

**POLICIES AND PROCEDURES
FOR THE
PH.D. DEGREE IN
AGRICULTURAL ECONOMICS**

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(Supersedes any version dated earlier)

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Graduate School Website address:

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

POLICIES AND PROCEDURES FOR THE PH.D. DEGREE IN AGRICULTURAL ECONOMICS

The following information is a guide to policies and procedures for the Ph.D. degree 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/>.

The Ph.D. degree is awarded to candidates who have demonstrated unique ability as scholars and researchers and proficiency in communication. The degree certifies that the candidate has displayed familiarity and understanding of the subject matter of Agricultural Economics and possesses the ability to make original contributions to knowledge.

The Department of Agricultural Economics works closely with the Department of Economics in offering the Ph.D. degree program in Agricultural Economics. Thus, the policies and procedures regarding the microeconomic theory qualifying examination is determined by the actions of the graduate faculty in both departments.

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

Of the 30 hours of course work credit hours beyond the master's degree normally required by the supervisory committee, 15 credit hours should be at the 800-level or above, in addition to doctoral research credit hours.

A3. Problem and Individualized Courses

Not more than 6 hours of problems or other individualized courses should ordinarily appear on the program of study for the Ph.D.

A4. Courses Applied Towards Two Degrees

See chapter 3 of the University's Graduate Handbook for updated information.

A5. Transfer Credit from Other Institutions/Degrees

See chapter 3 of the University's Graduate Handbook for updated information on "Transfer of Credit" especially rules concerning the transfer of credit from a master's degree.

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 doctoral program, please see the Graduate Handbook, chapter 3.

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 doctoral program, please see the Graduate Handbook, chapter 3 and Appendix A.

D. Ph.D. Degree Program Policies and Procedures

D1. Admission

Graduate programs have the responsibility of 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. 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, then the materials are sent to the Graduate School for final review.

Admission to graduate study does not imply admission to candidacy for an advanced degree. For a doctoral degree, such candidacy is confirmed only upon successful completion of preliminary examinations. To gain admission to a Ph.D. program, the student must be approved for admission both by the graduate committee of the department and by the Graduate School. Assignment to the Ph.D. curriculum may be prior to receiving a master's degree if the department so recommends, or after 30 hours of graduate work is completed successfully.

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 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. If the student is continuing for Ph.D. study after completing a Master's degree, his/her major professor is not necessarily the same faculty member who was his/her major professor for the Master's degree. 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 Ph.D. 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 committee shall consist of the major professor and at least three other members of the graduate faculty. One member of the committee must be a member of the graduate faculty not in Agricultural Economics. This member will participate as an equal member and have continuing responsibility for assisting in planning the program of study, advising the student, and meeting with other committee members in order to ensure a Ph.D. program of high quality.

Shortly after the committee has been officially formed, it should meet to assist in planning the academic program. It has the responsibility to advise on the courses to be taken and assure that the program requirements are met.

1. Committee Changes

Should changes in the membership of the supervisory committee be required, the change 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 or 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.

D4. Program of Study Form

Every doctoral student must file with the Graduate School a Program of Study, which is a formal listing of the courses the student has taken and intends to take to fulfill the requirements of the degree. The program of study should consist solely of courses directly related to the doctorate. Full-time students should file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. 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

The Ph.D. requires a total of 90 credit hours of graduate-level work beyond the bachelor's degree, composed of 60 hours of coursework and 30 hours of research credits for the dissertation. Students who hold a master's degree may count up to 30 hours from the master's degree toward the doctoral degree. The credit received for writing an M.A. or M.S. thesis or report may be used to meet the 60 hours coursework requirement for the Ph.D. The number of hours accepted from the master's degree depends on the relevance of the coursework to the doctoral degree. A minimum of 24 credit hours of course work on the program of study must be taken at KSU.

The program of study shall include course work as summarized below.

Economic Theory 12

ECON 735	Mathematical Economics (<i>F</i>)	3
ECON 940	Advanced Microeconomic Theory I (<i>S</i>)	3
ECON 945	Advanced Microeconomic Theory II (<i>F</i>)	3
ECON 805	Income and Employment Theory I (<i>S</i>)	3

Quantitative Methods 9

ECON 830	Econometrics I (<i>F</i>)	3
ECON 930	Econometrics II (<i>S</i>)	3
AGEC 936	Quantitative Topics in Agricultural Economics (<i>S</i>)	3

Agricultural Economics Core Courses 9

AGEC 901	Research Methods in Economics (<i>F</i>)	3
AGEC 905	Agricultural Demand and Price Analysis (<i>S</i>)	3
AGEC 923	Economics of Agricultural Production (<i>F</i>)	3

Electives 3

AGEC or ECON elective (900 level or higher)	3
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Specialty Area 6

Courses for the specialty area must be approved by the student's major professor. No course can be used to meet both the specialty and another program requirement. Any AGEC or ECON courses used for the specialty area must be 800 level or higher. Any courses from other programs used for the specialty area must be 700 level or higher. Any variances to these specialty area requirements must be approved by the major professor and the graduate committee.

Dissertation Hours 30

The following courses developed for the Masters of Agribusiness are not allowed on a student's program of study: AGEC 700, AGEC 701, AGEC 710, AGEC 713, AGEC 720, AGEC 730, AGEC 740, AGEC 760, AGEC 761, AGEC 770, and AGEC 890.

Students must complete ECON 830 and ECON 930 with a grade of "B" or better in each course.

The coursework above assumes M.S. credits from another institution satisfy the prerequisites needed to complete the Ph.D. degree. Please contact the graduate director to discuss using credits taken during the M.S. to satisfy program requirements. If there is no M.S. degree, then an additional 21 credit hours of general electives are needed to meet the required 60 course hours, including the following M.S. level courses: AGEC 712, AGEC 805, and AGEC 823.

Students in Agricultural Economics must complete 6 hours in a specialty area. A grade of "B" or better must be achieved in each course in the specialty area. Courses for the specialty area must be approved by the student's major professor. No course can be used to meet both the specialty and another program requirement. Any AGEC or ECON courses used for the specialty area must be

800 level or higher. Any courses from other programs used for the specialty area must be 700 level or higher. Any variances to these specialty area requirements must be approved by the major professor and the graduate committee.

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. Qualifying & Preliminary Examinations

See Section E. Qualifying and Preliminary Examinations in this handbook.

D9. Completing the Ph.D. in 3 to 3.5 years

The following is a suggested sequence for completion of the Ph.D. program in 3 or 3.5 years depending on whether a student enters in the Spring or the Fall semester. Obviously, these are suggestions only. Every student comes in with different preliminary coursework. Students who have not had an equivalent to ECON 720 (master's micro) should take this course in their first year. Some Ph.D. students have recommended that all students should take ECON 735 even if they have had this course at another university because of its importance to the way ECON 940 & 945 are taught. Students should always check with their major professor about any schedules.

Sample Sequence for Student Beginning in Fall

Year 1

Fall

Course Number	Credit Hours	Title
ECON 735*	3	Mathematical Economics
ECON 830*	3	Econometrics I
AGEC 901	3	Research Methods in Economics

*Student may substitute these courses for electives or specialty area courses if equivalent courses were taken during their master's degree.

Spring

Course Number	Credit Hours	Title
ECON 805	3	Income and Employment Theory I
ECON 930	3	Econometrics II
ECON 940	3	Advanced Microeconomic Theory I

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
ECON 945	3	Advanced Microeconomics Theory II
AGEC 923	3	Economics of Agricultural Production
Elective	3	AGEC or ECON elective or Specialty Area Elective

Take Microeconomics Qualifying Exam in January. Could optionally take Ag Econ Qualifying Exam in January or wait until June.

Spring

Course Number	Credit Hours	Title
AGEC 905	3	Agricultural Demand and Price Analysis
AGEC 936	3	Quantitative Topics in Agricultural Economics
Elective	3	AGEC or ECON elective or Specialty Area Elective

Take Ag Econ Qualifying Examination in June unless passed exam in January.

Year 3 and beginning of year 4

Complete any remaining coursework. Retake any Qualifying Exams if necessary.

Defend dissertation proposal that serves as the Preliminary Examination to advance to candidacy. The student must pass the Micro and Ag Econ Qualifying Examinations before defending dissertation proposal. The proposal should generally be completed in the fall of the third year.

Complete dissertation research and final defense of dissertation.

Sample Sequence for a Student Beginning in Spring

Year 1

Spring

Course Number	Credit Hours	Title
ECON 805	3	Income and Employment Theory I
ECON 930	3	Econometrics II (or elective depending on previous coursework*)
ECON 940	3	Advanced Microeconomic Theory I

*Students must take ECON 735 and ECON 830 in the fall unless equivalent courses were taken during their master's degree.

Fall

Course Number	Credit Hours	Title
ECON 735*	3	Research Methods in Economics
ECON 945	3	Advanced Microeconomics Theory II
AGEC 923	3	Economics of Agricultural Production

*Students must take ECON 735 and ECON 830 in the fall unless equivalent courses were taken during their master's degree.

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

Take Microeconomics Qualifying Examinations in January. Could optionally take Ag Econ Qualifying Examination in January or wait until June.

Year 2

Spring

Course Number	Credit Hours	Title
AGEC 905	3	Agricultural Demand and Price Analysis
AGEC 936	3	Quantitative Topics in Agricultural Economics
Elective	3	AGEC or ECON elective or Specialty Area Elective

Take Ag Econ Qualifying Examination in June unless passed exam in January.

Fall

Course Number	Credit Hours	Title
AGEC 901	3	Research Methods in Economics
Elective	3	AGEC or ECON elective or Specialty Area Elective
Elective	3	AGEC or ECON elective or Specialty Area Elective

Year 3 and beginning of year 4

Complete any remaining coursework. Retake any Qualifying Exams if necessary.

Defend dissertation proposal that serves as the Preliminary Examination to advance to candidacy. The student must pass the Micro and Ag Econ Qualifying Examinations before defending dissertation proposal. The proposal should generally be completed in the spring of the third year.

Complete dissertation research and final defense of dissertation.

E. Qualifying and Preliminary Examinations

E1. Qualifying Exam in Microeconomic Theory

The purpose of the qualifying examination in microeconomic theory is to determine the competency of the student in economic theory. All Ph.D. students in economics and agricultural economics being examined in a given examination period shall take a common examination.

The student shall report to the Director of Graduate Studies in Economics the intention to take a qualifying examination at least four weeks before the examination is to be given. The administrative assistant in Economics will maintain a file of past examination questions; these examination questions shall be made available to students on request.

The qualifying exam is given twice a year, at the beginning of Fall and Spring Semester (usually January and August). Students must take the micro qualifying exam in the first offering available after the student has completed ECON 940 and ECON 945. If the micro qualifying exam is not taken at the first opportunity, a failure will be recorded. If a student fails the micro qualifying exam, then the student must retake the exam at the next available opportunity.

For each micro qualifying examination, the Director of Graduate Studies in Economics will appoint two of the examiners and designate a committee member as chairperson for each of the examining committees. The Director of Graduate Studies in Agricultural Economics will appoint one member to the microeconomic theory examining committee. Each committee shall be responsible for preparing, administering, and grading the examination. The grade determined by majority vote shall be either doctoral pass, master's pass, or fail. The Director of Graduate Studies in Economics

will handle the administration of the qualifying exam including communicating with graduate students, scheduling the exams in accordance with Graduate Committee guidelines, and assuring the communication of the result to the students and Director of Graduate Studies in Agricultural Economics.

Failure to pass the qualifying examination in the second attempt shall result in dismissal from the Ph.D. program, unless the student successfully appeals to the joint graduate committee for a third and final attempt. A student may petition for a third attempt on one, but not both qualifying examinations. In other words, a student is limited to a total of five attempts to pass the micro and ag econ qualifying examinations and may not attempt any one qualifying examination more than three times. Such a petition will be considered only if the student has received a Master's Pass on at least one of the two previous attempts on that examination. Student appeals must include a petition letter from the student, a supporting letter from the student's major professor, and a written plan from the student describing steps for improving future exam performance. A plan should include at least one of the following: (i) sitting in on one or more of the relevant courses covering the exam material, or (ii) submission of a satisfactory set of solutions to the most recent qualifying exam.

E2. Qualifying Exam in Agricultural Economics

Students must also successfully pass the agricultural economics qualifying exam. To be eligible to take the qualifying exam in Agricultural Economics, the student must have:

1. taken ECON 940 and ECON 945 and
2. taken AGEK 905 or AGEK 923.

The student shall report to the Director of Graduate Studies in Agricultural Economics the intention to take the ag econ qualifying examination at least four weeks before the examination is to be given. Copies of previous examination questions are on file in the department and will be made available to students taking the exam.

This exam will normally be offered in January (typically prior to the start of the Spring Semester) and early June (after the end of the Spring Semester). Students may not wait longer than the second offering after they become eligible to take the exam. If the ag econ qualifying exam is not taken by the second opportunity, then a failure will be recorded.

The purpose of the qualifying exam in Agricultural Economics is to test and assess the student's ability to demonstrate logical, relevant, and appropriate economic analyses of the broad spectrum of agricultural economics issues facing professional agricultural economists. The exam tests the student's logic, critical thinking skills, and ability to formulate conceptually sound, rigorous, and in-depth discussion, analysis, and/or critique of the economics of a variety of issues. The exam tests the student's ability to construct solutions and demonstrate reason expected of a professional agricultural economist. As such, testing of concepts from any of the student's required coursework

and related scholarly writings (e.g., journal articles) is appropriate. If outside reading is assigned, examinees must be provided the complete texts no less than four weeks prior to the examination date. In such a case, no more than one-third nor less than one-sixth of the written examination may reflect the assigned reading. Unmarked copies of the outside readings will be included in the examination room on the day of the examination.

The exam shall be a five-hour exam. All Ph.D. students in Agricultural Economics being examined in a given examination period shall take a common exam. The Director of Graduate Studies appoints an examination committee to prepare, administer, and grade the qualifying exam in Agricultural Economics. The examination committee consists of three members; one new member appointed each time an exam is given. Each member serves three exams, with the most senior member being the chairperson of the committee. The Director of Graduate Studies and all members of the examination committee will critically review the exam questions for content and clarity. A proctor will be in the room at all times during the examination. All members of the examination committee assess student performance on all questions answered. The examination committee determines a grade of pass or fail by majority vote and informs the Graduate Director of the results. The Graduate Director then provides this information to the students.

The examination committee may see the need to visit in an oral discussion with a student regarding his or her examination answers before rendering a pass or fail decision.

Each student taking the exam will remain anonymous to the examination committee through the grading of the exam. Each student will be assigned a number by the Graduate Director to identify that student's answers. Names of students associated with these numbers will only be made available to the examination committee prior to making a pass/fail decision for any student with whom the examination committee feels the need to have an oral discussion before making a grading decision. Once results of the exam have been communicated to the Graduate Director, student names and associated numbers will be reported to the examination committee chair so any necessary follow-up discussion with students can be conducted. Each student completing the exam may request a copy of the exam questions as well as a copy of the written answers provided by that student.

Any student who wishes to meet with either the examination committee chair alone, or the examination committee as a group, to discuss examination results has that opportunity and should make his or her request to the examination committee chair. Students are expected to communicate with the chair of the committee their preferences for a meeting within two weeks of the results announcement.

Students are not to meet or discuss exam issues with individual committee members other than the examination committee chair or the examination committee as a group. If a student wishes to appeal an examination result, the procedure to follow is the same as for any grievance a student may have at the university as described in the Graduate Handbook. This includes first appealing to the chair of the examination committee (who may engage the remaining committee members in the issue). If

this does not resolve the grievance, the student may take the issue to the Agricultural Economics Department Head. If the grievance remains unresolved, the student can take the issue to the Dean of the Graduate School.

Failure to pass the qualifying examination in the second attempt shall result in dismissal from the Ph.D. program, unless the student successfully appeals to the graduate committee for a third and final attempt. A student may petition for a third attempt on one, but not both qualifying examinations. In other words, a student is limited to a total of five attempts to pass the micro and ag econ qualifying examinations and may not attempt any one qualifying examination more than three times. Student appeals must include a petition letter from the student, a supporting letter from the student's major professor, and a written plan from the student describing steps for improving future exam performance. A plan should include at least one of the following: (i) sitting in on one or more of the relevant courses covering the exam material, or (ii) submission of a satisfactory set of solutions to the most recent qualifying exam.

E3. Preliminary Exam in Agricultural Economics

The preliminary exam has two components: a written dissertation proposal and an oral proposal defense.

Written Dissertation Proposal

The dissertation proposal must be comprised of the following:

- motivation of the research topic(s),
- clear statement of the research objectives,
- discussion of relevant previous literature and how the proposed research could potentially contribute to this literature,
- and a description of the proposed methodology and data sources.

It is expected that some portions of the proposed research are likely to be more developed than other portions. Students are encouraged to share preliminary findings on more well-developed portions of the research, but the proposal should occur early enough in the program that students would not have preliminary findings for all of the proposed research.

There are no mandated page limits for the proposal. However, a recommendation is that the proposal should generally contain 15-30 pages of double-spaced text.

Oral Proposal Defense

The student is expected to give a 30 to 40-minute presentation of the proposed dissertation research and address questions from the general audience. Typically, but not always, non-committee members shall be the first to question the candidate after the presentation. When non-

committee members have finished their questioning, they are then excused, and the supervisory committee asks additional questions of the student.

Grading of the Preliminary Exam

To pass the preliminary exam, a student must demonstrate in the written proposal document and the oral exam the following:

- i. an ability to formulate well-posed economic research questions,
- ii. an understanding of relevant academic literature, and
- iii. an ability to develop a research method to address the questions.

The written proposal will receive a single blind review from a graduate faculty member in the department who has doctoral certification and is not serving on the student's supervisory committee. The blind review should provide feedback on the three criteria listed above for the proposal and a nonbinding recommendation on pass or fail. The review may also provide comments on the direction of the proposed research, though this is not necessary. The committee will receive a copy of the blind review and recommendation before the oral exam. The committee is under no obligation to follow the recommendation of the blind review. The student will receive a copy of the blind review after completion of the oral exam.

Passing the preliminary exam indicates that the student is prepared to conduct dissertation-quality research. Students may change a research topic in their dissertation after their preliminary exam. Indeed, one of the outcomes of the preliminary exam may be a recognition of significant revisions to the proposed research. However, any significant changes to the proposed research should be communicated with the supervisory committee.

Timing of the Preliminary Exam

A student must have passed all qualifying exams before completing the preliminary exam. Generally, students should aim to complete the preliminary exam during the first semester of their 3rd year in the program. Failure to complete the preliminary exam before the start of the 4th year in the program is considered unsatisfactory progress.

The preliminary exam must be passed at least 7 months prior to the date of the final Ph.D. Dissertation oral examination.

Procedures for the Preliminary Exam

A student must have a program of study, including a supervisory committee, approved by the Graduate School before scheduling the preliminary exam. The student should work with the supervisory committee to schedule a date for the oral exam and send the proposal document to the committee no less than 10 business days before the oral exam. The student should also notify the graduate coordinator who will make a public announcement for the oral proposal exam.

The student must submit a “Request for Preliminary Examination Ballot” to the Graduate School at least one month prior to the date of the examination. The ballot is sent to the major professor by the Graduate School.

The student must submit a copy of the written proposal document to the Graduate Director at least 10 business days prior to the oral exam. The Graduate Director recruits a reviewer and shares the proposal with the reviewer. The student and the supervisory committee are not allowed to know who serves as the reviewer. The reviewer must return the review to the Graduate Director at least 1 day before the oral defense.

Within one week following the completion and determination of the results of the preliminary exam, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three-fourths of the supervisory committee voted to approve candidacy. The date of the oral exam shall be the date of “advancement to candidacy” on the ballot.

In case of failure of the first preliminary examination, the supervisory committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program. As with the first examination, the signed ballot must be returned to the Graduate School within one week of the determination of the results of the examination.

Failure to pass the preliminary examination by the second attempt shall result in dismissal from the Ph.D. program by the Graduate School. A dismissed student may petition the Dean of the Graduate School for reinstatement as discussed in Appendix C of the University's Graduate Handbook.

E4. Continuous Enrollment during Candidacy

A student working for a doctorate must be enrolled at KSU during the semester in which the preliminary examination is taken and in each subsequent semester (fall and spring) until the degree requirements are met and the dissertation is accepted by the Graduate School. Failure to enroll will result in loss of candidacy. See the section on Candidacy and the sub-section on “Continuous Enrollment” in chapter 3 of the University’s Graduate Handbook for up-to-date policies and procedures of the Graduate School.

F. Final Oral Examination and Final Copies of the Dissertation

F1. Scheduling

The candidate contacts the members of the supervisory 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 dissertation.

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 candidate must file with the Graduate School an “Approval to Schedule Final Examination: Doctoral” form signed by each member of the supervisory committee and the chairperson for the final examination. By signing the form, the faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation 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.

F2. Administration of the Examination

1. This examination will be administered by the candidate's supervisory committee. Three-fourths of the members of the examining committee must vote affirmatively for the candidate to pass the examination. With the permission of three-fourths of the supervisory committee, a failed examination may be retaken three months or more from the date of the failure.
2. Examinations will pertain primarily to the dissertation, but not be limited to the dissertation.
3. The oral presentation will be open to all faculty and graduate students. Guests may also be invited.
4. The candidate will normally review in 45 or 50 minutes the problem of his/her dissertation 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. 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 and the supervisory committee then ask additional questions of the candidate.

5. After questioning, the candidate is excused while the examining committee deliberates on whether the candidate passed or failed the examination.

F3. Final Copies of the Dissertation

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 three-fourths of the members of the supervisory committee, must sign the final ETDR before the ballot can be processed and the dissertation 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 dissertation abstract.

F4. Pre-Publication of Dissertation

If the student wishes to publish from the dissertation 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.

F5. Recognition of the Kansas Agricultural Experiment Station

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

F6. Presentation and Retrieval of Data

The Ph.D. dissertation should report, describe, and/or reference the process as undertaken to derive the results presented in the dissertation. The dissertation should include data documentation as well as model specification. The student shall provide the major professor with all computer programs written or developed.

F7. Enrollment in Final Term

All students are required to be enrolled in the term in which the degree is granted. The thesis/dissertation/report 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.

G. Earning Secondary Degrees and Graduate Certificates

G1. 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 International Student and Scholar Services 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.

G2. 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.

H. 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.

H1. 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.

H2. Funding Extension Requests

Students may submit to the Department Head a request to extend their assistantship beyond their initial appointment. Extension requests are conditional on the availability of funds. The following criteria are considered when evaluating an extension request for satisfactory performance: satisfactory GPA, passed all qualifiers, defended dissertation proposal within 2.5 years of entering the program, satisfactory annual reviews, and sufficient productivity. Examples of evidence of productivity include papers submitted to peer-reviewed journals, grant proposals submitted, courses taught, and extension outputs. Conference presentations are valuable, but by themselves are generally not sufficient. A recommendation from the major professor is also required.

H3. 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 or her research program.
2. Every effort should be made to find a dissertation topic so that his/her work and dissertation activity are complementary.
3. The student prepares an acceptable dissertation.
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.)

H4. 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.

I. Student Conduct and the Honor System

I1. 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).

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/>.

I2. 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>.

I3. 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.

I4. 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.

I5. 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.

J. Other Departmental Policies and Procedures

J1. 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.

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/>.

J2. Assignment of Workspace 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.

J3. 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.