>)	3
AGEC 825 Natural Resource Policy (<i>F</i>)	3
AGEC 840 International Markets and Agricultural Trade (<i>F</i>)	3
AGEC 805 Agricultural Marketing (<i>S</i>)	3
AGEC 823 Production Economics II (<i>F</i>)	3
AGEC 880 Agribusiness Industry Structures (<i>S</i>)	3
Quantitative Methods	6
STAT 706 Basic Elements of Statistical Theory (<i>F</i>)	3
ECON 830 Econometrics I (<i>S</i>)	3
Electives	6
AGEC Elective (700 level or higher)	3
General Elective (700 level or higher)	3
Thesis Research	6
AGEC 899 Agricultural Economics Master's Research	6
Total Credit Hours	30

M.S. Agricultural Economics: Concentration in Agribusiness: Thesis Option

Topic Area	Credit Hours
Agribusiness Economics	12
ECON 720 Microeconomic Theory (<i>F</i>)	3
AGEC 890 Advanced Food and Agribusiness Management (<i>V</i>)	3
AGEC 880 Agribusiness Industry Structures (<i>S</i>)	3
FINAN 815 Corporate Finance (<i>S</i>)	3
Quantitative Methods	9
STAT 706 Basic Elements of Statistical Theory (<i>F</i>)	3
AGEC 712 Optimization Techniques for Ag. Economics (<i>S</i>)	3
ECON 830 Econometrics I (<i>S</i>)	3
Ag Economics, Finance, Marketing, Management	3
select <u>one</u> course from:	
AGEC 700 or higher level course not used for other requirements	3
FINAN 820 Advanced Intl. Financial Management (<i>F, Sum</i>)	3
FINAN 860 Managerial Finance II (<i>F</i>)	3
MKTG 810 Marketing Concepts and Research (<i>S</i>)	3
MKTG 842 Advanced Marketing Research (<i>F, odd years</i>)	3
MKTG 844 Advanced International Marketing (<i>V</i>)	3
MKTG 860 Advanced International Business (<i>V</i>)	3
MANGT 810 Operations Management and Analysis (<i>S</i>)	3
MANGT 820 Behavioral Management Theory (<i>F, Sum</i>)	3
MANGT 825 Advanced Business Law (<i>S</i>)	3
MANGT 840 Advanced Entrepreneurship (<i>V</i>)	3
Thesis Research	6
AGEC 899 Agricultural Economics Master's Research	6
Total Credit Hours	30

4. M.S. Degree: No-Thesis Options (not available to students on assistantship)

M.S. Agricultural Economics: No-thesis Option

Topic Area	Credit Hours
Economic and Agricultural Economics Theory	12
ECON 720 Microeconomic Theory (<i>F</i>)	3
and select three courses from:	
ECON 805 Income and Employment Theory (<i>S</i>)	3
AGEC 810 Price, Income and Trade Policies for Agriculture (<i>S</i>)	3
AGEC 825 Natural Resource Policy (<i>F</i>)	3
AGEC 840 International Markets and Agricultural Trade (<i>F</i>)	3
AGEC 805 Agricultural Marketing (<i>S</i>)	3
AGEC 823 Production Economics II (<i>F</i>)	3
AGEC 880 Agribusiness Industry Structures (<i>S</i>)	3
Quantitative Methods	9
STAT 706 Basic Elements of Statistical Theory (<i>F</i>)	3
AGEC 712 Optimization Techniques for ag. Economics (<i>S</i>)	3
ECON 830 Econometrics I (<i>S</i>)	3
Electives	15
AGEC Elective (700 level or higher)	9
General Elective (700 level or higher)	6
Total Credit Hours	36

*** Three hours of Agricultural Economics electives and six hours of the Ag Econ or Business Electives may be substituted for by a Specialty consisting of nine hours at the 700 level or above. The student is required to demonstrate evidence of scholarly effort by completing a creative component consisting of a written paper and an oral defense.**

M.S. Agricultural Economics: Concentration in Agribusiness: No-Thesis Option

Topic Area		Credit Hours
Agribusiness Economics		9
ECON 720	Microeconomic Theory (<i>F</i>)	3
AGEC 890	Advanced Food and Agribusiness Management (<i>V</i>)	3
AGEC 880	Agribusiness Industry Structures (<i>S</i>)	3
Quantitative Methods		9
STAT 706	Basic Elements of Statistical Theory (<i>F</i>)	3
AGEC 712	Optimization Techniques for Ag. Economics (<i>S</i>)	3
ECON 830	Econometrics I (<i>S</i>)	3
Business Core		9
FINAN 815	Corporate Finance (<i>S</i>)	3
MKTG 810	Marketing Concepts and Research (<i>S</i>)	3
MANGT 820	Behavioral Management Theory (<i>F, Sum</i>)	3
Ag Economics, Finance, Marketing, Management		9
select <u>three</u> courses from:		
AGEC 700 or higher level course not used for other requirements		3
FINAN 820	Advanced Intl. Financial Management (<i>F, Sum</i>)	3
FINAN 860	Managerial Finance II (<i>F</i>)	3
MKTG 842	Advanced Marketing Research (<i>F, odd years</i>)	3
MKTG 844	Advanced International Marketing (<i>V</i>)	3
MKTG 860	Advanced International Business (<i>V</i>)	3
MANGT 810	Operations Management and Analysis (<i>S</i>)	3
MANGT 825	Advanced Business Law (<i>S</i>)	3
MANGT 840	Advanced Entrepreneurship (<i>V</i>)	3
Total Credit Hours		36

***The student is required to demonstrate evidence of scholarly effort by completing a creative component consisting of a written paper and an oral defense.**

For the no-thesis option, the student is required to demonstrate evidence of scholarly effort by completing a creative component consisting of a written paper and an oral defense. The written paper will be on a topic provided by the student's advisory committee relating to the student's field of study.

The report should demonstrate a student's understanding of the economic concepts critical to the problem. A critique of literature related to the topic should be included in the written report. The student should provide a qualitative analysis (graphical) of the problem. The qualitative analysis may propose testable hypotheses. Finally, the student should present a quantitative framework for further analysis. Quantitative analysis is not necessarily required, though it is encouraged.

The student shall be given a minimum of 1 week and a maximum of 2 weeks to complete the written paper. The oral defense is to be scheduled no sooner than 2 days after the paper is turned in. The oral presentation and defense is open to all faculty members and all students. The student should notify the student records secretary before the exam so an announcement of the exam can be made.

The student's advisory committee will evaluate the report and oral defense. A copy of the student's report should be filed with the department. The results of the creative component can take three forms:

1. Pass.

2. Conditional pass.

This would entail a rewrite of a portion or all of the paper subject to the committee's satisfaction. A retake of the oral is not necessarily required, although it could be one of the conditions.

3. Fail.

The student must rewrite the paper and retake the oral defense. The oral defense cannot be scheduled within 2 months of the first oral. No third trial will be allowed. (The requirements regarding rescheduling the oral exams are graduate school requirements.)

E. *Modifications (“Variances”) in Program*

Exceptions to requirements (“variances”) in the program of study must be approved by the Department of Agricultural Economics Graduate Committee. When the Department of Agricultural Economics Graduate Committee receives a request for an exception from the student's supervisory committee, the Department’s Graduate Committee shall meet to act on the request and shall report its decision to the Graduate Director who will then report the decision to the student's major professor and/or supervisory committee.

F. *Changes in the Program of Study*

Adding courses to, dropping courses from, and substituting courses on an already approved program of study is done by using the Program/Committee Change Form. The student's supervisory committee and the Graduate Director must sign the form. Completed courses with grades of A, B, C, D, or F may not be dropped. Only courses for which no grade is recorded or courses with a recorded grade of “INC” may be dropped. (Refer to section II. GRADES for more details)

G. *Minor in Agricultural Economics*

Department policies concerning requirements for a minor in agricultural economics for graduate students majoring in another field include the following:

1. The minor will be designated “agricultural economics” and not designated by sub-fields, e.g., marketing, economic development, farm management, or international trade.
2. For a Master's degree candidate, a minor will include no less than six hours of agricultural economics courses taught for graduate credit for majors or non-majors. Additional hours in agricultural economics or related fields may be required.
3. A member of the Graduate Faculty of the Department of Agricultural Economics will represent the minor on the student's advisory committee and will be responsible for examination in the minor field.

H. *Completing the M.S. in 1.5-2 years.*

The following is a suggested sequence for completion of the M.S. program in 1.5 or 2 years depending on whether a student enters in spring or fall. It assumes the student is on a thesis option. Obviously, these are suggestions only. Students should always check with their major professors about their schedule. This is not a substitute for the Graduate Handbook. Read down each column in the tables depending on the semester of entrance. In the thesis option, 6 credit hours of MS research are included in the program; 30 credit hours are needed to earn the M.S.

Year 1 (read down a column)	
If Student Entered in Spring Semester of Year 1	If Student Entered in Fall Semester of Year 1
Sem. 1) Spring: ECON 805 and/or AGECE 810 for the M.S. in Ag Econ or FINAN 815 for the M.S. Concentration in Agribusiness. Other courses as needed. Popular courses in this semester are AGECE 712, AGECE 805, AGECE 810, ECON 805, ECON 830 (a student must have the equivalent of STAT 706 to take ECON 830), AGECE 880 (upon permission of the instructor); other FINAN, MKTG or MANGT courses for the M.S. in agribusiness.	Sem. 1) Fall: ECON 720, STAT 706 and one other course. Popular courses in this semester have been AGECE 840, AGECE 823 and AGECE 825.
Sem. 2) Fall: ECON 720, STAT 706 and one other course. Popular courses in this semester have been AGECE 840, AGECE 823, AGECE 825, and AGECE 890.	Sem. 2) Spring: ECON 805 and/or AGECE 810 for the M.S. in Ag Econ or FINAN 815 for the M.S. Concentration in Agribusiness; ECON 830 and one other course if needed. Popular courses in this semester have been AGECE 712, AGECE 805, AGECE 880, AGECE 810, AGECE 890, and other FINAN, MANGT or MKTG electives
Choose major professor and committee and file the program of study before the end of the second semester.	

Year 2 (read down a column)	
If Student Entered in Spring Semester of Year 1	If Student Entered in Fall Semester of Year 1
Sem. 3) Spring: ECON 830 if not already taken and one or two other courses as needed to complete option. Some students defend thesis this semester.	Sem. 3) Fall: Two or three courses as needed to complete option. Some students defend thesis this semester.
Sem. 4) Fall: Defend thesis.	Sem. 4) Spring: Defend thesis.

V. ORAL EXAMINATION & FINAL COPIES OF THE THESIS

A final oral examination is required for a master's degree. The examination will be administered after the student has completed the program of study and other requirements, or in the term in which the candidate intends to complete them. The academic unit determines the format of the examination, the supervisory committee is responsible for its administration, and the major professor is responsible for returning the signed ballot to the Graduate School. Normally, final oral examinations will be given on the Manhattan campus. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In case of an

examination in which the participants are not in the same location, any technology used to conduct the examination must support simultaneous oral interactions between the student and all members of the examining committee. Copies of the questions for all final written examinations must be filed with an academic unit and made available on request to any graduate faculty member for a period of one year following the examination.

In the case of a candidate writing a thesis or report, the examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis has been presented. A tentative copy of the dissertation should be delivered to the major professor and circulated to the supervisory committee in accordance with the Graduate School calendar, and no less than two weeks before the scheduled date for the final oral examination. Dates are indicated on the graduate calendar for each term. The major professor should assume the responsibility for having the candidate prepare the thesis in acceptable English. The thesis should represent the best writing possible by the student and is not to be written or extensively edited by the major professor or head of the department. Candidates should begin writing their thesis early so there will be time for review by the supervisor and rewriting by the student.

The candidate must file with the Graduate School an Approval to Schedule Final Examination Form signed by each member of the supervisory committee. By signing the form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the thesis or report is satisfactory.

Final examinations for the master's degree should not be scheduled when the University is not in session, particularly in August. Final examinations should also be scheduled so as to give the supervisory committee at *least two weeks* to review the thesis.

A. *Scheduling.*

The candidate contacts members of the advisory committee to arrange a mutually agreeable two-hour period for the oral examination. The candidate is responsible for reserving an examination room. The time and location for the examination should be reported to the Graduate Coordinator, who will ensure that all department faculty and students are notified. The notice should include the title of the thesis. When the examination has been scheduled, the Graduate School will send a final examination ballot and an ETDR (Electronic thesis, dissertation, or report) ballot to the major professor and notify in writing all members of the committee regarding the time and place of the

examination.

If a student's program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, the final master's examination will normally include an examination over the body of course work listed on the program of study.

The form and content of this competency examination is determined by each master's program which may impose additional requirements for revalidating the student's competency in the supporting course work. In a master's program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

B. Administration of the Examination

1. The candidate will normally be requested to review in 20 to 30 minutes the problem of the thesis or written paper and the analytical procedures and major findings. This presentation will be followed by questions and discussion with the examining committee covering these topics and other topics in the major and minor fields. This procedure may be modified by the chairperson. At least 2/3 of the supervisory committee must approve the candidate's performance before he or she is deemed to have passed the final examination. A refusal to vote by the major professor or any member of the supervisory committee shall be recorded as a negative vote. With permission of at least 2/3 of the supervisory committee, a candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, unless an extension is granted by the Dean of the Graduate School. A third defense is not allowed.
2. Examinations will pertain primarily to the thesis, but not be limited to the thesis.
3. The oral presentation will be open to all members of the faculty and graduate students in the Departments of Agricultural Economics. Guests may also be invited.
4. Candidates may use notes and graphs during oral examinations if permitted by the chairperson of the examination. Such use should be for the benefit of the committee and not the candidate.
5. The candidate will normally review in 20 or 25 minutes the problem of his/her thesis and the analytical procedures and major findings. This presentation will be followed by questions from and discussion with the audience and the examining committee over these topics and related topics in the major and minor fields. Non-committee audience members shall be first to question the candidate after the presentation though committee members may also ask

questions at this time. When non-committee members have finished their questioning, they are then excused by the major professor and the major professor and supervisory committee then ask additional questions of the candidate.

6. After questioning the candidate is excused while the examining committee deliberates on whether the candidate passed or failed the examination as outlined in part 1 above.

C. *Final Copies of the M.S. Thesis*

All K-State graduate students are required to submit an electronic version of their thesis, dissertation, or report. The Graduate School does not accept paper copies. Electronic theses, dissertations, and reports (ETDR) submitted by K-State students are openly available through the K-State Research Exchange (K-REx) and are indexed by Google, Google Scholar, and other search engines. For information and assistance with formatting a thesis document see the Graduate School webpage on Electronic Theses at <http://www.k-state.edu/grad/etdr/index.html>

At least 2/3 of the members of the supervisory committee must sign the final ETDR before the ballot can be processed and the thesis or report submitted to K-REX. The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

Graduating students are asked to provide the Graduate Coordinator with an electronic version of the thesis abstract for placement on the department web site.

D. *Pre-Publication of Thesis*

Ordinarily a thesis or parts of it are not published prior to awarding of the degree. If, however, the student wishes to publish from the thesis in advance of graduation, a request must be filed with the Dean of the Graduate School which is endorsed by the major professor and the Director of Graduate Studies.

E. *Recognition of the Kansas Agricultural Experiment Station*

Graduate students receiving funds from the Kansas Agricultural Experiment Station shall so acknowledge in the thesis and subsequent publications.

F. *Presentation and Retrieval of Data*

The master's thesis should report, describe, and/or reference the process as undertaken to derive the results presented in the thesis. The thesis should include data documentation as well as model specification. **The student shall provide the major professor with all computer**

programs written or developed.

G. *Enrollment in Final Term*

All students are required to be enrolled in the term in which the degree is granted. The thesis is normally submitted during the last term of graduate study. In the cases where completion is delayed, students must enroll in the term in which the degree is granted. Enrollment may be for a minimum credit (1 hour) unless services received from the University during the final term indicate that appropriate enrollment should be for more than minimum credit.

VI. EARNING SECONDARY DEGREES & GRADUATE CERTIFICATES

A. *Earning a Second Graduate Degree while Enrolled in a Graduate Degree in Agricultural Economics.*

The Department of Agricultural Economics encourages students to take courses in other disciplines to broaden a student's academic training. Occasionally graduate students in Agricultural Economics wish to seek a second degree in another department. For example, a Ph.D. student who does not already have a master's degree in Economics or Statistics may wish to undertake the requisite coursework in one of these departments to earn an M.A. or M.S. It is very important that students, especially students on departmental assistantships and international students understand the rules before seeking these secondary degrees.

To earn the second degree, the following steps must be taken:

1. Meet with the graduate director of the department offering the secondary degree (e.g. the graduate director in Economics if an M.A. in economics is being sought) to determine what courses or other requirements must be met to obtain the secondary degree. This graduate director will need to admit the student to the secondary program, but that admittance is conditional on points 5 and 6 below.
2. International students must meet with the International Student Center to discuss any visa issues the secondary degree may create.
3. Discuss with your major professor in Agricultural Economics your plan and what additional courses you will be taking. Students on departmental funding must demonstrate to the major professor that the secondary degree will not hamper the student's responsibilities in fulfilling the primary degree in the Department of Agricultural Economics.
4. For students on departmental assistantships, the major professor must notify the Graduate

Director in Agricultural Economics of his or her support.

5. If the Graduate Director of Agricultural Economics agrees to allow a student to earn the secondary degree, the Director writes a letter to the Dean of the Graduate School indicating that the Department of Agricultural Economics is amenable to a CONCURRENT course of study to obtain the primary and secondary degrees (see note below).
6. The Graduate School makes all decisions regarding approval of a secondary degree.

IMPORTANT NOTES on Point 5: Occasionally a student may wish to be removed from the Graduate Program in Agricultural Economics in order to obtain the secondary degree and then return to the Agricultural Economics program afterward. THIS IS NOT POSSIBLE FOR INTERNATIONAL STUDENTS AND IS HIGHLY DISCOURAGED FOR ANY STUDENTS ON ASSISTANTSHIP FUNDING IN THE DEPARTMENT OF AGRICULTURAL ECONOMICS. Funded students who wish to obtain the secondary degree by removing themselves from the Agricultural Economics program must go off funding. For international students, changing degrees, even if temporary, causes the issuance of a new I-20 form and will change the date of departure on their visa. This is why point 5 above states that only CONCURRENT enrollment in both programs is acceptable to the Graduate School for international students. Under concurrent enrollment, an international student may remain on funding and no change to the I-20 is needed. One important issue concerns the date of the secondary degree. For domestic students (U.S. citizens and permanent residents), the Graduate School will confer the secondary degree (e.g. the MA in Econ) for the semester in which the requirements of the secondary degree have been met. For international students, however, because of the visa issues, the Graduate School will only confer the secondary degree *in the same semester as the conferral of the primary degree* (e.g. the MA in Econ will be conferred the same semester as the PhD in Ag Econ). All students should make sure when applying for the secondary degree to the Graduate School that the application states the primary and secondary degrees are being earned concurrently because the Graduate School does not notify the Department of Agricultural Economics of its decision or any conditions it places on the decision to grant a secondary degree. The Graduate School only notifies the student and the department offering the secondary degree if the application is accepted.

B. Earning a Graduate Certificate from Another Department.

See Chapter 4, “Graduate Certificate Programs” in the university’s Graduate Handbook for the policies and procedures for earning a graduate certificate.

VII. ASSISTANTSHIP POLICIES AND PROCEDURES

Graduate research and teaching assistantships provide apprenticeship experiences for future teachers and researchers. Graduate teaching assistants work with faculty instructors in developing, delivering and implementing instructional classes. Graduate research assistants work with faculty researchers on Experiment Station or grant projects. The section titled “Graduate Assistants” in chapter 1 of the university’s Graduate Handbook sets forth university policy including policies on employment disputes, discrimination and harassment. Departmental policies follow these guidelines with the following exceptions as allowed by those policies.

1. Departmental assistantships are assigned by the Department Head of Agricultural Economics. Information on applying for graduate assistantships may be obtained from the Department of Agricultural Economics.
2. Leave should be discussed with the major project advisor and the advisor's approval is required before taking leave. For extended leave (longer than one week), for student’s on departmental assistantship, the Department Head must also approve the leave. *Leave slips, available in the main office, should be filled out and signed.*
3. **GRA and GTA appointments are not provided to students on academic probation.** During these times concentration on class work is essential.
4. New students on GRA and GTA appointments will be assigned a temporary major professor to supervise assistantship duties. After a more permanent major advisor is selected, assistantship supervision will move to the new major advisor at a time convenient to both professors.
5. GRAs and GTAs are to report on their activities related to class work and assistantship activities for the previous term in December and May. These forms should be submitted to the Department Head. Graduate Assistant Report forms are available from the Graduate Coordinator or on the Department website.
6. Maximum and Minimum Credit Hours per Semester
 - a) The maximum number of credit hours in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring terms and 9 hours during the summer. Students desiring to enroll in credit hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and forward the permission to the Graduate School for final approval.
 - b) The policy of the Department of Agricultural Economics is that on-campus students using

faculty and physical resources should enroll for credit hours commensurate with the use of each type of resource. For the fall and spring semester, students should enroll in a minimum 6 semester credit hours including research credit hours. Students on grants/fellowships should be aware that some assistantships require summer enrollment.

A. *Maximum Duration of Financial Assistance*

The maximum duration for a departmental assistantship is 21 months. It is the responsibility of the student to petition the Department Head for extensions under extenuating circumstances. Included in the petition would be the time requested for extension, justification for extension, and a letter of support from the major professor.

B. *Assistantship Obligations*

The major professor or immediate supervisor is responsible for seeing that the assistantship obligation is fulfilled, with the following guidelines to be applied:

1. The student will be given the opportunity to assist the supervisor in his research program. Every effort should be made to find a thesis topic so that his/her work and thesis activity are complementary.
2. The student prepares an acceptable thesis.
3. If the student has a graduate teaching assistant appointment, he/she will assist the supervisory faculty member with the instruction of classes.
4. If the student has a joint graduate research assistant/graduate teaching assistant appointment, he/she will also assist the major professor with the instruction of classes--i.e., grading papers, preparing class materials, substituting in the classroom, and tutoring students.
5. From time to time the graduate teaching and research assistants will assist with operational tasks in the department.
6. At the end of each semester that a student is on funding, both the student and the student's supervisor will prepare a summary of work performed over the course of the semester. That summary is reviewed by the Graduate Committee and the Graduate Director. The Graduate Director is responsible for providing feedback from these evaluations to the student, the student's supervisor(s), the student's major professor and the Department Head. (Per Graduate School requirements, a similar evaluation of progress toward degree completion will also be conducted for students who are not on assistantship funding.)

C. *Agricultural Experiment Station Graduate Research Assistantships*

1. All general policies shall apply.
2. Some graduate students offered assistantships will be given a combined graduate research assistant/graduate teaching assistant appointment, the portion of time for each to be determined by the teaching/research commitment of the major professor and the availability of instructional tenths and research funds.
3. Joint appointments shall carry the title of the major portion of each appointment and the pay rate shall be consistent with the appointment title.
4. During the first semester, the student's research responsibility shall be primarily exploratory searching for a thesis problem and working on assigned projects. When working on a project, the emphasis shall be upon active research effort and during the period of active M.S. thesis preparation the student should be fairly free of graduate teaching assistant responsibilities. (Guidelines)

D. *Resident Tuition Benefits*

The section titled "Graduate Assistants" in chapter 1 of the university's Graduate Handbook sets forth university policy on in-state (resident) tuition benefits for both GRA and GTA appointments.

VIII. STUDENT CONDUCT AND THE HONOR SYSTEM

A. *Student Conduct*

Kansas State University adheres to a strict system of conduct. More information than what is reprinted here may be found at the following web page (www.k-state.edu/honor).

At Kansas State University students have a direct and primary role in the establishment and enforcement of campus and living group policies and regulations. The basic philosophy of discipline is one of education and enforcement of community standards. Since that is the ultimate purpose, we focus on the growth and development of the student. Most efforts are directed at preventing problems, or at least correcting them, rather than concentrating on punishment. The responsibility for proper conduct is put upon the student, not the university, with the assumption that most students do not try to intentionally cause violations, and will generally respect the rights and property of others.

The following principles govern the disciplinary process. Every effort is made to bring about outcomes that are positive for all parties involved; students will be members of all Student Governing Association judicial bodies; formal hearing processes are

fundamentally fair and respect the rights of the individuals involved; confidentiality will be respected; records of proceedings will be released only on written authorization of the student(s) involved unless otherwise authorized by law or court order. The procedures are outlined in the SGA Judicial Code, included in the by-laws to the SGA Constitution.

Descriptions of the judicial structure and process, as well as university policies, are free and are available in the Office of Student Activities and Services in the K-State Student Union.

B. *Prohibited Conduct*

Important information regarding the judicial process and student rights are available in the Office of Student Activities and Services in the K-State Student Union. The following described behaviors constitute misconduct in which disciplinary sanctions will be imposed:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any university official, faculty/staff member, or office.
 - b. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Violation of university policies, rules, or regulations.
3. Violation of federal, state, or local law.

C. *Honor System*

Kansas State University's honor system is based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, each student's work is performed honestly and without unauthorized assistance. Students, by registering at K-State, acknowledge the jurisdiction of the honor system.

The policies and procedures of the graduate and undergraduate honor system apply to all full-time and part-time students enrolled in courses on-campus, off-campus, and via distance learning.

A prominent part of the honor system is the honor pledge, which applies to all assignments, examinations, or other course work undertaken by students. The honor pledge is implied, whether or not it is stated: ***“On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.”***

D. *Honor Council*

The honor system trusts students to perform their academic work honestly and with integrity.

The honor system is based on trust and administered jointly by students and faculty members of the Honor Council. Having students equally share in the process increases the visibility of Honor Council procedures and promotes a community of trust.

The Honor Council is comprised of students and faculty who are appointed each spring for two- year terms. Students are nominated by the student body president or the associate provost for diversity; faculty are nominated by their respective dean or the dean of student life. All nominations are subject to the approval of the provost. Members of the honor council adjudicate the honor system by serving as case investigators, advisors, and hearing panelists.

E. *Reporting Academic Dishonesty*

All members of the academic community, both students and faculty, are urged to report acts of academic dishonesty. To discuss or report an alleged violation, contact the director of the honor system.

F. *Additional Information*

The honor system uses the Faculty Senate-approved definition of academic dishonesty found in the *University Handbook* and at the honor system webpage. Students' rights are enumerated under Article XII of the Student Governing Association constitution. The Honor and Integrity System Constitution can be reviewed at <http://www.k-state.edu/honor/basics/constitution.html>. The investigation and adjudication procedures can be reviewed at <http://www.k-state.edu/honor/basics/investigation.html>.

K-State Honor and Integrity System
Kansas State University
1800 Claflin, Suite 001
Manhattan, KS 66502
785-532-2595
E-mail: honor@ksu.edu

G. *Co-Authorship Responsibility*

The Department strongly encourages graduate student participation in the presenting of research whether through conferences, workshops, seminars or published scholarly articles. The Department encourages all participants to discuss early on in the research process the roles of co-authors. Presentation of material without the knowledge or permission of co-authors often leads to problems. Presentation of material without the acknowledgement of co-authors is considered plagiarism and an Honor's violation.

IX. OTHER DEPARTMENTAL POLICIES AND PROCEDURES

A. *Resources*

Graduate students have access to a variety of resources for the purposes of conducting their responsibilities. These privileges include photocopying, supplies, phones, mail, and computers. These resources are to be used exclusively for the purpose of conducting your appointment responsibilities and are not to be used for personal purposes.

- Photocopying - Photocopiers are located in WA 345, 304, and 331. All graduate students are assigned a personal access code. This code can be used for personal copying, including any copies related to course work. Students will be assessed a per-copy charge for these copies on a monthly basis. Students needing to make copies to fulfill their research responsibilities should contact their advisor for a research code. This research code should not be used for course-related copying. Theses or dissertation final copies should be made on the personal access code or off-site.
- Mail - It is a violation of state law to use the mail service or departmental envelopes for personal business. Any surveys requiring mailings and/or return mailings to the department must be approved by the department head.
- Telephones - Telephones are available in the graduate student offices, but do not have long distance service. To use long distance service for research purposes, gain approval from your major advisor and contact the main office. Long distance personal calls on departmental phones are strictly forbidden.
- Computers - Computers are available for graduate student use in the lab located in WA 400. These computers are to be used for professional use only. Please do not install software or store files on the hard drives of lab computers. This includes translation programs, long distance telephone programs, and music downloading software. Report any malfunctioning computers to computer services personnel in WA 327E. The undergraduate computer lab located on the third floor is reserved for use by undergraduate students. Graduate students are encouraged to purchase a personal computer for their own use. All graduate student offices are networked. See the computer services personnel in WA 327E for network card specifications and assistance in connecting your personal computer to the network.
- Travel - The department encourages professional development of its graduate students through participation at professional meetings. Budget permitting, students presenting a paper at a professional meeting are provided a travel stipend which is determined by the department

head. Students should seek external funding to assist in their travel expenses from sources such as the AAEA Foundation, KSU Graduate Student Association, etc. Prior to traveling, students should seek approval from the department head. Students traveling to meetings must complete a travel request form and obtain approval from the department head prior to traveling. Travel request forms may be obtained from Mary Winnie in WA 344. Airline tickets cannot be purchased prior to obtaining travel approval, and flights must be booked through Mary Winnie. If they are not, their cost cannot be reimbursed. Travel reimbursement requires original receipts for motel, registration, ground transportation, and airline tickets.

B. *Assignment of Work Space and Mailboxes to Graduate Students*

Work space available for graduate students in the Department are assigned on a priority basis with students employed as instructors, research assistants or graduate assistants assigned first, followed by students on fellowship appointments and then by students employed on miscellaneous payroll. Although it would be desirable, sufficient space has not always been available to provide desks in the Department for all graduate students.

Each graduate student has an assigned mailbox in the Department in which departmental and university mail are received and other correspondence sent to the departmental address. Building and room keys will be issued to graduate students and students bear the responsibility for reimbursement should keys be lost. All keys must be returned when students are no longer enrolled.

C. *Future Contact*

We would like to keep an accurate database of where graduates go upon receiving their degrees. Once you have secured employment please send your position title, job description, company information and any other information you feel pertinent to the Graduate Director. Position information will be used in marketing materials and on our department website to showcase where recent graduates have taken positions to prospective students.