

**POLICIES AND PROCEDURES  
FOR THE  
M.S. DEGREE IN  
AGRICULTURAL ECONOMICS**

**Updated August 2025**

(Supersedes any version dated earlier)

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Graduate School Website address:

<http://www.k-state.edu/grad/>

## **POLICIES & PROCEDURES FOR MASTER OF SCIENCE DEGREES 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 are available at <http://www.k-state.edu/grad/academics/forms/index.html>. A checklist with graduation requirements and deadlines is available at <https://www.k-state.edu/grad/student-success/graduation/>.

### **A. Courses**

#### **A1. 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 are therefore expected to reflect in the course selection an intensive specialization extending to the limits of knowledge in one's field.

#### **A2. 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.

#### **A3. 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.

#### **A4. 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. An important point to consider when pursuing two degrees is that only 10 graduate credit hours from the secondary degree can be applied to the PhD degree in Agricultural Economics, which must be approved by the student's supervisory committee, major professor and Director of Graduate Studies.

## **A5. Transfer of Courses**

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

## **B. 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.

## **C. 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.

## **D. M.S. Degree Program Policies and Procedures**

### **D1. 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>.

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.

## D2. 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 temporary 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 semester in the program.

## D3. 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 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 advisory committee.

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.

## D4. Program of Study Form

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 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 along with the Director of Graduate Studies.

## D5. Course Requirements

Agricultural Economics offers two thesis option degrees and one non-thesis coursework only option. Students on assistantship are required to complete the thesis option, and most M.S. students select this option. The thesis option includes a minimum of 30 hours of graduate credit, including 24 hours of course work and 6 hours of research credits for the Master's thesis. Subject to the approval of the supervisory committee, the student may choose a non-thesis coursework only option. The non-thesis coursework only option includes a minimum of 36 semester hours of coursework and the student must demonstrate evidence of scholarly effort by completing a creative component consisting of a written paper and an oral defense.

Students may choose to take AGECE 713 (Agribusiness Financial Management), AGECE 720 (Agribusiness Risk Management), or AGECE 730 (Applied Agribusiness Logistics) that are designed for the MAB program to count as one of their general electives. These MAB courses are allowed because the department does not offer similar content in any of the on-campus courses. These classes cannot count for one of the AGECE requirements or the AGECE elective in the Agricultural Economics M.S. degree. Students may take a maximum of one MAB class and must take the MAB class with the Manhattan cohort. Please confirm which semester that the course is offered corresponds with the Manhattan cohort. Please note that the MAB courses do not meet at the same time as the typical semester dates, and they have on-campus meetings that are outside the typical weeks of the semester. Students need to be on campus for those times not in the regular semester, if they choose to enroll in the class. The following courses developed for the Masters of Agribusiness are not allowed on a student's program of study: AGECE 700, AGECE 701, AGECE 710, AGECE 740, AGECE 760, AGECE 761, AGECE 770, and AGECE 890.

The program of study shall include course work as summarized on the following pages for each of the respective MS degree options.

## **M.S. Agricultural Economics: Thesis Option**

<b>Topic Area</b>	<b>Credit Hours</b>
<b>Economic and Agricultural Economics Theory</b>	<b>12</b>
ECON 720    Microeconomic Theory ( <i>F</i> )	3
<b>and select three courses from:</b>	
ECON 805    Income and Employment Theory ( <i>S</i> )	3
AGEC 810    Price, Income and Trade Policies for Agriculture ( <i>F</i> )	3
AGEC 825    Natural Resource Policy ( <i>F</i> )	3
AGEC 840    International Markets and Agricultural Trade ( <i>S</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
 <b>Quantitative Methods</b>	 <b>3</b>
ECON 730    Applied Econometrics ( <i>F</i> )	3
 <b>Electives</b>	 <b>9</b>
AGEC Elective (700 level or higher)	3
General Elective (700 level or higher), AGEC 713, AGECE 720, or AGECE 730	3
General Elective (700 level or higher)	3
Courses for general electives must be approved by the student's major professor.	
 <b>Thesis Research</b>	 <b>6</b>
AGEC 899    Agricultural Economics Master's Research	6
 <b>Total Credit Hours</b>	 <b>30</b>

The following courses developed for the Masters of Agribusiness are not allowed on a student's program of study: AGECE 700, AGECE 701, AGECE 710, AGECE 740, AGECE 760, AGECE 761, AGECE 770, and AGECE 890.

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

Topic Area	Credit Hours
<b>Agribusiness Economics</b>	<b>12</b>
ECON 720 Microeconomic Theory ( <i>F</i> )	3
AGEC 880 Agribusiness Industry Structures ( <i>S</i> )	3
FINAN 815 Foundations of Finance ( <i>S</i> )	3
<b>and select one course from:</b>	
ECON 805 Income and Employment Theory ( <i>S</i> )	3
AGEC 810 Price, Income and Trade Policies for Agriculture ( <i>F</i> )	3
AGEC 825 Natural Resource Policy ( <i>F</i> )	3
AGEC 840 International Markets and Agricultural Trade ( <i>S</i> )	3
AGEC 805 Agricultural Marketing ( <i>S</i> )	3
AGEC 823 Production Economics II ( <i>F</i> )	3
<b>Quantitative Methods</b>	<b>6</b>
AGEC 712 Optimization Techniques for Ag. Economics ( <i>F</i> )	3
ECON 730 Applied Econometrics ( <i>F</i> )	3
<b>Ag Economics, Finance, Marketing, Management</b>	<b>6</b>
<b>select <u>two</u> courses from:</b>	
AGEC 700 or higher level course not used for other requirements	3
FINAN 820 Advanced Intl. Financial Management ( <i>S</i> )	3
FINAN 830 Financial Market Theory ( <i>F</i> )	3
MKTG 810 Marketing Concepts and Research ( <i>F</i> )	3
MKTG 842 Advanced Marketing Research	3
MKTG 844 Advanced International Marketing	3
MKTG 860 Advanced International Business	3
MANGT 810 Operations and Supply Chain Management ( <i>S</i> )	3
MANGT 820 Managing Organizational Behavior ( <i>F, Sum</i> )	3
MANGT 825 Advanced Business Law ( <i>S</i> )	3
MANGT 840 Advanced Entrepreneurship	3
<b>Thesis Research</b>	<b>6</b>
AGEC 899 Agricultural Economics Master's Research	6
<b>Total Credit Hours</b>	<b>30</b>

The following courses developed for the Masters of Agribusiness are not allowed on a student's program of study: AGECE 700, AGECE 701, AGECE 710, AGECE 740, AGECE 760, AGECE 761, AGECE 770, and AGECE 890.

## **M.S. Agricultural Economics: Non-thesis Coursework Only Option**

<b>Topic Area</b>	<b>Credit Hours</b>
<b>Economic and Agricultural Economics Theory</b>	<b>12</b>
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>F</i> )	3
AGEC 825    Natural Resource Policy ( <i>F</i> )	3
AGEC 840    International Markets and Agricultural Trade ( <i>S</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
 <b>Quantitative Methods</b>	 <b>3</b>
ECON 730    Applied Econometrics ( <i>F</i> )	3
 <b>Electives</b>	 <b>21</b>
AGEC or ECON (700 level or higher)	15
General Elective (700 level or higher), AGEC 713, AGECE 720, or AGECE 730	3
General Elective (700 level or higher)	3
Courses for general electives must be approved by the student's major professor.	
 <b>Total Credit Hours</b>	 <b>36</b>

**\* 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 following courses developed for the Masters of Agribusiness are not allowed on a student's program of study: AGECE 700, AGECE 701, AGECE 710, AGECE 740, AGECE 760, AGECE 761, AGECE 770, and AGECE 890.

For the non-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 submitted. The oral presentation and defense is open to all faculty members and all students.

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.)

## D6. 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.

## D7. 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.

## D8. 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.

## D9. 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.

## Sample Sequence for Student Beginning in Fall

### Year 1

Fall

Course Number	Credit Hours	Title
ECON 720	3	Microeconomic Theory
ECON 730	3	Applied Econometrics
Electives	3	<b>AGEC 712-</b> Optimization Techniques for Ag Economics <b>AGEC 810-</b> Price, Income and Trade Policies for Ag <b>AGEC 825-</b> Natural Resource Policy <b>AGEC 823-</b> Production Economics II

Spring

Course Number	Credit Hours	Title
Electives	9	<b>AGEC 805-</b> Agricultural Marketing <b>AGEC 815-</b> International Agricultural Development <b>AGEC 840-</b> International Markets and Agricultural Trade <b>AGEC 880-</b> Agribusiness Industry Structures <b>ECON 805-</b> Income and Employment Theory General elective (700 level or higher)

Choose major professor and committee and file the program of study before the end of the second semester.

### Year 2

Fall

Course Number	Credit Hours	Title
Electives	6	<b>AGEC 712-</b> Optimization Techniques for Ag Economics <b>AGEC 810-</b> Price, Income and Trade Policies for Ag <b>AGEC 825-</b> Natural Resource Policy <b>AGEC 823-</b> Production Economics II General elective (700 level or higher)

Spring

Course Number	Credit Hours	Title
AGEC 899	6	Master's Research
Defend Thesis		

## Sample Sequence for Student Beginning in Spring

### Year 1

#### Spring

Course Number	Credit Hours	Title
Electives	9	<b>AGEC 805-</b> Agricultural Marketing <b>AGEC 815-</b> International Agricultural Development <b>AGEC 840-</b> International Markets and Agricultural Trade <b>AGEC 880-</b> Agribusiness Industry Structures <b>ECON 805-</b> Income and Employment Theory General elective (700 level or higher)

#### Fall

Course Number	Credit Hours	Title
ECON 720	3	Microeconomic Theory
ECON 730	3	Applied Econometrics
Electives	3	<b>AGEC 712-</b> Optimization Techniques for Ag Economics <b>AGEC 810-</b> Price, Income and Trade Policies for Ag <b>AGEC 825-</b> Natural Resource Policy <b>AGEC 823-</b> Production Economics II

Choose major professor and committee and file the program of study before the end of the second semester.

### Year 2

#### Spring

Course Number	Credit Hours	Title
Electives	6	<b>AGEC 805-</b> Agricultural Marketing <b>AGEC 815-</b> International Agricultural Development <b>AGEC 840-</b> International Markets and Agricultural Trade <b>AGEC 880-</b> Agribusiness Industry Structures <b>ECON 805-</b> Income and Employment Theory General elective (700 level or higher)
AGEC 899	3	Master's Research

#### Summer

Course Number	Credit Hours	Title
AGEC 899	3	Master's Research
Defend Thesis		

## **E. Oral Examination and Final Copies of the Thesis**

### **E1. Scheduling**

The candidate contacts members of the advisory committee to arrange a mutually agreeable minimum 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.

A tentative copy of the thesis 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. 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.

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. Additional graduation information forms should be turned in at this time. 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.

### **E2. Administration of the Examination**

1. The candidate will normally be requested to review in 30 to 40 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 audience and the examining committee covering these topics and other topics in the relevant field. 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. 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 faculty and graduate students. Guests may also be invited.
4. After questioning the candidate is excused while the examining committee deliberates on whether the candidate passed or failed the examination.
5. 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.

### E3. 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. 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. 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.

### E4. Pre-Publication of Thesis

If a 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. Permission must also be obtained from the journal publisher.

### E5. Recognition of the Kansas Agricultural Experiment Station and Grants

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

### E6. 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.

## **E7. 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.

## **F. Earning Secondary Degrees and Graduate Certificates**

### **F1. 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 M.A. 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 M.A. in Econ will be conferred the same semester as the Ph.D. 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.

## F2. 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.

## G. Assistantships

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.

### G1. General Policies and Procedures

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. Specific periods of leave must not conflict with the student's academic responsibilities, coursework, research, or teaching, and should be discussed in advance with one's adviser, dissertation/thesis committee, and Graduate Program Director. **For extended leave (longer than one week during the regular semester and longer than two weeks otherwise), for students on departmental assistantship, the Department Head must approve the leave.** Send an email to the main office to request Department Head approval of leave. The graduate student is responsible for checking with their assigned advisor at ISSS and the Graduate School to notify them of their leave and check for any implications that may occur if traveling internationally.
3. The student's adviser, Graduate Program Director, and Department Head must also approve any extended period of working remotely.
4. **GRA and GTA appointments are not provided to students on academic probation.** During these times, concentration on class work is essential.
5. New students on GRA and GTA appointments will be assigned a temporary advisor 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.
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.

## G2. 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 recommendation from the major professor.

### **G3. 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.
2. Every effort should be made to find a thesis topic so that his/her work and thesis activity are complementary.
3. The student prepares an acceptable thesis.
4. If the student has a graduate teaching assistant appointment, he/she will assist the supervisory faculty member with the instruction of classes.
5. 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.
6. From time to time the graduate teaching and research assistants will assist with operational tasks in the department.
7. At the end of each academic year that a student is on funding, both the student and the student's supervisor will prepare an evaluation of work performed over the course of the year. The evaluation is reviewed by 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. Midterm academic year evaluations will be conducted as needed. (Per Graduate School requirements, a similar evaluation of progress toward degree completion will also be conducted for students who are not on assistantship funding.)

### **G4. 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.

## **H. Student Conduct and the Honor System**

### **H1. Student Conduct**

Kansas State University adheres to a strict system of conduct. More information may be found at the following web page ([www.k-state.edu/honor](http://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 available on the SGA website: <https://www.k-state.edu/sga/>.

## H2. Prohibited Conduct

A list of conduct that is prohibited and subject to sanctions by the University are available on the SGA Judicial Branch website: <https://www.k-state.edu/sga/judicial/student-code-of-conduct-notused.html>.

## H3. Honor System

Kansas State University has an Honor and Integrity System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor and Integrity System. The policies and procedures of the [Honor and Integrity System](#) apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. A component vital to the Honor and Integrity System is the inclusion of 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." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

## H4. Policy on the Use of Generative AI

Students should consult with the instructor of each course or with their advisor on the expectations of the use of generative AI in coursework or research. Expectations of the instructor or advisor supersede all guidelines specified here.

If not otherwise stated by the instructor or advisor, below are a set of guidelines and warnings on the use of AI in coursework, research activities, or other creative endeavors.

1. **If you use AI, you are responsible for any errors from AI.** AI is not designed to avoid generating false information or avoid bias. AI is also not designed to avoid plagiarism. It is the user's responsibility to ensure that all information is accurate and properly cited.
2. You may not use AI to write the text of your homework, papers, or presentations.
3. Nothing should be copy-pasted from AI and provided to an instructor, advisor, or collaborator unless it is very clearly indicated that the material was obtained via AI.
4. AI may be used to help collect relevant previous literature and assist with summarizing the literature. However, students should be aware that AI can generate fake references and the information written by AI may not be accurate.
5. AI may be used to help generate programming code for data analysis. This is likely one of the more effective and safer uses of AI. However, the user is still responsible to ensure that the code is doing what the user intends.
6. AI may also be used to analyze data, but the user is responsible for knowing how to correctly prompt the AI tool to conduct the desired analysis and the user is responsible for correctly describing the analysis. The user is responsible for maintaining data integrity and confidentiality along with offering the data and prompts for replication of results.
7. Users should not assume that AI tools are private. Do not provide confidential information to the tool such as confidential survey data.
8. **Users of AI should provide a citation for the tool** that was used and how it was used. A citation is expected for any coursework submitted or research material shared with a collaborator.

## H5. 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.

## I. Other Departmental Policies and Procedures

### II. Resources

Graduate students have access to a variety of resources for the purposes of conducting their responsibilities. These resources are to be used exclusively for the purpose of conducting your appointment responsibilities and are not to be used for personal purposes.

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.

Computers – Some computers may be available for graduate student use. These computers are to be used for professional use only. Graduate students are also encouraged to purchase a personal computer for their own use. For IT assistance, please send an email to the College of Agriculture Information Technology at [aginfotech@ksu.edu](mailto:aginfotech@ksu.edu).

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. Students traveling to meetings must complete a travel request and obtain approval from the department head prior to traveling. Travel request forms may be obtained from Mary Winnie in WA 314. Airline tickets cannot be purchased prior to obtaining travel approval. If they are purchased before approval, their cost cannot be reimbursed. Travel reimbursement requires original receipts for hotel, registration, ground transportation, and airline tickets. All travel requests and reports are submitted through Concur at <https://concur.k-state.edu/>.

## I2. Assignment of Work Space and Mailboxes to Graduate Students

Workspace 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.

## I3. 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 Coordinator. Position information will be used in marketing materials and on our department website to showcase where recent graduates have taken positions to prospective students.