POLICIES AND PROCEDURES

FOR THE

PH.D. DEGREE IN AGRICULTURAL ECONOMICS

August 2021

Table of Contents

Graduate School Web site 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 and a "Checklist For Doctoral Students" are available at http://www.k-state.edu/grad/academics/forms/index.html.

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.

I. COURSES

A. General Requirements

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

B. Course Levels and Programs

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.

C. 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.

D. Courses Applied Towards Two Degrees

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

E. 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.

II. GRADES

Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn.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

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

For all other information regarding grades, non-graded work, incompletes and re-takes in the doctoral program, please see the Graduate Handbook, chapter 3.

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

Students are afforded rights and have assumed responsibilities for adequately completing requirements under the policies of the university. For information regarding grades, non-graded work, incompletes and re-takes in the doctoral program, please see the Graduate Handbook, chapter 3 and Appendix A.

IV. Ph.D. DEGREE PROGRAM POLICIES AND PROCEDURES

A. Admission

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

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

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

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 faculty of the department or interdepartmental program 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.

The Ph.D. requires at least three years of full-time study beyond the bachelor's degree, equivalent to at least 90 semester hours, including a dissertation representing at least 30 hours of research credit.

B. The Major Professor

Efforts are made to match the specific professional interests of entering students to areas of specialization of faculty in the assignment of the initial advisor and in the selection of the major professor. After becoming familiar with the research areas of the faculty, the student should select a major professor. The major professor need not be the same person as the assigned temporary advisor. 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. <u>The major professor should be selected for all Ph.D. degree students before the second registration.</u>

C. Committee Members

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

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 even if the student does not have a minor field. 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. This member does not chair the final oral.

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. <u>Committee Changes</u>

   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.

D. Program of Study: Doctoral

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/or 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 must 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. The Director of Graduate Studies must then endorse the Program of Study and forward it to the Dean of the Graduate School.

E. Program of Study for Ph.D.

A Ph.D. program of study shall have at least 60 credit hours of course work; the credit received for writing an M.A. or M.S. thesis or report may be used to help meet the 60-credit hour requirement. No course may be listed in more than one branch or field. A minimum of 24 credit hours of course work on the program of study must be taken at KSU. Thirty hours of research credit are required for the Ph.D. dissertation.

The following courses, developed for the Masters of Agribusiness program, may not appear on the Ph.D. program of study: AGEC 700, AGEC 701, AGEC 713, AGEC 720, AGEC 730, AGEC 760, AGEC 761, and AGEC 770.

The program of study shall include course work in: economic theory, research methodology, agricultural economics, and a specialty area as summarized in the following table.

Ph.D. IN AGRICULTURAL ECONOMICS

Topic Area			Credit Hours
Economic Theory			**15**
ECON 735	Mathematical Economics *(F)*	3	
ECON 940	Advanced Microeconomic Theory I *(S)*	3	
ECON 945	Advanced Microeconomic Theory II *(F)*	3	
ECON 805	Macroeconomic Theory I *(S)*	3	
ECON 905	Macroeconomic Theory II *(F)*	3	
Quantitative Methods			**9**
ECON 830	Econometrics I *(F)*	3	
ECON 930	Econometrics II *(S)*	3	
AGEC 936	Quantitative Topics in Agricultural Economics *(S)*	3	
Agricultural Economics Core Courses			**9**
AGEC 901	Research Methods in Economics *(F)*	3	
AGEC 905	Agricultural Demand and Price Analysis *(S)*	3	
AGEC 923	Economics of Agricultural Production *(F)*	3	
Specialty Area			**6**
Dissertation Hours			**30**

*This 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 M.S. credits 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, AGEC 823, and STAT 706.

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

The Ph.D. degree mainly consists of courses offered in the economics department in the College of Arts and Sciences and agricultural economics offered in the College of Agriculture. The minimum requirements for the branches in economic theory and research methodology are uniform for general economics and for agricultural economics, but the requirements for the additional branches differ between general economics and agricultural economics. Those requirements unique to agricultural economics are listed above.

F. Requirements for the Specialty Branch in Agricultural Economics

Students in Agricultural Economics shall take the required economics and agricultural economics courses and a specialty branch. Each course in the student's specialty branch shall be completed with a "B" or better. Specialty areas offered in the Department of Agricultural Economics are:

Agribusiness, Community and Regional Economics, International Development/Trade/Policy, Natural Resources, Price Analysis/Marketing, and Production/Farm Management/Finance. The courses for the specialty branches are as follows:

Agribusiness (*two of the following with at least one from AGEC 880 or AGEC 890)*

AGEC 890	Advanced Food and Agribusiness Management
AGEC 880	Agribusiness Industry Structures
FINAN 815	Corporate Finance
MANGT 820	Behavioral Management Theory
MKTG 810	Marketing Concepts and Research
ECON 947	Industrial Organization

Community and Regional Economics (*two of the following*)

ECON 832	Public Sector Analysis
ECON 925	Location of Economic Activities
ECON 955	Theory and Methods of Regional Economic Analysis
SOCIO 832	Sociology of Community
AGEC 955	Advanced Topics in Community and Regional Economics

International Development/Trade/Policy (*two of the following*)

AGEC 815	International Agricultural Development
AGEC 840	International Markets and Agricultural Trade
AGEC 810	Price, Income and Trade Policies for Agriculture
ECON 981	International Trade Theory and Policy

Natural Resources

AGEC 825	Natural Resource Policy
AGEC 925	Advanced Resource and Environmental Economics

Price Analysis/Marketing

AGEC 810	Price and Income Policies for Agriculture, **or**
AGEC 880	Agribusiness Industry Structures
and one of the following	
STAT 730	Multivariate Statistical Methods
STAT 880	Time Series Analysis
ECON 935	Time Series Econometrics
ECON 938	Microeconometrics

Production/Farm Management/Finance

AGEC 812	Advanced Farm Economics (may be replaced with FINAN 815)
and one of the following	
IMSE 982, IMSE 830, IMSE 991 or EECE 870	

Applied Econometrics *(two of the following)*

ECON 910	Topics in Macroeconometrics
ECON 935	Time Series Econometrics
ECON 938	Microeconometrics
AGEC 955	Advanced Topics in Applied Econometrics

A grade of “B” or better must be achieved in each course in the specialty option. Students are encouraged to consult with their advisor(s) about additional courses to enhance their training in a field. If the student in consultation with the major professor and the supervisory committee desires an alternative specialty area, the student may petition the graduate committee for approval of an additional specialty area. The student's petition should include a justification for an alternative area and a listing of the proposed courses to be taken. This petition should occur within the first year of a student's program.

G. Requirements for Minor Fields and/or Secondary Degrees and Certification

When a student has a minor field, the minor field must be taken in addition to the specialty branch. A minor area of study is not required, but supporting courses may be required by the supervisory committee. Examination in this minor field is discussed in section V.

A secondary graduate degree and/or certification in a graduate field outside of Agricultural Economics may also be sought. Like the minor field, such additional training is in addition to a specialty branch. More information about these opportunities is provided in section IX.

H. 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.

I. Changes in the Program of Study

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

J. Qualifying & Preliminary Examinations

See Section V. WRITTEN EXAMINATIONS FOR PH.D. IN AGRICULTURAL ECONOMICS, EXAMINATION IN A MINOR FIELD).

K. Dissertation Examining Committee and Outside Chairperson

See the section titled "Final Examination" in chapter 3 of the University Graduate Handbook for up-to-date information on dissertation examination guidelines. When the student is admitted to candidacy, the Dean of the Graduate School will appoint to the supervisory committee a member of the graduate faculty who will serve as chairperson for the final oral examination. The chairperson will preside at the final oral examination, conduct it in an orderly manner and evaluate it as a test of the candidate's ability. The chairperson has the right and responsibility to evaluate the candidate's performance and to cast a vote. In the Department of Agricultural Economics, the chairperson for the final oral is not involved in the Ph.D. preliminary examination.

L. 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 equivalents to ECON 720 (master's micro), STAT 706 (graduate statistics) or ECON 830 (econometrics I) should take these courses 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 905, 940 & 945 are taught. Students should always check with their major professors about any schedules. This is not a substitute for the Graduate Handbook. Read down each column in the next three tables depending on the semester (spring or fall) of entrance.

Year 1 (read down a column)	
If Student Entered in Spring Semester of Year 1	**If Student Entered in Fall Semester of Year 1**
1) **Spring**: ECON 805 and two other courses. Popular courses in this semester have been ECON 730, AGEC 805, and AGEC 840 or AGEC 880 if they have not been taken previously. *ECON 930 could be taken, if you have taken an equivalent course to ECON 830. ECON 940 could be taken, if you have taken an equivalent course to ECON 735.*	1) **Fall**: ECON 735, ECON 830, and AGEC 901. Popular courses in this semester have been AGEC 712, AGEC 810, AGEC 815, AGEC 823, and AGEC 825 if they have not been taken previously.

2) **Fall**: ECON 735, ECON 830, ECON 905 and AGEC 901. AGEC 712, AGEC 810, AGEC 815, AGEC 823, and AGEC 825 if they have not been taken previously. *ECON 945 should definitely be taken if a student has taken ECON 940.*	2) **Spring**: ECON 805, ECON 930, ECON 940 and one other course. Popular courses in this semester have been AGEC 805, AGEC 840 and AGEC 880 if they have not been taken previously.
Choose major professor and committee and file the program of study before the end of the second semester.	

Year 2 (read down a column)	
If Student Entered in Spring Semester of Year 1	**If Student Entered in Fall Semester of Year 1**
Take Macroeconomics qualifying examination in January if completed ECON 805 and 905. (Qualifying exams are also given in August.) ***If you have completed the ECON940/945 sequence, then you should take the Microeconomics qualifying exam, as well.***	
3) **Spring**: ECON 940 and ECON 930 (if not taken), and 1-2 other courses. Popular courses in this semester have been AGEC 905 and AGEC 936.	3) **Fall**: ECON 905, ECON 945, and AGEC 923.
	Take Macroeconomics and Microeconomics qualifying examinations in January. (Qualifying exams are also given in August.)
4) **Fall**: ECON 945, AGEC 923 and one other course. Popular courses in this semester have been ECON 935 or ECON 938.	4) **Spring**: AGEC 905, AGEC 936 and one other course.
Take Ag Econ Preliminary Examination in June if qualifiers have been taken and passed and if AGEC 905 or AGEC 923 are completed, otherwise take the exam the following January. Upon successful completion of prelim, student is "Advanced to Candidacy." Chair of Prelim Examination Committee signs "Preliminary Examination Ballot" and major professor and committee also sign the ballot and mark the date of passage as the date for advancement to candidacy.	

Year 3 (read down a column)	
If Student Entered in Spring Semester of Year 1	**If Student Entered in Fall Semester of Year 1**
Take Microeconomics qualifying examination in January ***if not already taken*****. (Exams are also given in August.)**	
5) **Spring**: Other courses as needed.	5) **Fall**: Other courses as needed.
Take Agricultural Economics Preliminary Examination in June ***if not already taken*****. (Exams are also given in January.)**	

6) **Fall**: Other courses as needed.	
End of Year 3/Beginning of Year 4. Oral defense of dissertation proposal may be scheduled at any time, but is typically done after advancement to candidacy. There is no ballot and no notice of the proposal defense is needed for the Graduate School. The proposal defense is typically completed at least 6 months prior to the date of the final Ph.D. Oral Examination. Submit the form "Approval to Schedule Final Examination: Doctoral Form" to the Graduate School. A ballot will be sent to the major professor. Committee will examine student after oral presentation of dissertation research and the ballot will be returned to the Graduate School. Final stage in earning the Ph.D. is submission of dissertation to the Graduate School.	

V. WRITTEN EXAMINATIONS FOR PH.D. IN AGRICULTURAL ECONOMICS, EXAMINATION IN A MINOR FIELD AND ENROLLMENT DURING CANDIDACY

There are three required written examinations for the Ph.D. degree. The student shall be given written qualifying and preliminary examinations, which may be supplemented by oral examinations as prescribed by the examining committees and which are designed to test the breadth and depth of knowledge in prescribed areas of study, and to test his or her ability to explore problems on the boundaries of knowledge in the proposed fields of specialization.

A. Requirements

A student shall write examinations in at least three areas. The student may choose additional branches or outside fields or both, subject to supervisory committee approval, and write an examination in each of them. The required examinations are:

1. written qualifying examination in microeconomic theory,
2. written qualifying examination in macroeconomic theory, and
3. written preliminary examination in general agricultural economics.

In addition, the student must complete ECON 830 and ECON 930 with a grade of "B" or better in each course. Upon passing all parts of the qualifying and preliminary examinations, the student is admitted to candidacy for the Ph.D. <u>The student must be admitted to candidacy at least seven months before the final oral examination may be given</u>.

B. Qualifying Examinations in Economic Theory

The student records administrative assistant in Economics will maintain a file of past examination questions;

these examination questions shall be made available to students on request.

1. Economic Theory

   The purpose of the qualifying examination in economic 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.

   a. Macroeconomics:

      When the student has completed ECON 805 and ECON 905, the student should be prepared to write the macroeconomic theory qualifying examination.

   b. Microeconomics:

      When the student has completed ECON 940 and ECON 945, the student should be prepared to write the microeconomic theory qualifying exam.

2. Procedures for Economic Theory

   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 qualifying examinations shall be given twice a year, at the beginning of Fall and Spring Semester (usually January and August). The exams will normally be given in the same week. Qualifying examinations must be taken by at least the second offering following completion of the course work in the core area. If the core exam is not taken by the second opportunity, a failure will be recorded. If a student fails a core exam, he or she must take the exam by at least the second opportunity. For example, students entering the Ph.D. program in the fall semester on a regular admission basis would take the qualifying examinations in January of the second year, i.e., after three semesters of course work.

   For each qualifying examination, the Director of Graduate Studies-Economics will appoint two of the examiners for the microeconomic, and three examiners for the macroeconomics examination and designate a committee member as chairperson for each of the examining committees. The Director of Graduate Studies-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-Economics will handle the administration of the qualifying examinations including communicating with graduate students, scheduling the exams in accordance with Graduate Committee guidelines, and assuring the communications of the result to the students, Director of Graduate Studies-Agricultural Economics and the Graduate School.

In the event the student fails one or more of the qualifying examinations, the student may retake the failed examination(s) at the next examining period. The student is required to retake the exam by at least the second opportunity or another failure is recorded. 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, of the microeconomics or macroeconomics qualifying examinations. In other words, a student is limited to a total of five attempts to pass both qualifying examinations and may not attempt any one qualifying examination more than three times. Such a petition will be considered only if s/he has received a Masters 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.

C. Preliminary Examination in Agricultural Economics

Agricultural Economics Ph.D. students must successfully complete one written general agricultural economics preliminary examination. This exam will normally be offered in January (prior to the start of the Spring Semester) and June (after the end of the Spring Semester). To be eligible to write the preliminary examination in Agricultural Economics, the student must have:

1. passed the microeconomic and macroeconomic qualifying examinations,
2. taken AGEC 905 or AGEC 923, and
3. have an approved program of study.

Students may make written appeal to the Agricultural Economics Graduate Committee for authorization to take the preliminary examination earlier than after passing the qualifying examinations.

When the supervisory committee and the student decide that the preliminary examination should be taken, the student should notify the Graduate Director at least four weeks before the examination is to be given. The student must also 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. Copies of the examination questions shall be on file in the department and available to any graduate faculty member on request for a period of two years from date of examination.

Within one week following the completion and determination of the results of the preliminary examination, including those of any oral portion, 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 examination 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.

D. Purpose of Preliminary Exam in Agricultural Economics

The purpose of the preliminary 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 is testing 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 is testing 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 article(s)) 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. Copies of old exams are available from the Graduate Coordinator in Agricultural Economics.

E. Procedures for Agricultural Economics Preliminary Examination

The preliminary exam in Agricultural Economics shall be available twice a year, normally in January (prior to the start of the Spring Semester) and June (after the end of the Spring Semester). 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, proctor, and grade the preliminary exam in Agricultural Economics. A proctor from the examining committee will be in the room at all times during the examination. 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. All members of the examination committee will critically review the exam questions and assess student performance on all questions answered. The graduate director will also review the questions for content and clarity. The examination committee evaluates the results of the exam, 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 that have been made available to the student by the Graduate Director, has that opportunity and should make his/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.

F. Examination in Minor Field

The student's supervisory committee shall ask the department responsible for the minor field to examine the student on that field and report the results to the student's supervisory committee.

G. Continuous Enrollment and Leaves of Absence During Examination Periods

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.

VI. WRITTEN DISSERTATION PROPOSAL AND ORAL PROPOSAL DEFENSE

A candidate shall prepare a written dissertation proposal ("proposal") including identification of the problem, a review of literature relevant to that problem, and an outline of the research procedures to be used. The candidate shall defend that proposal at a seminar no less than two weeks after providing the written proposal to the student's supervisory committee. The major professor shall schedule the seminar through the departmental seminar committee. The presentation shall be open to faculty, graduate students and guests. Typically, but not always, non-committee members shall be 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.

The Graduate School does not need notification for the oral proposal defense and no examination ballot is used. The oral proposal is usually taken after advancement to candidacy, but a Ph.D. student may present the oral proposal at any time his or her committee feels s/he is ready to defend. <u>However, the oral defense of the dissertation proposal must be completed at least six months prior to the date of the final Ph.D. Dissertation oral examination, though the Graduate School may grant exceptions to this rule</u>. If the candidate's supervisory committee decides that the proposal or the presentation is unsatisfactory, the committee shall schedule another oral defense of the dissertation proposal after the candidate has submitted a satisfactory rewritten proposal to the committee.

VII. TENTATIVE APPROVAL OF THE DISSERTATION

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. The additional member serves as chairperson for the final oral examination.

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 chairperson for the final oral also should be given an opportunity to review the tentative copy of the dissertation no less than two weeks before the scheduled date for the final oral examination.

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. When signatures of the committee are obtained, the approval form is returned to the Graduate School along with the abstract and abstract title page. Additional graduation information forms should be turned in at this time.

VIII. FINAL ORAL EXAMINATION & FINAL COPIES OF THE DISSERTATION

A. Scheduling

The candidate contacts the members of the supervisory committee and the chairperson of the final oral examination 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.

When the examination has been scheduled, the Graduate School will send a final examination ballot and an ETDR (Electronic thesis, dissertation, or report) ballot to the major professor and notify in writing all members of the committee regarding the time and place of the examination.

B. Administration of the Examination

1. This examination will be administered by a committee consisting of the candidate's supervisory committee and a chairperson representing the Graduate School. 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 members of the faculties and graduate students in

both the departments of Agricultural Economics and Economics. Guests may also be invited.

4. Regarding use of visual aids in presentation of the dissertation, the Graduate Council has said, "The use of such materials, if admitted by the Chairperson of the oral examination, should be for the benefit of the committee and not the candidate."

5. The candidate will normally review in 35 or 40 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 in the major and minor fields. Non-committee audience members shall be first to question the candidate after the presentation though committee members may also ask questions at this time. When non-committee members have finished their questioning, they are then excused by the chairperson and the chairperson and supervisory committee then ask additional questions of the candidate.

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

C. Final Copies of the Dissertation

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

At least three-fourths of the members of the supervisory committee, which does not include the outside chairperson, must sign the final ETDR before the ballot can be processed and the dissertation submitted to K-REX. The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission. Graduating students are asked to provide the Graduate Coordinator with an electronic version of the dissertation abstract for placement on the department web site.

D. Pre-Publication of Dissertation

Ordinarily a dissertation or parts of it are not published prior to awarding of the degree. If, however, 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.

E. 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.

F. 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.

G. 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.

IX. EARNING SECONDARY DEGREES & GRADUATE CERTIFICATES

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

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

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

1. Meet with the graduate director of the department offering the secondary degree (e.g. the graduate director in Economics if an M.A. in economics is being sought) to determine what courses or other requirements must be met to obtain the secondary degree. This graduate director will need to admit the student to the secondary program, but that admittance is conditional on points 5 and 6 below.
2. International students must meet with the International Student Center to discuss any visa issues the secondary degree may create.
3. Discuss with your major professor in Agricultural Economics your plan and what additional courses you will be taking. Students on departmental funding must demonstrate to the major professor that the secondary degree will not hamper the student's responsibilities in fulfilling the primary degree in the Department of Agricultural Economics.
4. For students on departmental assistantships, the major professor must notify the Graduate Director in Agricultural Economics of his or her support.
5. If the Graduate Director of Agricultural Economics agrees to allow a student to earn the secondary degree, the Director writes a letter to the Dean of the Graduate School indicating that the Department of Agricultural Economics is amenable to a CONCURRENT course of study to obtain the primary and secondary degrees (see note below).
6. The Graduate School makes all decisions regarding approval of a secondary degree.

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

B. Earning a Graduate Certificate from Another Department.

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

X. ASSISTANTSHIP POLICIES AND PROCEDURES

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

1. Departmental assistantships are assigned by the Department Head of Agricultural Economics. Information on applying for graduate assistantships may be obtained from the Department of Agricultural Economics.
2. Leave should be discussed with the major project advisor and the advisor's approval is required before taking leave. For extended leave (longer than one week), for student's on departmental assistantship, the Department Head must also approve the leave. ***Leave slips, available in the main office, should be filled out and signed.***
3. **GRA and GTA appointments are not provided to students on academic probation**. During these times concentration on class work is essential.
4. New students on GRA and GTA appointments will be assigned a temporary major

professor to supervise assistantship duties. After a more permanent major advisor is selected, assistantship supervision will move to the new major advisor at a time convenient to both professors.

5. GRAs and GTAs are to report on their activities related to class work and assistantship activities for the previous term in May. These forms should be submitted to their Major Professor/Supervisor and Director of Graduate Studies. Graduate Assistant Report forms are available from the Graduate Coordinator or on the Department website.
6. Maximum and Minimum Credit Hours per Semester.
   a) The maximum number of credit hours in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring terms and 9 hours during the summer. Students desiring to enroll in credit hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and forward the permission to the Graduate School for final approval.

   b) The policy of the Department of Agricultural Economics is that on-campus students using faculty and physical resources should enroll for credit hours commensurate with the use of each type of resource. For the fall and spring semester, students should enroll in a minimum 6 semester credit hours including research credit hours. Students on grants/fellowships should be aware that some assistantships require summer enrollment.

A. Maximum Duration of Financial Assistance

The maximum duration for a departmental assistantship is 3 years (36 months). It is the responsibility of the student to petition the Department Head for extensions under extenuating circumstances. Included in the petition would be the time requested for extension, justification for extension, and a letter of support from the major professor.

B. Assistantship Obligations

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

1. The student will be given the opportunity to assist the supervisor in his research program. Every effort should be made to find a dissertation topic so that his/her work and dissertation

activity are complementary.

2. The student prepares an acceptable dissertation.
3. If the student has a graduate teaching assistant appointment, he/she will assist the supervisory faculty member with the instruction of classes.
4. If the student has a joint graduate research assistant/graduate teaching assistant appointment, he/she will also assist the major professor with the instruction of classes--i.e., grading papers, preparing class materials, substituting in the classroom, and tutoring students.
5. From time to time the graduate teaching and research assistants will assist with operational tasks in the department.
6. At the end of each academic year that a student is on funding, both the student and the student's supervisor will prepare a summary of work performed over the course of the year. That summary is reviewed by the Graduate Committee and the Graduate Director. The Graduate Director is responsible for providing feedback from these evaluations to the student, the student's supervisor(s), the student's major professor and the Department Head. 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.)

C. Agricultural Experiment Station Graduate Research Assistantships

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

D. Resident Tuition Benefits

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

XI. STUDENT CONDUCT AND THE HONOR SYSTEM

A. 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 outlined in the SGA Judicial Code, included in the by-laws to the SGA Constitution.

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

B. Prohibited Conduct

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

1. Acts of dishonesty, including but not limited to the following:

a. Furnishing false information to any university official, faculty/staff member, or office.

b. Forgery, alteration, or misuse of any university document, record, or instrument of identification.

2. Violation of university policies, rules, or regulations.

3. Violation of federal, state, or local law.

C. Honor System

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

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

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

D. Honor Council

The honor system trusts students to perform their academic work honestly and with integrity. The honor system is based on trust and administered jointly by students and faculty members of the Honor Council. Having students equally share in the process increases the visibility of Honor Council procedures and promotes a community of trust.

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

E. Reporting Academic Dishonesty

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

F. Additional Information

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

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

G. Co-Authorship Responsibility

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

XII. OTHER DEPARTMENTAL POLICIES AND PROCEDURES

A. Resources

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

- Photocopying – Photocopiers are located in WA 314, 304, and 331. All graduate students are assigned a personal access code. This code can be used for personal copying, including any copies related to course work. Students will be assessed a per-copy charge for these copies on a monthly basis. Students needing to make copies to fulfill their research responsibilities should contact their advisor for a research code. This research code should not be used for course-related copying.

Theses or dissertation final copies should be made on the personal access code or off-site.

- Mail – It is a violation of state law to use the mail service or departmental envelopes for personal business. Any surveys requiring mailings and/or return mailings to the department must be approved by the department head.
- Computers – Some computers may be available for graduate student use in WA 400. These computers are to be used for professional use only. Please do not install software or store files on the hard drives of lab computers. This includes translation programs, long distance telephone programs, and music downloading software. Report any malfunctioning computers to computer services personnel in WA 327E. The undergraduate computer lab located on the third floor is reserved for use by undergraduate students. Graduate students are encouraged to purchase a personal computer for their own use. All graduate student offices are networked. See the computer services personnel in WA 327E for network card specifications and assistance in connecting your personal computer to the network.
- Travel – The department encourages professional development of its graduate students through participation at professional meetings. Budget permitting, students presenting a paper at a professional meeting are provided a travel stipend which is determined by the department head. Students should seek external funding to assist in their travel expenses from sources such as the AAEA Foundation, KSU Graduate Student Association, etc. Students traveling to meetings must complete a travel request form and obtain approval from the department head prior to traveling. Travel request forms may be obtained from Mary Winnie in WA 314. Airline tickets cannot be purchased prior to obtaining travel approval, and flights must be booked through Mary Winnie. If they are not, their cost cannot be reimbursed. Travel reimbursement requires original receipts for motel, registration, ground transportation, and airline tickets.

B. Assignment of 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.

C. Future Contact

We would like to keep an accurate database of where graduates go upon receiving their degrees. Once you have secured employment please send your position title, job description, company information and any other information you feel pertinent to the Graduate 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.

APPENDIX. AGRICULTURAL ECONOMICS AND ECONOMICS DEPARTMENTS' JOINT OPERATING PROCEDURES FOR PH.D. PROGRAM

The following statement was adopted by the Department Graduate Committee to be the official policy for the Department. (October 2, 1987)

1. The Ph.D. program will continue to function approximately as outlined in "Guidelines for Graduate Study in Economics--Revised, August, 1984." Exceptions are noted below.

2. The Ph.D. program in Economics will have two administrators: a Director of Graduate Studies (Economics) and a Director of Graduate Studies (Agricultural Economics). Student recruitment and student records are the responsibilities of the respective departments.

3. Each department will have its own graduate faculty which will be responsible for its graduate faculty nominations and program requirements (other than in economic theory and research methods). Programmatic changes involving qualifying exams or economic theory and research methods requirements must be approved by a favorable majority vote of both graduate faculties voting separately before the change is effective.

4. A Graduate Committee will have the responsibility for generating program policy recommendations, monitoring the functioning of the program, and reviewing and recommending admissions and programs of study. The committee will have four members two of whom will be appointed by the Head of the Department of Economics and two of whom will be appointed by the Head of the Department of Agricultural Economics. The Committee chairperson will serve for a 12-month term beginning July 1. In years ending with an odd digit the Head of the Economics Department will select the chairperson. In years ending with an even digit the Head of the Agricultural Economics Department will select the chairperson. The Directors of Graduate Studies will serve on the Graduate Committee as non-voting members.