

**DEPARTMENT OF  
AGRICULTURAL ECONOMICS**

**PURDUE UNIVERSITY**

**POLICY AND PROCEDURES MANUAL  
FOR GRADUATE STUDY**

Graduate Chair  
Department of Agricultural Economics  
Purdue University  
656 Krannert Building  
403 West State Street  
West Lafayette, IN 47907-2056  
(765) 494-2567

Last updated: August 17, 2020  
supersedes version dated August 2019

**GRADUATE PROGRAM CHECKLIST**

| <u>Requirement</u>   | <u>Date Completed</u> |
|--|-----------------------|
| Transcripts of previous degree (semester 1)  | _____                 |
| Excess undergraduate courses declared/certified (semester 1)   | _____                 |
| English Proficiency Requirement (semester 1)   | _____                 |
| Tentative Plan of Study (semester 1)   | _____                 |
| Major professor identified   | _____                 |
| MS students (semester 2)   |                       |
| PhD students (semester 3)  |                       |
| Official Plan of Study   | _____                 |
| MS students (semester 2)   |                       |
| PhD students (semester 3)  |                       |
| PhD Microeconomics Qualifying Examination<br>(after completing sequence of exams prescribed; immediately following semester 2) | _____                 |
| PhD Prospectus Seminar and Exam<br>(within 3 semesters of micro qualifying exam)   | _____                 |
| Thesis format approved   | _____                 |
| Thesis checked for originality using iThenticate   | _____                 |
| Electronic thesis deposit to the Graduate School   | _____                 |
| Hard Copy of Thesis delivered to Graduate Coordinator<br>(Agricultural Economics Department)                                   | _____                 |
| Finals taken/passed/filed in Grad School Office  | _____                 |

## Contents

|  |    |
|--|----|
| <b>INTRODUCTION</b> .....  | 5  |
| <b>The Graduate Committee</b> .....  | 5  |
| <b>CLASSIFICATION OF GRADUATE STUDENTS</b> .....   | 6  |
| Degree-Objective Students .....  | 6  |
| Straight-Through PhD Policy .....  | 6  |
| MS Continuing PhD at Purdue .....  | 6  |
| Completion of Prior Degree .....   | 6  |
| Non-Degree-Objective Students (Post-Baccalaureate) .....                                       | 7  |
| <b>ENGLISH PROFICIENCY REQUIREMENT AND OTHER PREREQUISITES</b> .....                           | 7  |
| <b>DEGREE PROGRAMS</b> .....   | 8  |
| MS and PhD Requirements .....  | 9  |
| MS Required Courses .....  | 10 |
| MS Agricultural Economics Electives .....  | 10 |
| PhD Required Courses .....   | 10 |
| PhD Suggested Electives .....  | 11 |
| Specialty Area .....   | 11 |
| PhD Specialty Areas (9 credit hours) .....   | 12 |
| Traveling Scholar Program .....  | 12 |
| Research in Absentia .....   | 13 |
| Master of Science: .....   | 13 |
| Doctor of Philosophy: .....  | 13 |
| <b>SELECTION OF MAJOR PROFESSOR AND ADVISORY COMMITTEE</b> .....                               | 13 |
| Plans of Study .....   | 14 |
| Selection of the Advisory Committee .....  | 14 |
| MS Advisory Committee .....  | 15 |
| PhD Advisory Committee .....   | 15 |
| <b>REGISTRATION POLICY AND PROCEDURES</b> .....  | 15 |
| <b>ACADEMIC STANDARDS AND PROGRESS</b> .....   | 16 |
| MS Students .....  | 16 |
| PhD Students .....   | 17 |
| <b>EXAMINATIONS</b> .....  | 18 |
| Preliminary Examinations for PhD Students .....  | 18 |
| Microeconomic Theory Qualifying Examination .....  | 19 |
| Agricultural Economics Preliminary and Prospectus Examination .....                            | 19 |
| Final Examination for PhD and MS Candidates .....  | 20 |
| <b>Department Policy regarding Written Qualifying and Preliminary Examinations</b> .....       | 20 |
| <b>THESIS PROCEDURES</b> .....   | 21 |
| <b>DEPARTMENTAL FACILITIES, SUPPLIES, AND SERVICES</b> .....                                   | 22 |
| <b>PROGRAM TERMINATION</b> .....   | 23 |
| <b>FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS</b> .....  | 24 |
| Procedures Regarding Graduate Assistant Employment/Assistantship Benefits .....                | 25 |
| Registration Policies for Graduate Assistants .....  | 27 |
| <b>MENTORING</b> .....   | 27 |
| <b>ACADEMIC INTEGRITY, RESPONSIBLE CONDUCT OF RESEARCH (RCR) AND ETHICAL BEHAVIOR</b><br>..... | 28 |

|   |    |
|---|----|
| HARASSMENT POLICY .....   | 29 |
| Appendix A .....  | 30 |
| APPEALS OF ACADEMIC MATTERS.....                                | 30 |
| Appendix B Faculty and Staff Major Area of Specialization ..... | 31 |
| Appendix C Learning Outcomes Assessment Rubrics .....           | 33 |
| Appendix D .....  | 39 |
| Work Loads of Students with Graduate Staff Appointments.....    | 39 |
| Appendix E .....  | 40 |
| Graduate School Guidelines/Administrative Procedures .....      | 40 |
| for Handling of Incidents Involving Harassment.....             | 40 |

## INTRODUCTION

This manual is a reference for graduate students in the Department of Agricultural Economics and their advisors. It provides information on degree requirements, regulations and departmental policies and practices applicable to graduate study in the Department of Agricultural Economics at Purdue University. The manual outlines the procedures necessary to meet degree objectives. Failure to comply with the procedures outlined in this manual is likely to delay or jeopardize a student's progress and cost the student and the University time and money.

A general set of requirements concerning admission, academic standards, residence requirements, language proficiency and other graduate school regulations apply to all graduate students at Purdue. These are listed in the [Policies and Procedures Manual for Administering Graduate Student Programs](http://catalog.purdue.edu/content.php?catoid=8&navoid=8285), which is available at <http://catalog.purdue.edu/content.php?catoid=8&navoid=8285>. This departmental manual repeats some of the general Graduate School regulations, but also adds policies and procedures that are specific to graduate programs administered through the Department of Agricultural Economics.

The graduate programs in Agricultural Economics are designed to prepare students for lifelong careers of professional excellence. Students who meet appropriate standards are granted degrees. Members of the faculty view graduate study as much more than an extension of the undergraduate program and much more than the completion of courses. Students are expected to demonstrate a high level of professional growth, maturity and to conduct themselves in an ethical manner at all times. Achieving degree objectives requires the ability to integrate knowledge from formal courses, research papers and other experiences. The faculty is devoted to helping students achieve their academic, intellectual, personal and career goals.

The Agricultural Economics curriculum follows the tradition of the Land-Grant College philosophy: knowledge for the improvement of the human condition. Sound judgment, rigorous analysis and ability to define and solve problems are the goals of the professional agricultural economist. Students are expected to develop and demonstrate these skills and abilities in examinations, courses, research papers, theses and in dialogues with the faculty and other students. Ultimately, student progress and achievement is evaluated on the basis of performance, not effort. Faculty members endeavor to create a challenging environment of scholarship, creativity and freedom of intellectual inquiry. Students are encouraged to work closely with the faculty and to participate in academic activities, such as seminars, in a spirit of apprenticeship and as colleagues of the faculty.

The faculty expect graduate students to take an active part in student and departmental affairs. The department welcomes student contributions to departmental policy and course and curriculum improvement. Graduate student representatives participate in many departmental working and standing committees.

### **The Graduate Committee**

Graduate program policy in Agricultural Economics is implemented by the departmental Graduate Committee, under the leadership of the Graduate Chair. This committee is appointed by the Department Head, and regular members normally serve three-year appointments. The Graduate Committee reviews applications and makes admission decisions, recommends appropriate policy changes to the faculty, and exercises judgement on student petitions and requests for exceptions to Department policy.

Students who have questions about the graduate program should consult with the Graduate Chair. Students should address petitions for programs deviating from normal procedures to the Graduate Chair, who will disseminate the petition to the Graduate Committee. Petitions to the Graduate Committee for required course replacement (core or specialty area) must be submitted by the fourth semester in residence, unless the request for replacement arises after that semester due to departmental or University changes that are explicitly outside the student's control. Lack of knowledge of the policies outlined in this manual (and/or department policies) or lack of planning on the part of the student will not be acceptable reasons for exceptions. Students always have the right to appeal a decision or ruling. Appendix A describes specific procedures for entering appeals.

## **CLASSIFICATION OF GRADUATE STUDENTS**

### **Degree-Objective Students**

A graduate student's admission to the Department's graduate program and to the Graduate School does not constitute admission to candidacy for an advanced degree. A Master's Degree Student becomes a Master's Degree Candidate only upon approval of the Plan of Study by the Advisory Committee, the Department Head and the Graduate School Dean. The student must be registered as a Master's Candidate during the semester in which the degree is awarded.

A student admitted to the Doctoral program becomes a Doctoral Student after demonstrating competence in English composition and securing approval of the Plan of Study. The student must be a Doctoral Student during the semester in which the qualifying exam and preliminary/prospectus exams are taken. The Doctoral Student becomes a Doctoral Candidate upon successful completion of the preliminary and prospectus exams. The student must be registered as a Doctoral Candidate during the semester in which the degree is awarded.

### **Straight-Through PhD Policy**

A student generally will have received an MS in Agricultural Economics or the equivalent before beginning his or her PhD program. However, in some cases, students with sufficient background and ability may be admitted to the PhD program directly without first obtaining the MS degree. Such students are expected to demonstrate superior ability in economic theory and quantitative methods as well as the ability to work independently on original research.

### **MS Continuing PhD at Purdue**

MS students in the Department of Agricultural Economics at Purdue are not automatically accepted into the PhD program. They must demonstrate superior performance in the MS program and be recommended for further study by the MS examining committee. As per Department and Graduate School rules, students in the Professional MS in International Agribusiness are not eligible to continue in the Department's PhD program.

All MS candidates who wish to continue for the PhD degree in the Department must complete the full/formal application for acceptance to the PhD degree program.

### **Completion of Prior Degree**

The faculty requires students to complete the prior degree (BS or MS) before beginning the MS or PhD degree program. New graduate students must provide proof of prior degree (final transcript or diploma) before registering for their first semester at Purdue. MS students will not be permitted to register before completing the BS degree requirements. Exceptions to this rule are made in the case of students enrolled in the Purdue University 3+2 BS/MS program.

Students admitted to the Doctoral program are not permitted to complete more than 6 hours of the PhD degree program until all requirements for the MS degree are completed. Assistantship stipends will be limited to the MS degree level until all requirements for the MS degree are met. Requests for exceptions may be granted by the Graduate Committee upon petition by the student. This petition must be made in advance of registration for the semester in question.

## **Non-Degree-Objective Students (Post-Baccalaureate)**

Non-degree graduate students are admitted to this classification on the basis of educational services which can be extended to them in order to meet individual educational needs. This classification is appropriate for students taking courses for self-improvement on a non-degree basis, for students sponsored by employers, or for those with specialized training objectives not necessarily consistent with degree objectives.

Admission in this category does not constitute or imply preliminary admission to a degree program. The Department makes no commitment to eventually accept a non-degree student into a degree program. However, some non-degree students are subsequently accepted into a degree program. If a post-baccalaureate registrant is accepted for a degree objective program, a maximum of 12 hours of work taken on a non-degree basis may be used in the degree program. Such use is subject to the approval of the student's advisory committee and the usual procedure for Plan of Study approval. Non-degree students will be advised by the Chairperson of the Graduate Committee or his/her designee.

## **ENGLISH PROFICIENCY REQUIREMENT AND OTHER PREREQUISITES**

### **English Proficiency Requirement**

An English Proficiency Requirement must be completed prior to enrollment or during the first semester.

Students whose first language is not English may meet the spoken English Proficiency Requirement in one of two ways:

1. Submit a IELPTS score of 6.5 or greater, with the following minimum section requirements: Reading 6.5, Listening 6.0, Speaking, 6.0, Writing 5.5; a PTE overall score of 58 or greater; or a TOEFL score of 80 or more, with minimum section scores as follow: Writing 18, Speaking 18, Listening 14, Reading 19;
2. Provide evidence of having received a baccalaureate, graduate or professional degree within the past 36 months at the time of recommendation for admission, from an accredited institution where English is the primary language of instruction in a country/location where English is the native language.

Applicants who are non-native speakers of English but have a permanent visa or US citizenship are not required to meet the English Proficiency Requirement.

### **Prerequisites**

Graduate students in Agricultural Economics come from a variety of backgrounds. It is not unusual for new graduate students to lack some of the foundation courses needed for effective performance in the graduate program. Consequently, all graduate students must demonstrate proficiency in three prerequisite areas:

1. Economic Principles (microeconomic and macroeconomic theory equivalent to ECON 251/252 at Purdue);
2. Mathematics for Economists (differential calculus and linear algebra equivalent to AGECE 516 at Purdue; PhD students also should have had multivariate and integral calculus.);
3. Statistics (equivalent to STAT 301/501/511 at Purdue).

Acceptable performance in these areas may be established in prior degree programs. Also, deficiencies may be remedied by taking courses early in the student's graduate program. The Graduate Committee Chair, in consultation with the Graduate Committee and course instructors will determine acceptability of courses to meet these prerequisites. In cases for which there is doubt concerning their acceptability, the Graduate Committee may require establishment of competency

by special examination. Students are expected to complete these prerequisites as early as possible in their program, but no later than the end of the second semester in residence. Exceptions must be approved by the Graduate Committee. A completed prerequisite checklist, signed by the major professor, must be submitted with the student's Plan of Study.

## DEGREE PROGRAMS

The Department of Agricultural Economics awards two advanced degrees, the Master of Science (MS) and the Doctor of Philosophy (PhD).<sup>1</sup> The MS thesis option program is research oriented and prepares students for careers in research or staff positions in business, government, or education. Students who plan to continue for the PhD degree are encouraged to select this option.

The Doctor of Philosophy degree is awarded to students achieving the highest level of scholastic attainment. The PhD graduate program is designed to train research scientists capable of independent study and research. It is appropriate for those desiring leadership positions in government or business or faculty positions in higher education.

The MS "non-thesis" or "professional" option, including the Professional MS in International Agribusiness (PMIA), allows students to substitute additional course credits and activities in lieu of a thesis. Students pursuing this option are required to acquire a research or professional "Capstone" experience by taking a special topics course of at least 3 credit hours under the supervision of a faculty member. The credits for the professional option MS degree are in the form of a special problem with a professional emphasis, which is developed in conjunction with the student's advisor. This is generally a directed study focusing on an issue of professional interest to the student. The end product is a written document that summarizes the results of the student's work. The instructor of record for the directed study has responsibility for evaluating the student's performance. Only a written document is required. No oral presentation or written examination is required.

Regardless of degree program, written documents, including prospectus documents, dissertations, theses, and Capstone Project papers, must be submitted to the advisor and/or advisory committee in time to allow two weeks for review prior to any scheduled presentation or official deadline. The paper must be approved prior to the deadline date for receipt of the Form 7: Report of Master's Examining Committee as set by the Graduate School (see Graduate School calendar).

---

<sup>1</sup>The Department also offers a distance learning MS/MBA in Food and Agribusiness, a 3+2 BS/MS, and a Professional Masters in International Agribusiness.

**MS and PhD Requirements**

|   | <u>Master of Science</u> |                     | <u>Doctor of Philosophy</u>                |
|---|--------------------------|---------------------|--|
|   | Thesis Option            | Professional Option |  |
| Minimum course credits (excluding pre-requisites) | 24                       | 33                  | 50<br>(includes acceptable MS Credits)     |
| AGEC 60200  | 3                        | 3                   | MS thesis                                  |
| Minimum Ag Economics Credits                      | -                        | -                   | 18<br>(excluding special problems courses) |
| Core Economic Theory Credits <sup>1</sup>         | 6                        | 6                   | 8  |
| Core Quantitative Credits <sup>2</sup>            | 6                        | 6                   | 10   |
| Other Core Required Credits <sup>3</sup>          | -                        | -                   | 3  |
| Minimum Specialty Credits                         | -                        | -                   | 9  |
| Minimum Credit at 500+ Level <sup>4</sup>         | 18                       | 30                  | 47   |
| Maximum Transfer Credits <sup>5</sup>             | 9                        | 9                   | No limit                                   |
| Minimum Research Credits <sup>6</sup>             | 12                       | 3                   | 24   |
| <b>Total Credits<sup>7</sup></b>                  | <b>36</b>                | <b>36</b>           | <b>90</b>                                  |

<sup>1</sup> MS - ECON 51100, ECON 51200;

PhD - ECON 60600, ECON 60700, ECON 60900, and ECON 61500

<sup>2</sup> MS – either STAT 51200 or AGECE 65000, plus AGECE 55200; For the Professional MS in International Agribusiness, AGECE 55200 and AGECE 65000 are required.

PhD - ECON 67000, AGECE 65100, AGECE 65200, AGECE 65400 (2)

<sup>3</sup> MS – the Professional MS in International Agribusiness has additional requirements, including AGECE 57100 (1 credit), AGECE 57200 (2 credits) AGECE 57300 (3 credits) and a Capstone Project. Check with the Graduate Coordinator for details.

PhD - AGECE 62500 (3) or ECON 60800 (2) by permission

<sup>4</sup> Use of course below the 500 level on a Plan of Study requires approval from the Graduate Committee. Written requests for approval should justify inclusion of these courses on a course by course basis. MGMT/OBHR course work must represent less than 50 percent of the credit hours on a Plan of Study.<sup>5</sup> Credit for acceptable courses taken at other universities may be transferred after one satisfactory semester in residence. Undergraduate transfer credits from another university must be declared in excess for the BS Degree, must be taken for graduate credit and must be equivalent to Purdue 500 or 600 level courses. Equivalency of transfer credits to Purdue credits is determined by the Graduate School. A maximum of twelve credits may be transferred if earned as excess undergraduate credit or in post-baccalaureate status at Purdue University.

<sup>6</sup> The research credits for the professional option MS degree are in the form of a special problem, the MS thesis and PhD dissertation research credits are not considered "courses".

<sup>7</sup> The Graduate School requires that all courses appearing on the Plan of Study be passed with a grade of C- or better.

Note: Pass-fail grades are acceptable only for prerequisites. Courses must be taken for a grade to be listed on the Plan of Study. Prerequisite courses and grades will appear on the student's official transcript.

**MS Required Courses<sup>2</sup>**

|   |   |
|---|---|
| Economic Theory<br>(6 credits minimum)          | ECON 51100 - Intermediate Economics I<br>ECON 51200 - Intermediate Economics II   |
| Quantitative Methods<br><br>(6 credits minimum) | STAT 51200 or AGECE 65000, plus AGECE 55200; For the Professional MS in International Agribusiness, AGECE 55200 and AGECE 65000 are required.<br><br>See a partial list under PhD electives below. (STAT 30100, STAT 50001 and STAT 51100 are prerequisites and may not be used to satisfy this requirement.) |
| Policy Analysis (3 credits)                     | AGECE 60200   |
| Professional MS in International Agribusiness   | AGECE 57100, AGECE 57200, AGECE 57300   |

**MS Agricultural Economics Electives**

|  | <u>Basic</u>                              | <u>Advanced<sup>3</sup></u>           |
|--|---|---------------------------------------|
| Agribusiness   | AGECE 53000<br>AGECE 52600<br>AGECE 53300 |                                       |
| Agricultural Finance<br>Agricultural and Food Policy | AGECE 52400<br>AGECE 53200<br>AGECE 64000 | AGECE 60000                           |
| Benefit-Cost Analysis                                | AGECE 60800                               |                                       |
| Econometrics   | AGECE 65000                               | AGECE 65100                           |
| Mathematical Programming                             | AGECE 55200                               | AGECE 65200                           |
| Marketing, Price Analysis                            | AGECE 50600                               | AGECE 60500, AGECE 62100, AGECE 62200 |
| Production Economics                                 | AGECE 61200                               | AGECE 61300, AGECE 61400, AGECE 60000 |
| Resource Economics                                   | AGECE 52500                               | AGECE 61600                           |
| Space, Health and Population                         | AGECE 63000                               | AGECE 63100, AGECE 63200, AGECE 63300 |
| Trade and Development                                | AGECE 64400                               | AGECE 64300                           |
| Welfare Economics                                    | AGECE 60400                               | AGECE 61700                           |

**PhD Required Courses**

|                                   |   |
|-----------------------------------|---|
| Economic Theory (8 credits)       | ECON 60600, ECON 60700, ECON 60900, and ECON 61500  |
| Quantitative Methods (10 credits) | AGECE 65100, AGECE 65200, ECON 67000 or equivalent<br>(STAT 51600 or STAT 51900), AGECE 65400 |
| Policy Analysis (3 credits)       | MS thesis   |
| Macroeconomics (2 or 3 credits)   | AGECE 62500 (3) or ECON 60800 (2)   |

<sup>2</sup> A student's advisory committee approves the Plan of Study. Determination of whether a particular course is appropriate for a Plan of Study rests with the student's major professor, the Graduate Program Chair and the Department Head. Additional special requirements may apply in the case of the Professional MS in International Agribusiness. Check with the Graduate Coordinator for details.

<sup>3</sup> Students should consult MyPurdue for prerequisites and consult with instructors before enrolling in advanced courses. The PhD electives listing contains other courses that may be taken with permission as electives by MS students.

## PhD Suggested Electives

### Economics:

|                  |                               |
|------------------|-------------------------------|
| ECON 60000       | Teaching Economics            |
| ECON 61000       | Game Theory                   |
| ECON 61100       | Macroeconomic Theory II       |
| ECON 61200       | Advanced Macroeconomics       |
| ECON 61400       | Economics of Information      |
| MGMT 61600-61900 | Seminars in Financial Markets |

### Quantitative Methods:

#### a) Statistics, Econometrics

|                  |   |
|------------------|---|
| STAT 51600       | Basic Probability and Applications              |
| STAT 51700       | Statistical Inference                           |
| STAT 51900       | Introduction to Probability                     |
| STAT 52200       | Sampling and Survey Techniques                  |
| STAT 52400       | Applied Multivariate Analysis                   |
| STAT 52800       | Introduction to Mathematical Statistics         |
| STAT 52900       | Applied Decision Theory and Bayesian Statistics |
| ECON 67100-67300 | Quantitative Economics II-IV                    |

#### b) Mathematical Programming

|            |  |
|------------|--|
| IE 53500   | Linear Programming                           |
| IE 53700   | Discrete Optimization Models and Algorithms  |
| IE 53800   | Nonlinear Optimization Algorithms and Models |
| IE 63300   | Dynamic Programming                          |
| MGMT 67600 | Management Science                           |
| MGMT 67900 | Nonmetric and Nonparametric Methods          |

#### c) Other

|            |  |
|------------|--|
| IE 53600   | Stochastic Models in Operations Research I |
| IE 58000   | Systems Simulation                         |
| AGEN 56500 | Agricultural Systems Engineering           |

## Specialty Area

PhD students must select one specialty area from the following list. Students have the option of declaring a second specialty area with the advice and consent of their committee.

Agribusiness Management and Marketing  
 International Trade and International Development  
 Applied Economics Quantitative Methods  
 Resources, Environment and Sustainable Production

The specialty area is intended to support the thesis research and represent a concentrated study. The specialty area requires nine semester hours of graduate courses related to the specialty area and is subject to the approval of the Graduate Committee. Faculty areas of specialty interest and expertise are listed in Appendix B.

An application with major professor approval describing the desired specialty area must be submitted to the Graduate Committee with the Plan of Study by the end of the student's third semester. A required course cannot be counted towards meeting minimum hour requirements in a specialty area.

## PhD Specialty Areas (9 credit hours )

### Agribusiness Management and Marketing (select 9 credits)

|             |  |
|-------------|--|
| AGEC 60000  | Agricultural Finance                         |
| AGEC 61300  | Introduction to Economics of Risk            |
| AGEC 62200  | Food System Organization & Policy            |
| AGEC 60500  | Agricultural Markets and Price Analysis      |
| AGEC 69000F | Applied Contract Theory and Mechanism Design |

### Applied Economics Quantitative Methods (select 9 credits)

|                  |   |
|------------------|---|
| AGEC 61900       | Applied Economics   |
| AGEC 605         | Agricultural Markets and Price Analysis                                   |
| AGEC 60400/60800 | Welfare Economics and Benefit Cost Analysis (or Replacement Course *TBD*) |
| AGEC 65500       | Time Series Analysis  |
| AGEC 69000       | Applied Nonparametric Econometrics  |

### International Trade and International Development (select 9 credits)

|                  |   |
|------------------|---|
| AGEC 61800       | Applied General Equilibrium Analysis                                      |
| AGEC 643         | Theory of Economic Development  |
| AGEC 60400/60800 | Welfare Economics and Benefit Cost Analysis (or Replacement Course *TBD*) |
| AGEC 61900       | Applied Economics   |
| AGEC 64400       | International Ag Trade  |

### Resources, Environment and Sustainable Production (select 9 credits)

|                  |   |
|------------------|---|
| AGEC 61900       | Applied Economics   |
| AGEC 60400/60800 | Welfare Economics and Benefit Cost Analysis (or Replacement Course *TBD*) |
| AGEC 61800       | Applied General Equilibrium Analysis                                      |
| AGEC 61300       | Introduction to Economics of Risk   |
| AGEC 528*        | Global Change and the Challenge of Sustainably Feeding a Growing Planet   |

\*See instructor for additional project requirements to use this course in PhD specialization

## Special Topics Courses

Advanced seminars are designed to explore the frontiers of knowledge in particular areas. They are scheduled periodically. A student may arrange for a special topic course with a faculty member. This procedure affords the student the opportunity to obtain specialized knowledge and skills in subjects that are not of interest to enough students to form a regular class. Special topic courses may be counted towards meeting minimum hour requirements in a specialty area. Students wishing to enroll in or foster a seminar or special topics course in a particular area should consult their advisor and the Graduate Program Chairperson.

Special topic courses are numbered AGEC 69100 or AGEC 69000. Approval of the supervising staff member must be secured prior to enrollment. The title, number of credits and supervisor's designator code must be indicated on the registration form. AGEC 69000 and AGEC 69100 will only be offered only as full semester courses.

## Traveling Scholar Program

PhD students are eligible to participate in the CIC Traveling Scholar Program. This enables the student to study at one of thirteen cooperating institutions in order to take advantage of special resources available on another campus. Further information is available at <http://www.cic.net/Home/Projects/SharedCourses/TScholar/Introduction.aspx>. Students should confer with the Graduate School regarding necessary procedures.

## Research in Absentia

PhD candidates who have completed course work, the micro examination and the thesis prospectus seminar and exam may conduct thesis research in absentia if they meet the following conditions:

(1) An agreed upon plan with the major professor that outlines a suitable problem and method of accomplishing the research is made, (2) time to conduct research and adequate facilities will be available for the student in absentia, and (3) permission is received from the Department Head and Graduate Dean. (Involves submitting request in quintuplet on form GR-79-9 at least one month prior to the session for which absentia registration is requested.) Candidates in absentia must complete their dissertation research prior to the end of the sixth semester after they pass their prospectus exam unless an extension is granted upon written petition to the Graduate Committee. Further details, including registration in absentia and registration in the semester of graduation, can be found in the Graduate School's Policies and Procedures Manual for Administering Graduate Student Programs.

Candidates who have a Purdue University appointment may not register for research in absentia. They may, however, be eligible to apply for change of duty station. Normally, such a request will not be approved until course work, preliminary examinations, and thesis prospectus seminar have been satisfactorily completed. See the Graduate School Policies and Procedures Manual for further information on change of duty station.

## Master of Science:

1. At least one-half of the total credits used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be granted. Course credits obtained via televised instruction from a campus shall be considered to have been obtained in residence on that campus.
2. At least 36 total credits are required for thesis-option (24 course credits/12 research credits) and 36 credits for the professional option.

## Doctor of Philosophy:

1. At least one-third of the total credits used to satisfy degree requirements must be earned (while registered for PhD study) in continuous residence on the Purdue campus where the degree is to be granted.
2. At least 90 total credits are required (minimum of 50 course credits).

## SELECTION OF MAJOR PROFESSOR AND ADVISORY COMMITTEE

Incoming students are assigned a temporary major professor prior to arrival. An essential responsibility of the graduate student is to select a permanent major professor. The selection of a major professor and the thesis research area normally go hand in hand. In most cases, the major professor serves as the student's academic advisor, mentor and thesis research supervisor. However, the major advisor is not always the same person who will supervise a research assistant's work assignment or serve as a mentor.

The Graduate Committee Chair or designated temporary counselor will serve as the student's advisor until a major professor is selected. Students with assistantships should discuss their temporary assignment with the Graduate Chair at the time of their first registration.

Graduate students are encouraged to personally visit with faculty members about their research interests. Graduate students should expect to receive communication from the Graduate Chair to invite contact with faculty actively seeking

graduate students to collaborate on research projects. The student is ultimately responsible for selecting a permanent major professor, although the Graduate Chair may be requested to facilitate a suitable match. Thesis-option MS students and all PhD students must include thesis topic information with their request which is submitted to the Graduate Chair. Departmental priorities, availability of funding, student interests and faculty preference are taken into account in approving major professor assignments.

MS students are encouraged to select a major professor by the end of their first semester in residence. They are required to choose a major professor no later than the end of their second semester in residence. PhD students are encouraged to make their selection by the end of their second semester in residence. They are required to choose a major professor, and submit the Plan of Study and the request for specialty area courses by the end of their third semester. Students should avoid unnecessary delays in choosing their major professor because the choice of research supervisor and project will often influence the final Plan of Study. For funding implications, see the section on Financial Assistance for Graduate Students.

Students with departmental graduate assistantships have special responsibilities in the selection of a thesis topic and major professor. It may be necessary in some cases to assign a student on a research assistantship to a funded project even though it is not the student's first choice for a thesis topic. This procedure is necessary to ensure financial support for the assistantship stipend and to ensure that the contractual obligations of the Department are met. Contracts, grants, and ARP-funded projects are a major source of this financing.

## **Plans of Study**

The Department requires new students to draft a tentative Plan of Study early in the first semester. The Graduate Chairperson, members of the Graduate Committee and other counselors assist the student in developing this tentative Plan of Study, which subsequently may be revised by the student and his/her advisory committee.

It is departmental policy that all graduate students prepare and file the formal Plan of Study as early as possible in their program. This is to the student's benefit, as it ensures thorough program planning and feasible scheduling of courses. Preparation of the PhD Plan of Study should include designation of courses for the proposed specialty areas. The Plan of Study is completed online through MyPurdue and serves to appoint the student's major professor and advisory committee. The Plan of Study must be approved by the student, the advisory committee, the Graduate Chair, and the Dean of the Graduate School. Note that the Graduate School requires that all courses appearing on the Plan of Study be passed with a grade of C- or better.

The Plan of Study may require revision as the program progresses. Requests for changes are made online at MyPurdue. The major professor is responsible for obtaining advisory committee approval of changes before they are made.

The Plan of Study contains required courses, elective courses, and transfer courses. Transfer credits can be used to satisfy degree requirements, within limitations. The faculty encourages each student to develop a unique Plan of Study to meet individual academic objectives and career goals. There is no standard Plan of Study that applies to all students in Agricultural Economics.

## **Selection of the Advisory Committee**

After selecting a major professor, the student and major professor select the other members of the advisory committee. Advisory committee members should bring independent thought and perspectives to their advisory committee roles. Advisors and students should work carefully to avoid financial or personal conflicts of interest when setting up committees. Where conflicts of interest exist, are perceived to exist, or arise in the course of research, the Graduate Chair will work with the student and the committee to find replacement committee members.

The major professor is the chair of the student's advisory committee. The advisory committee can contribute to the student's educational experience in several ways.

1. The committee reviews previous training, recommends courses (including prerequisite courses), and assists in formulating the student's Plan of Study. All committee members must approve the Plan of Study.
2. The committee confers with and advises the student regarding his or her rate of progress toward completion of degree requirements.
3. The committee advises the student in all phases of the thesis research, including subject competence, research design, procedures, analytical concepts and methods, thesis organization, and ethical conduct.
4. The committee advises the student during preparation of the prospectus document and on the appropriate time to take the prospectus and final exams. The advisory committee serves as the final examination committee for MS and PhD students, unless justification for a different examination committee has been presented to and approved by the Department Head.

### **MS Advisory Committee**

The advisory committee for the MS program consists of at least three members representing the student's primary and related areas of study. The members will usually be from the Department of Agricultural Economics but may be from other Departments depending on the student's research topic. Students in the Professional MS option require only one faculty advisor, although a larger committee is permitted by the graduate school.

### **PhD Advisory Committee**

Departmental policy requires that a PhD advisory committee consist of four members who represent the student's areas of study. Larger committees are allowable. One member on the Plan of Study must be from a Department other than Agricultural Economics.

Students in the last phases of their MS or PhD programs whose major professor will be absent from campus due to long-term assignments and/or sabbatical leave (longer than 3 months) are strongly encouraged to have a co-major professor assigned to their program. A co-major professor is usually an advisory committee member who will serve as a liaison during the original major professor's absence.

## **REGISTRATION POLICY AND PROCEDURES**

Students in residence are encouraged to pre-register before the end of each semester in order to avoid delayed registration. The University assesses penalties for late registration.

**Credit Loads:** Eighteen hours of course and/or research credit is the maximum registration allowed in the Graduate School. Students normally register for 12 course credits per fall/spring semester, 6 credits for summer session. The research credit load (AGEC 69800 for MS students and 69900 for PhD students) varies.

Students not on staff appointment are permitted to register for any combination of research and course credits, not to exceed 18 credits, so long as the selection accurately represents the student's research activity, and fulfills the residence requirements. Students on staff appointment should refer to the section on registration of graduate students and the associated table.

**Auditing Classes:** Students may audit classes with no participation required and no records maintained. Rates are the same as for credit courses. For instructions, visit Room 45 of Hovde Hall.

**Incomplete Grades:** Incomplete grades are assigned if the student's work is interrupted by an unavoidable absence or other cause beyond the student's control. Students need not re-register for courses in which they received an incomplete (I). Incomplete grades must be removed by the 12th week of the next semester the course is offered. If the student fails to complete the course by this deadline, the grade is automatically changed to an "F" which is never removed from the student's transcript. However, the grade of the repeated course will replace the "F" and will be used in the GPA.

**Research Credit:** All graduate students engaged in thesis research activities (faculty consultation, library use, thesis writing, computer use, literature review, etc.) are required to register for research credits in addition to courses. MS thesis option students register for AGEC 69800. MS professional option students register for AGEC 69100. PhD students register for AGEC 69900. Research credits AGEC 69800, AGEC 69900, and AGEC 69100 are all offered only as full semester courses.

Students in the following categories must also register for some research credits:

1. Any student receiving departmental financial assistance for thesis research. (The research registration should correspond to the proportion of time spent on departmental activities.)
2. Research credits for which the student receives an "Unsatisfactory" grade will not count toward satisfaction of the residency requirement. Two consecutive sessions of "U" grades for research registration mandate that the Department take formal action and inform the Graduate School with regard to either discontinuation or conditions for continuation of the student's graduate study.
3. Any MS thesis-option or PhD student in his or her last semester who has not obtained thesis format approval. (The minimum registration for research credit is three hours. See the section on Final Semester Registration for alternatives after thesis format approval is obtained.)

## ACADEMIC STANDARDS AND PROGRESS

### MS Students

1. MS students in the Department of Agricultural Economics whose cumulative grade point average (GPA) for courses on their plans of study drops below 3.0 will automatically be put on probation. If the cumulative index is not raised to 3.0 or better in the following semester, the student will be dropped from the program unless the Graduate Committee grants an exception. In the case of a student without an official Plan of Study filed with the Graduate School, all courses will be counted in calculating this GPA. (The Purdue University transcript cumulative GPA will be used.) In the event that a course is repeated, the last grade received will be used in calculating the index. Note that the Graduate School requires that all credits appearing on the Plan of Study be passed with a grade of C- or better.
2. The MS degree will not be granted in the case of failure to achieve a cumulative GPA of 3.0 or better for courses on the Plan of Study unless the Graduate Committee grants an exception. Exceptions will only be granted in the event of extenuating circumstances. Requests for exception must be made in writing to the Graduate Committee.
3. A student's major professor is expected to monitor student performance and progress toward degree objectives. In consultation with the student's advisory committee, the major professor has a responsibility to advise the candidate to withdraw from the program if it becomes clear that the candidate is not capable of successfully completing the degree program.

4. Full-time MS students must complete their programs within two years after first registration unless continuation is granted by the Graduate Committee upon written request.
5. The Department places a high priority on ethical considerations and the responsible conduct of research (RCR). MS students receive exposure to RCR topics through their enrollment in AGEC 60200. Students collecting primary data through surveys or experiments also must successfully complete the online Collaborative Institutional Training Initiative (CITI) course for Social and Behavioral Responsible Conduct of Research prior to collecting data. As per Graduate School requirements, the final MS thesis will be checked for originality using the iThenticate software program. The software compares the text of a student's written document to a large body of published and online sources, identifying areas in which the originality of a student's scholarship may be called into question. It is incumbent upon the student to adhere to accepted standards of scholarship and to work with his/her major professor to resolve questions regarding attribution before the final thesis is submitted to the committee for defense and final approval.
6. MS theses and non-thesis Capstone projects must be submitted for committee consideration no less than two weeks prior to the scheduled thesis defense or Capstone evaluation.

## PhD Students

1. PhD students are expected to maintain a cumulative GPA of 3.0 or better. If a student's GPA drops below this level, he or she will automatically be placed on probation. If the cumulative grade index is not raised to 3.0 or better in the following semester, the student will be dropped from the program unless the Graduate Committee grants an exception. Exceptions will be granted only in the case of extenuating circumstances. The petition for continuation in these circumstances must be submitted in writing. Note that the Graduate School requires that all credits appearing on the Plan of Study be passed with a grade of C- or better.
2. A student's major professor is expected to monitor student performance and progress toward degree objectives. In consultation with the student's advisory committee, the major professor has a responsibility to advise the candidate to withdraw from the program if it becomes clear that the candidate is not capable of successfully completing the degree program.
3. Full-time students are required to sit for the microeconomic theory qualifying examination covering the material taught in ECON 60600, ECON 60700, ECON 60900 and ECON 61500 at the first opportunity after these courses have been completed. The qualifying examination must be taken no later than within three full semesters (excluding summers) of the date when an individual first registers as a doctoral student. Exceptions may be granted upon submission of a written request to the Graduate Committee.
4. Graduate School regulations permit a second attempt to pass the economic theory qualifying exam and the Agricultural Economics prospectus exam if the candidate fails on the first attempt. A third attempt may be permitted only upon written petition to, and approval by, the Graduate School.
5. After passing the microeconomic theory qualifying exam, the PhD student will write a dissertation prospectus and present it during a seminar and examination. The course AGEC 69200 is designed to help students in preparing the prospectus document. For more detail on the prospectus, see "PhD Thesis Prospectus Seminar" paragraph under the "Thesis Procedures" section. The prospectus is normally presented at the end of the student's second year (in the spring semester) or at the beginning of the third year (near the start of the fall semester). Students should expect to receive notification of PhD Thesis Prospectus Seminar date options after passing the microeconomic theory qualifying exam. Students are expected to present their PhD Thesis Prospectus Seminar on the specified seminar dates and should seek to secure a seminar time slot as soon as possible to facilitate committee schedules. In all cases it must be successfully presented by the end of third semester following successful completion of the microeconomic theory prelim. Students will not be registered in the fall semester of the third year unless a prospectus has been scheduled on a department PhD Thesis Prospectus Seminar date for

the fall semester. Students will not be registered in the spring semester of the third year unless a prospectus has been successfully completed. The written PhD dissertation prospectus document will be checked for originality using the iThenticate software program. The software compares the text of a student's written document to a large body of published and online sources, identifying areas in which the originality of a student's scholarship may be called into question. It is incumbent upon the student to adhere to accepted standards of scholarship and to work with his/her major professor to resolve questions regarding attribution before the final prospectus document is submitted to the committee for defense and final approval.

6. Candidates in residence must complete their dissertation research prior to the end of the fourth semester after they pass their prospectus exam unless an extension is granted upon written petition to the Graduate Committee.
7. Candidates in absentia must complete their dissertation research prior to the end of the sixth semester after they pass their prospectus exam unless an extension of this period is granted upon written petition to the Graduate Committee. Such permission will be granted only under extenuating circumstances.
8. The Department places a high priority on ethical considerations and the responsible conduct of research (RCR). PhD students who are continuing from the MS will have received exposure to RCR topics through their enrollment in AGEC 60200. Additional RCR topics are covered in the PhD prospectus writing workshop AGEC 69200. Students collecting primary data through surveys or experiments also must successfully complete the online Collaborative Institutional Training Initiative (CITI) course for Social and Behavioral Responsible Conduct of Research prior to collecting data. As per Graduate School requirements, the final PhD dissertation will be checked for originality using the iThenticate software program. The software compares the text of a student's written document to a large body of published and online sources, identifying areas in which the originality of a student's scholarship may be called into question. It is incumbent upon the student to adhere to accepted standards of scholarship and to work with his/her major professor to resolve questions regarding attribution before the final dissertation is submitted to the committee for defense and final approval.
9. PhD prospectus documents and dissertations must be submitted for committee consideration no less than two weeks prior to the scheduled defense. For the prospectus, the student must submit the written prospectus document for committee consideration no less than two weeks prior to the specific time that the prospectus is scheduled according to departmental prospectus dates (for example, 8:00 am on August 1<sup>st</sup> for a prospectus scheduled for August 15<sup>th</sup>).

## **EXAMINATIONS**

Graduate students take comprehensive examinations in order to test their levels of professional competence. There are two exams for the PhD degree and one for the MS degree. The degree-seeking student is expected to be present on campus for exams associated with the MS and PhD degrees. In addition, students must defend MS theses and PhD dissertations; the defending student is expected to be present on campus for defenses of MS thesis and PhD dissertations. The evaluation of student performance on written and oral thesis examinations is guided by a set of learning outcomes. These have been designed by the faculty to assess student competency in key areas of academic and professional development. The rubrics used to evaluate student performance on thesis examinations are provided in Appendix C.

### **Preliminary Examinations for PhD Students**

Successful completion of the preliminary examination constitutes formal admission to candidacy for the PhD degree. The preliminary examination consists of two parts; a Microeconomic Theory Qualifying Examination (typically taken during the summer following the first two semesters in the PhD program) and the Preliminary and Prospectus Examination in Agricultural Economics. Any student who fails either examination twice (or three times if the petition for a third examination is granted by the Graduate School) must leave the program.

## Microeconomic Theory Qualifying Examination

A Microeconomic Theory Qualifying Examination is administered by the Department of Economics. This examination is given twice per year (typically in June and August). All PhD students in Agricultural Economics must pass the portions of this exam that cover the required sequence of microeconomic theory courses (ECON 60600, ECON60700, ECON 60900, and ECON61500).

Students must make every effort to progress through the PhD Program of Study in a reasonable amount of time. For this reason, students must take the Microeconomic Theory Qualifying Examination at the first opportunity after they have completed ECON 60600, ECON 60700, ECON 60900, and ECON 61500 and no later than the first opportunity after completion of four semesters (including summer sessions) after the date that they have entered the doctoral program. Exceptions may be considered only upon submission of a written petition to the Graduate Committee.

The Microeconomic Theory Qualifying Examination is prepared by faculty in the Department of Economics and jointly evaluated by a committee of faculty in Agricultural Economics and Economics ("the grading committee"). Each written examination question is graded independently by two (or more) faculty members. This grading is done "blind" – i.e., with students identified only by number. Grades for individual questions are on a scale from 0.0 to 4.0 (in tenths), based on the following criteria:

- 4.0 Excellent, a very high quality answer
- 3.0 Good, an acceptable answer indicative of a competent graduate student
- 2.0 Fair, a passing answer
- 1.0 Poor, an unacceptable answer with some evidence of competence
- 0.0 Fail, an unacceptable answer with no evidence of competence

An average score of 2.0 qualifies as a pass. If a student fails the qualifying examination on his or her first attempt then he or she must retake the written exam at its next offering. On the second examination, if the average score is less than 2.0, the grading committee may consider, in a "blind" manner, performance in PhD coursework and on the previous qualifying exam before making a final determination of outcome.

After the grading committee's decision has been rendered, a student's identity is revealed to the grading committee and the Graduate Program Chair. Any student who does not pass the written microeconomic theory qualifying examination on the second attempt will not be permitted to continue in the PhD program.

## Agricultural Economics Preliminary and Prospectus Examination

All PhD students who have passed the microeconomic theory prelim are expected to prepare for and pass a Preliminary and Prospectus Examination in the Department of Agricultural Economics. The purpose of the Preliminary and Prospectus Examination is to assess the student's preparation to do the proposed research and to make contributions in his/her areas of specialization. The seminar course AGECE 69200 assists in prospectus preparation/planning and should normally be added to the Plan of Study for the second year, following successful completion of the Qualifying Examination.

The Preliminary and Prospectus Examination will be chaired by the Graduate Program Chair or his/her designee and will rely on an Examining Committee consisting of the Graduate Program Chair (or designee), all members of the student's PhD advisory committee and one additional "external" examiner appointed by the Graduate Program Chair (or designee).

The Preliminary and Prospectus Examination will include at a minimum the oral and written presentation of a prospectus document describing the student's detailed proposed plan of research and a review of the relevant literature that indicates the student's potential contribution. The thesis prospectus will be presented orally in a session open to faculty, staff and students. This open session will be followed immediately by a closed session involving the student and the Examining

Committee during which the Examining Committee may question the student regarding her/his proposed research as well as knowledge of the area(s) of specialization and appropriate tools for the analysis. The majority vote of this Examining Committee will determine whether the student has passed the exam. The student's advisory committee will direct the student in his or her preparation for the examination in conjunction with the Graduate Program Chair. Such preparation may include, for example, written or oral responses to questions the committee may pose. If the Examining Committee deems the student's performance to be inadequate, a second attempt at the Preliminary and Prospectus Examination will be allowed. Attempts beyond the second will be allowed only with approval of a petition to the Graduate School. Students will be required to successfully complete the Preliminary and Prospectus Examination within three semesters (not including summers) after successfully completing the Microeconomic Theory Prelim Exam (typically the fall semester of the student's 3<sup>rd</sup> year in the PhD program). The PhD prospectus document must be submitted for committee consideration no less than two weeks prior to the scheduled defense, and by the specific time specified by the Graduate Program Chair or designee.

### **Final Examination for PhD and MS Candidates**

A final oral examination is taken after the completion of all course work and the thesis. This exam may cover any material in the candidate's program, but usually is a defense of the thesis. In the case of PhD candidates, at least two semesters must elapse and be devoted to research between the Preliminary and Prospectus Examination and the Final Examination.

The Final Examination committee for both the MS and PhD student will be the student's advisory committee, unless a different committee is justified. Any change in the final examining committee from the advisory committee must be requested in writing to the Department Head, stating the reason. Members of the advisory committee approving the request will add their signatures.

The Final Examination committee shall consist of at least three members for MS candidates and four members for PhD candidates. The candidate's areas of study shall be represented on the examining committee. All theses and dissertations presented for consideration must be submitted for committee review no less than two weeks prior to the scheduled final defense/examination.

The Final Examination committee for the Professional MS student will consist of the student's advisor or, when deemed necessary by the student's advisor and/or the graduate chair, by the advisor and any additional committee members. Any change in the final examining committee must be requested in writing to the Department Head, stating the reason. Members of the advisory committee approving the request will add their signatures.

The specific procedures for completing the all PhD and thesis-based MS examinations are as follows:

1. The student will arrange the examination date with the major professor and advisory committee through the Graduate Coordinator.
2. Arrangements for the examination will be made at least two weeks in advance of the examination date.
3. The student will provide a final copy of the thesis/dissertation paper to all committee members at least two weeks in advance of the final examination.

### **Department Policy regarding Written Qualifying and Preliminary Examinations**

Solutions to written qualifying examinations or prelim examinations (including microeconomic theory exams administered by the Economics Department) will not be provided and graders will not comment on grades given or solutions to problems. It is solely up to the student to determine any errors made in his/her written exam answers and to discover the correct answers.

Any student who fails will be provided with information regarding the general quality of the answers in each section by the Graduate Chair or Prelim Chair. No information about scores will be provided.

Upon request by the student, and at the discretion of the Graduate Chair, copies of a student's written examination answers will be returned to students who have failed a written examination. This return of exams will be made under the following limited circumstances:

- a. Only for students who have failed the exam for the first time and who ask for a copy;
- b. Only for "clean" copies of the original exam answers with no grader marks or comments;
- c. Only for personal use by the student.

Graders are instructed not to comment on the grades given to any question. Only the designated Prelim Chairperson can provide information to the student regarding the general quality of answers. The student cannot refer to any portion of his or her exam in any appeal procedure to the Examining Committee or the Department Graduate Committee.

## THESIS PROCEDURES

### Thesis Preparation

All PhD candidates and thesis-option MS students are required to write a thesis. Before a thesis can be accepted by the University Library, format approval must be completed. Format approval involves a three-step procedure. The first step is a review of the thesis manuscript in the Department of Agricultural Economics by a person approved by the Department Head. Once the thesis has received departmental format approval, it must be judged to be original work and free from plagiarism and errors in attribution. Typically, an electronic version of the thesis will be reviewed using special software, such as iThenticate. After passing this check, the thesis must be submitted electronically to the Graduate School Thesis Office for final approval, at which time the thesis is deposited.

The departmental review will cover stylistic matters, e.g., tables, figures, footnote, appendices, etc. The format guidelines may be found in [A Manual for the Preparation of Graduate Theses](#) available from the Graduate School Office. For citation guidelines, table and figure preparation, footnotes, and equations, the student should consult the [American Journal of Agricultural Economics](#).

Thesis format approval must be obtained at least three weeks prior to the last day of classes in the semester in which the degree is expected. Examining committees are not obligated to examine students over a thesis for which departmental format approval has not been secured. The thesis must be in the hands of the Final Examination committee at least two weeks in advance of the Final Examination. The final oral examination must be completed one week before the last day of classes of the semester in which the degree is to be awarded (i.e. no exam during "dead week"). Final Examinations must be announced two weeks in advance so that interested members of the Purdue faculty and student body may attend.

A completed and corrected thesis must meet the University's specifications and must be electronically deposited with the Graduate School Thesis Office at least 24 hours before the formal deposit appointment (the last day of the semester in which the student expects to graduate). The thesis receipt must be delivered to the Graduate School Office by 4:00 p.m. before the end of the first working day following the last day of classes.

If the thesis is deemed to contain confidential or proprietary information that should be withheld from the public domain, a Request for Confidentiality of Thesis (Graduate School Form 15) must be completed and submitted to the Dean of the Graduate School. Consult the Graduate School Policies and Procedures Manual for more information.

### Publication Responsibility

Publication is an integral part of research. Thesis research is expected to be of publishable quality. Students holding departmental research assistantships are required to make available their research results in rough draft publication form well before the graduate degree is conferred. The major professor has the responsibility for determining whether such a

draft is adequately prepared and of sufficient interest to warrant publication. However, the major professor may waive the student's publication requirement. Upon doing so, the student assumes responsibilities for publication.

## **DEPARTMENTAL FACILITIES, SUPPLIES, AND SERVICES**

Graduate students in the Department of Agricultural Economics have access to a variety of research and educational facilities. It is the student's responsibility to become acquainted with these facilities and understand the procedures for using them.

### **Office Assignments**

The Department attempts to provide office space in the Krannert Building for all research and teaching assistants. The Krannert Building is accessible for the disabled and has been designated a non-smoking facility. Office assignments are the responsibility of the Department Head, though he may delegate this function to others. The Department Head approves all student office assignments.

a. Available office space will be allocated on an available basis to individuals admitted to the Graduate School who are conducting research or serving as a teaching assistant, with the following priorities considered alongside the need to balance space available and timing of student programs/space needs:

1. PhD students who have successfully completed the preliminary examination;
2. PhD students in the process of studying for and taking the preliminary examination;
3. MS students with a completed Plan of Study who are actively working on theses;
4. PhD students who have not yet successfully completed the preliminary examination;
5. MS students who have not yet filed a Plan of Study;
6. MS students pursuing a Professional MS degree; and
7. Non-degree seeking students.

b. Persons admitted to the Graduate School who are paid in part or in full by other than standard assistantships may have their supervisor request special consideration in office assignment. If the request is not granted, the usual graduate student priorities will apply. A request for special consideration should be based on job requirements such as:

1. Special communication needs;
2. Special access needs (e.g., student traffic for those teaching or counseling students);
3. Special storage, security, and/or workspace needs; or
4. Special computer or terminal needs.

c. Office assignments for persons not admitted to the Purdue Graduate School shall be made by the Department Head.

Authorization from the Graduate Coordinator is needed for key assignment. Student offices are furnished. Students may not paint, modify fixtures, or add or remove furniture to/from offices. Any request for office modification must be approved by the Department Head.

**Office Supplies:** Graduate students on research assistantships and sponsored students who have made provisions for research support are provided paper and office supplies to be used in connection with their research. The Department does not furnish office supplies for course work or for non-research purposes. Requests for supplies should be made to the student's major professor, who will determine if supplies can be furnished.

**Statistical and Computer Assistance:** During orientation, new graduate students will be introduced to the computer staff and the computing facilities that are available. During orientation students will be provided the up-to-date Dept IT/Computing Guidebook (and directed to where it, and subsequent versions, are housed on the internal shared drive for

future reference). Students are expected to do their own computer programming. In special instances, assistance may be provided by faculty members and/or computer staff employed by the Department. No software is to be installed on university computers without the prior approval of the computing staff.

**Book Purchases:** If a graduate student requires research materials which are not available on campus, the student and his/her major professor may make a request to the Department Head and/or via the appropriate channels at the Library to purchase the materials.

**Travel:** Graduate students may need to travel to complete their research or perform other departmental duties. All requests to travel on University funds or with University vehicles must be coordinated through the supervisors or major professor and the Department Business Office.

## **PROGRAM TERMINATION**

### **Final Semester Registration**

If all degree requirements have been met before the first day of classes, students may register for "Degree Only". Students who register for "Examination Only" must submit a positive Report of Final Examination form and a Thesis Receipt by the eighth week of the semester or the privileged registration will be converted to one hour of research and additional fees will be assessed. This status carries a reduced fee and requires approval of the Graduate School. Students are required to have been registered for a minimum of three hours of research in the preceding session to be eligible for this privileged registration. This option is available only once.

PhD and MS students in thesis options must register for a minimum of three research credits (AGEC 698 or 699) for the semester in which they expect to receive the degree, if they are not eligible to register for "degree only" or "exam only".

Students doing research in absentia should inform the Graduate School and the Department of the semester in which they intend to graduate.

Early in the semester in which the student has declared he or she is a candidate for graduation, the graduate coordinator will receive a candidate audit from the Graduate School. This audit indicates the degree requirements completed to date by the student and the requirements yet to be completed. The graduate coordinator indicates on this form whether or not the student is or is not a bona fide degree candidate for that semester.

Candidacy must be declared within the four weeks of the start of the semester in which the student wishes to receive the degree, per the Graduate School published deadline date.

### **Graduate School Exit Questionnaire**

All students are required to complete the Graduate School Exit Questionnaire. The questionnaire is due by the last day of classes in the session of anticipated graduation.

### **Placement Services**

Agricultural economics graduates find employment in the business, government, and educational sectors. The Department aims to assist students in identifying job opportunities. The faculty has frequent contact with potential employers. Students should indicate their availability and job preferences to faculty members whose interests bring them in contact with prospective employers.

Notices of employment opportunities are available from the Graduate Coordinator and/or Graduate Chair. Graduate students are also eligible to use the University Placement Service.

## Commencement Participation

The Registrar issues directives and information to candidates relative to their participation in commencement exercises. Diplomas are mailed by the Registrar.

Students are to be allowed to participate in commencement exercises only if they are eligible to receive a degree upon successful completion of the courses in which they are currently enrolled. They are to be removed from the list if they do not meet these criteria. Students must have completed all coursework on the Plan of Study and the final examination scheduled in the semester in which a student wishes to be designated as a candidate to be eligible to participate in commencement ceremonies.

## Re-Entry Procedures

All graduate students (degree or non-degree) who have not registered for one semester or more must file an application if they wish to be re-admitted. This is done by filing an on-line Graduate School application at least a month before classes start. The application will be processed through the departmental Graduate Committee and the Graduate School in the same way as any other application for admission. Students planning to drop out and re-enter a semester or more later should discuss their plans with the Graduate Committee Chairperson. Obtaining tentative approval of the plans from the Graduate Committee can facilitate re-entry. The Graduate School's Policy and Procedures Manual for Administering Graduate Student Programs may be referred to for further details, such as re-entry in a different department or at a regional campus.

## FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

Agricultural Economics graduate students at Purdue finance their education in a variety of ways:

1. Self-financing;
2. Fellowships and traineeships offered by foreign and domestic government agencies, industries, foundations and other scholarship agencies;
3. Purdue University fellowships and Department of Agricultural Economics special awards;
4. Employment as Residence Hall counselors;
5. Departmental graduate research assistantships (for thesis or dissertation research).

## Departmental Graduate Assistantship

The Department has financial support in the form of assistantships for a limited number of qualified graduate students. Graduate student assistants are employees of Purdue University. These assistantships are awarded competitively and initially involve research, teaching or extension service to the Department in return for a stipend. Students who receive funding from outside sources (see item b above) are not eligible for funding from Purdue. Graduate students holding departmental appointments are research assistants and are required to complete a thesis or dissertation.

## Departmental and Other Awards

On occasion, the Department provides financial support to students in the form of awards that are made possible through the generous gifts of alumni and other supporters. Such awards include the Gary Lynn Hoover Award, the Hardin Scholarship, and the Bottom-Kohlmeyer Award. In addition, the Department is sometimes invited to nominate qualified students for other competitive awards at the College and University levels. These awards include PRF Assistantships, PCCRC Fellowships, Bilsland Fellowships and other forms of support. Nominations for such awards are solicited from the faculty and where selection or ranking from a pool of qualified nominees is required, the Department Head or the Chair of

the Graduate Program will appoint a committee to review applications and recommend awards based on overall merit and thematic match to the award program under consideration.

## **Stipend**

Contact the Business Office for the current stipend level. Extra stipends may be awarded to RAs working on extramurally funded projects. Increments in these stipends may be awarded to recruit especially promising students. Students on quarter-time assistant work 10 hours per week, one-half time assistants work 20 hours per week. Unless specified otherwise, all stipends are 12 month appointments.

## **Procedures Regarding Graduate Assistant Employment/Assistantship Benefits**

1. All assistantships must be approved by the Graduate Chair and Department Head and are subject to the availability of funds.
2. The assignment of assistants to projects and the duration of assistants' appointments will be decided by the Graduate Chair and Department Head. The Graduate Committee will provide recommendations in accordance with current policy.
3. Assistantship stipends will typically begin on the first day of classes of the student's first semester. Continuation of assistantships depends on satisfactory academic performance (see next section). Stipends will end on the day of final deposit, unless the last day of work is clearly some other date or the assistantship has expired.
4. Graduate staff members are exempt from tuition and fees except for registration and service fees.
5. Payday is the last working day of each month. Notifications from the University and department business office will keep students informed of payroll changes.
6. Pay increases will take effect at the beginning of the month following the date of eligibility.
7. All graduate assistants in the Department are twelve-month employees of the University. Benefits-eligible graduate students receive 22 days of vacation per year, accrued at the rate of two days per month except for the months of March and September. Graduate assistants should not assume that they are automatically on vacation during academic holidays such as semester breaks, spring break, etc. Rather, days off must be approved in advance by the assistantship supervisor. Purdue University does not pay for terminal vacation which may have accrued upon completion of the degree. Purdue University also has a policy allowing two weeks sick leave for benefits-eligible graduate students and 15 days per year military leave for all students.
8. Graduate staff may purchase tickets to athletic, social and cultural events at staff rates.
9. Graduate staff members are entitled to the use of Department and University facilities and equipment in carrying out assistantship duties. This includes secretarial service for approved projects (typing of the thesis is not included). Requests for facilities should be made through the major professor or supervisor.
10. Graduate staff may rent student housing at the rates applicable to all graduate students.
11. Graduate staff with less than three-quarter-time appointments are not granted campus parking or driving permits. However, for those living 1.3 miles from campus, commuter permits are available. Parking space is provided at residence units.
12. Graduate staff members are not entitled to social security, retirement, life insurance, staff dependent fee reductions, tenure, sabbatical leave or other fringe benefits of the academic, administrative, or clerical staff.

## **Performance**

Assistantships are awarded partly on the basis of academic merit. Graduate assistants are expected to maintain high standards of performance in their academic activities as follows:

### **MS Students**

1. Students holding departmental assistantships are required to register for 12 credit hours of coursework and maintain a cumulative grade index of 3.0 or better. Academic performance below this level will result in automatic review and possible loss of assistantship. A thesis is required.
2. Assistantship funding for MS students is limited to 4 semesters plus 1 summer session from the date of entry into the program, unless an extension is granted. Funding should not exceed two years.
3. MS students enrolled in the professional option are not eligible for research assistantship support.

### **PhD Students**

1. Students holding departmental assistantships are required to register for 12 credit hours of coursework and maintain a cumulative grade index of 3.0 or better. Failure to maintain the level of performance will result in automatic review and possible loss of assistantship.
2. Failure to pass a preliminary exam will result in automatic review and possible loss of assistantship.
3. Funding for students who have an MS degree from another institution is limited to 3 years from the date of entry into the program, unless an extension is granted.
4. Funding for students who take both the MS and PhD degrees in the Department may continue for up to 4 years from the date of entry into program, unless an extension is granted. Requests for extensions must be submitted in writing to the Department Head.

### **Duties**

Students holding graduate appointments are temporary employees of the Department and Purdue University. They are expected to be familiar with and adhere to University procedures and policies and to use University property and facilities with good judgment, and to conduct their classroom and research activities in an ethical and responsible manner.

The terms of student employment or funding usually included employment during the summer months. During this period students are expected to be on campus and regularly available (e.g. in the office) as well as in communication with the faculty supervisor. Federal labor laws forbid one to receive a paycheck from a public institution such as Purdue while not performing the duties of his/her job. On occasion, a research assistant assignment may require a student employee to be away from campus for an extended period of time for data collection or other project-related activities. In such cases, students are required to file a request for a paid status research leave or Change of Duty Station with the Department business office. Travel for conference attendance or other professional activities and for vacation are also allowable reasons to be away from the campus community. Again, the proper approval should be sought through the business office before taking such leaves, even if the student is self-funding travel to a professional event. In the case of approved professional travel, students are expected to submit via on the online system for travel approvals at least 2 weeks prior to travel.

If a student is away from campus without approval or is found to be not performing the duties of his or her work assignment, then the Department reserves the right to terminate the student's employment immediately. In the case of a serious personal matter that may arise, the business office can help the student file appropriate paperwork to acknowledge events. Latitude may be given to be away from campus as needed. The key is for the student to communicate clearly with the major professor, the graduate coordinator or chair, and/or the Business Office Staff.

Students being supported on extramurally funded projects will write a thesis consistent with the project's objectives. Unless a work assignment and thesis topic coincide, the student will be asked to perform non-thesis related tasks at an average rate of 10 hours per week for a one-quarter time assignment and 20 hours per week for one-half time assignments in return for the assistantship. In those rare instances when a research assistant changes to the professional MS program, the student must forfeit the assistantship as soon as the decision is made. The appointment of professional MS students as research assistants requires the consent of the Department Head. Employment guidelines for graduate assistants are provided in Appendix D.

Research assistants not supported by extramurally funded projects will be given non-thesis related assignments at least once a year, usually in early September. It is possible that a work assignment and a thesis topic may coincide, but this is not guaranteed. The first priority for assigning RAs is to projects that are extramurally funded; non-tenured faculty requests for assistance receive second priority; the quality of the faculty project proposal and a matching of student faculty interests receive the third priority. If the Department's periodic review of assistantships indicates that the assistantship work of the student is unsatisfactory, the assistantship may be terminated. The non-thesis research assignments will be made and coordinated by the Department Head.

New graduate students often are initially supported with departmental funds and assigned to a temporary advisor. Students are expected to select a major professor and submit a Plan of Study by end of their second semester in residence for MS students and third semester for PhD students. Students may wish to seek faculty with funded projects in choosing their major professor. However, if a student selects a faculty member without funding, the student may be asked to perform assistantship tasks for a different faculty member or temporarily remain on Department funding while a suitable paid assistantship can be found. Special requests for supporting a graduate student on departmental funds beyond this time period (expected to be less than one semester) must be submitted in writing to the Department Head.

### **Registration Policies for Graduate Assistants**

To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree program and be registered as a full-time student.

### **Resident Study Requirements:**

The total number of hours of academic credit used to satisfy residency requirements consists of all course credit hours that appear on the Plan of Study, other graduate course credit hours with grades of C or better that appear on the Purdue transcript, and research credit hours with grades of S that appear on the Purdue transcript.

### **Master's Degree:**

1. At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be granted. Course credits obtained via distance learning technologies from a campus shall be considered to have been obtained in residence on that campus.
2. At least 30 total credit hours are required.

### **Doctoral Degree:**

1. At least one-third of the total credit hours used to satisfy degree requirements must be earned (while registered for doctoral study) in continuous residence on the Purdue campus where the degree is to be granted.
2. At least 90 credit hours are required. Note that a master's degree from any accredited university is considered to contribute 30 credit hours toward satisfying this residency requirement.

## **MENTORING**

The Department of Agricultural Economics recognizes that mentoring involves more than formal feedback on a student's research assignment. We also recognize that what is an effective mentoring environment for one person will not be an effective mentoring environment for another person. Thus, we have a flexible structure for establishing and encouraging mentoring in the Department. Each fall we conduct a formal orientation program at which time the graduate chair meets with new graduate students and, in addition to discussing other aspects of being a new graduate student at Purdue, discusses the importance of professional development, opportunities for professional development, expectations and ways to develop professional mentoring relationships. The Department values mentors' efforts as a part of the good citizenship

component of professional activity and encourages and supports multiple forms of mentoring. The flexible nature of this aspect of mentoring is deliberate as it is recognized that a poorly matched mentor/mentee relationship can be unproductive and even harmful.

Individuals view mentoring in many ways, but we see it as a purposeful relationship that is established between two individuals with the aim of helping one of those individuals to grow and develop to his or her fullest potential. In this guide the term mentor may be used when referring to the role a faculty member plays when working with a graduate student. Mentoring refers to interactions that are intended to support the development of the graduate student. It may overlap with the process of academic advising and research supervision, but is a broader concept and extends well beyond issues directly related to degree objectives and requirements.

While mentoring is often viewed as a hierarchical relationship of teacher–student, successful mentoring consists of a two-way relationship in which both parties learn and grow through their interactions. Such relationships may be formed between an experienced faculty member and a less experienced student, or between peers who guide, counsel, and support each other. In some cases an individual may have several mentors at the same time.

Some objectives of mentoring include:

- Facilitate recruitment of new graduate students through a demonstrated commitment to providing a supportive atmosphere that encourages student development;
- Contribute to graduate student morale and motivation, by creating a sense of community and shared purpose;
- Retain graduate students by helping them become more familiar with the Department's culture, increasing their rate of learning, and helping them to become aware of departmental, college and university resources;
- Foster a cooperative network by helping new graduate students meet and network with other graduate students, faculty members and staff, including individuals inside and outside the Department;
- Connect graduate students with important opportunities, such as conferences, workshops, grants, teaching opportunities and training programs;
- Increase the flow of accurate and timely information through the Department.

## **ACADEMIC INTEGRITY, RESPONSIBLE CONDUCT OF RESEARCH (RCR) AND ETHICAL BEHAVIOR**

### **Ethical behavior and conduct:**

One of the primary learning outcomes for the graduate program in the Department of Agricultural Economics is that students will be able to recognize ethical behavior and conduct their research in an ethical and responsible manner. At minimum, students must meet or exceed expectation related to Ethical Conduct based on evaluations of their Thesis and Thesis Defense by their Graduate Advisory Committee. In the normal course of evaluating performance, the originality of a student's work will be assessed using a range of tools, including software specifically designed to detect misattribution and plagiarism. Ethical conduct extends well beyond this area, and includes issues related to data collection, handling and storage, research conduct and documentation of research procedures, and honest and transparent reporting of research results, limitations and caveats. A student engaging in data collection or fieldwork will be required to satisfactorily complete, at minimum, the online CITI human subjects training prior to initiating data collection.

### **University policy on academic dishonesty:**

University policy on academic dishonesty is clear: academic dishonesty in any form is strictly prohibited. Anyone found to be cheating or helping someone else cheat will be referred directly to the Dean of Students for disciplinary action. Penalties are severe and may include dismissal from the University. The risks associated with cheating far outweigh the perceived benefits. Academic dishonesty includes citing someone else's work as your own, using "cheat sheets" or sharing your answers with someone else. Information regarding your rights and responsibilities as a student is contained in the Purdue University Code of Conduct, available at [www.purdue.edu/studentregulations/student\\_conduct/](http://www.purdue.edu/studentregulations/student_conduct/).

**.Acknowledgements sections of theses and dissertations:**

Research is often a highly collaborative activity and, as a result, publications, including theses and dissertations are the product of multiple collaborators. This collaborative effort is most evident for theses and dissertations where the work is presented as a collection of research papers with 'co-authors'. At a minimum all theses and dissertations are a collaboration between the supervisor and a student. However, theses and dissertations are generally regarded as single author documents despite possible teaching, research and outreach collaboration. It is expected that many of the key ideas, contributions, experimental designs, data analysis and interpretations provided in a thesis or dissertation originated with the student-author. Any work that has not been solely authored by a student should be identified within the thesis or dissertation. Author(s) of the original material should be credited for their contributions. These contributions may come in the form of text, tables, figures or some combination thereof. Any work presented in the thesis that arises from the contributions of others should be identified as such within the 'Acknowledgements' section of the thesis. In some cases, a committee may require a 'Co-Authorship Declaration.' Note that when co-authored work is presented as part of the thesis or dissertation, a student is equally responsible for all portions that appear in the thesis or dissertation and should generally be prepared to defend all of the data, results and conclusions appearing in the thesis or dissertation, regardless of the source.

**HARASSMENT POLICY**

Consistent with Purdue University policy, the Department of Agricultural Economics maintains a strict policy regarding anti-harassment. We are committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential. Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. We are committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment, including Harassment toward individuals with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, genetic information or disability and Harassment toward individuals for other reasons such as sexual orientation, gender identity, gender expression, marital status or parental status.

Graduate students are encouraged to report incidents of Harassment. Retaliation against faculty members, staff members or students for reporting or complaining of harassment, for assisting or participating in the investigation of a complaint of harassment, or for enforcing this policy is strictly prohibited. Graduate School Guidelines and Administrative Procedures for Handling of Incidents Involving Harassment are described in Appendix E. The Purdue University policy on Harassment is described in detail at [http://www.purdue.edu/policies/pages/ethics/x\\_2\\_1.shtml](http://www.purdue.edu/policies/pages/ethics/x_2_1.shtml).

**Appendix A**

Graduate Council Document 91-C  
Graduate Students' Right to Appeal

Graduate students, like all students officially enrolled at Purdue University, are subject to all University regulations. At the same time, their rights as individuals and as students are duly protected. Graduate students who feel that their rights have been violated by a disciplinary decision may seek redress through the Campus Appeals Board, according to procedures specified in Part 5, Section III, E, 2, e, of University Regulations, which is issued annually. Graduate students who wish to appeal decisions concerning matters of academic standards may seek redress according to procedures specified in Part 5, Section III, E, 2, e, of University Regulations and to the procedures detailed below which have been established in accordance with the authority thereby delegated to the Graduate Council.

**APPEALS OF ACADEMIC MATTERS**

1. Graduate students who wish to appeal grades received in regular course work may do so only through the grade appeals system as described in Part 5, Section III, E of the University Regulations handbook.
2. Decisions by departmental graduate examination committees whose appointment does not require approval by the dean of the Graduate School (including various departmental examining committees such as those for qualifying examinations) must be appealed within the relevant departments, rather than through the grade appeals system or to the Graduate Council. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds for the appeal, and must be filed within 30 days after the issuance of the disputed decision. Upon receipt of such appeal, the department head shall appoint a committee to hear the appeal and to make a determination. Unless the student appeals further to the department head, the appeal committee's decision shall be final. In the event a student chooses to appeal to the department head, such appeal must be in writing and must be delivered to the department head within 10 days of the issuance of the appeal committee's determination. For those matters so appealed to the department head, the decision of the department head shall be final.
3. Appeals of decisions by graduate examination committees whose composition has been authorized by the dean of the Graduate School shall be handled by the following procedures.
  - a. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds of the appeal, and must be filed within 30 days of the issuance of the decision of the examining committee. The department head shall forward the appeal to the departmental graduate committee with instructions to consider the case and provide the head with a written recommendation. Upon receipt of such recommendation, the head shall make a determination and, in writing, so inform the student.
  - b. If the student chooses not to accept the decision of the department head, he or she may request, in writing, within 10 days of the issuance of the determination of the departmental appeal, that the dean of the Graduate School appoint a review board. Such a board shall be composed of five persons chosen at random from among current voting members of the Graduate Council. Council members serving on the advisory or examining committee of the student, Council members serving on the student's departmental graduate committee, and Council members otherwise judged by the dean of the Graduate School to be interested parties shall be ineligible to serve on the review board. The review board shall consider the case and report its recommendation to the dean of the Graduate School, whose decision shall be final.

Intent: Procedure 3.b., above, means that a master's student who fails a final examination, or a doctoral student who is terminated for failing either the preliminary examination or the final examination, after having exhausted departmental appeals, may appeal to a specially constituted panel of the Graduate Council.

**Appendix B Faculty and Staff Major Area of Specialization****Agribusiness Management**

Tim Baker  
 Brady Brewer  
 Scott Downey  
 Joan Fulton  
 Allan Gray

Maria Marshall  
 Marshall Martin  
 Jim Mintert  
 Nathan Thompson  
 Tor Tolhurst  
 Nicole Olynk Widmar  
 Steve Wu

**Aquaculture**

Kwamena Quagrainie

**Climate Change**

Tom Hertel  
 Juan Sesmero  
 Gerald Shively  
 Farzad Taheripour  
 Dominique van der Mensbrughe

**Community & Economic Development**

Lionel Beaulieu  
 Joan Fulton  
 Kajal Gulati  
 Maria Marshall  
 Rhonda Phillips  
 Jacob Ricker-Gilbert  
 Brigitte Waldorf

**Agricultural Finance**

Timothy Baker  
 Craig Dobbins  
 Jason Henderson  
 Jim Mintert

**Industrial & Food Policy**

Joseph Balagtas

Allan Gray  
 Thomas Hertel  
 Roman Keeney  
 Jayson Lusk  
 Nicole Olynk Widmar  
 Jacob Ricker-Gilbert

Tor Tolhurst  
 Steven Wu  
 Meilin Ma

**Farm Planning & Organization**

Craig Dobbins  
 Christopher Hurt  
 Roman Keeney  
 Michael Langemeier  
 Jim Mintert  
 Nathan Thompson  
 Nicole Olynk Widmar

**Land Prices, Sales and Cash Rent**

Craig Dobbins  
 Jason Henderson  
 Todd Kuethe

**Livestock Management & Marketing**

Kenneth Foster  
 Michael Langemeier  
 Nathan Thompson  
 Nicole Olynk Widmar

**Markets & Price Analysis**

Joseph Balagtas  
 James Eales  
 Joan Fulton  
 Meilin Ma  
 Mindy Mallory  
 Jacob Ricker-Gilbert  
 Holly Wang

**Consumer Marketing & Food Demand**

James Eales  
 Jayson Lusk  
 Bhagyashree Katare  
 Nicole Olynk Widmar  
 Steven Wu

**Cooperatives**

Joan Fulton

**Economic Education**

Jeff Sanson

**Energy Economics**

Tom Hertel  
Paul Preckel  
Juan Sesmero

Farzad Taheripour  
Dominique van der Mensbrugge

**Environmental and Resource Economics**

Michael Delgado  
John Lee  
Carson Reeling  
Juan Sesmero  
Gerald Shively  
Farzad Taheripour  
Dominique van der Mensbrugge

**Finance**

Tim Baker  
Brady Brewer

**Futures and Options Marketing**

Mindy Mallory

**International Agriculture & Development**

Joan Fulton  
Kajal Gulati  
Thomas Hertel  
Meilin Ma  
Jake Ricker-Gilbert  
John Sanders  
Gerald Shively

Farzad Taheripour  
Dominique van der Mensbrugge  
Holly Wang

**International Trade**

Uris Baldos  
Thomas Hertel  
Russell Hillberry  
Farzad Taheripour  
Dominique van der Mensbrugge

**Production Economics**

Tim Baker  
Nathan DeLay  
Kenneth Foster  
Roman Keeney  
John Lee  
Nicole Olynk Widmar  
Paul Preckel  
Nathan Thompson

**Public Policy, State & Local Government and Regional Economic Analysis**

Lionel Beaulieu  
Larry DeBoer  
Michael Delgado  
James Eales  
Paul Preckel  
Tor Tolhurst  
Brigitte Waldorf  
Steven Wu

**Spatial Economics**

Michael Delgado

Appendix C Learning Outcomes Assessment Rubrics

**Department of Agricultural Economics Rubric for Evaluating MS Oral Defense**

| Learning Outcome Attribute   | Unacceptable<br>1 | Below Expectations<br>2 | Meets Expectations<br>3 | Exceeds Expectations<br>4 | Superior Performance<br>5 |
|--|-------------------|-------------------------|-------------------------|---------------------------|---------------------------|
| QC: Quality of Communication (spoken delivery, presentation, etc.) |                   |                         |                         |                           |                           |
| QC1: CLARITY & ORGANIZATION of the oral presentation               |                   |                         |                         |                           |                           |
| QC2: COMMUNICATES effectively in the presentation                  |                   |                         |                         |                           |                           |
| KS: Knowledge and Scholarship                                      |                   |                         |                         |                           |                           |
| KS1: CRITICAL THINKING skills demonstrated effectively             |                   |                         |                         |                           |                           |
| KS2: RESPONSES to questions are of a high quality                  |                   |                         |                         |                           |                           |
| KS3: High quality of ARGUMENTS during questioning                  |                   |                         |                         |                           |                           |

|                               |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
| <b>OA: Overall Assessment</b> |  |  |  |  |  |
| Specific comments:            |  |  |  |  |  |

**Completed by (please PRINT your name):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Advisor/major professor, please check here:** \_\_\_\_\_

**Department of Agricultural Economics Rubric for Evaluating MS Written Thesis**

| <b>Learning Outcome Attribute</b>  | <b>Unacceptable<br/>1</b> | <b>Below Expectations<br/>2</b> | <b>Meets Expectations<br/>3</b> | <b>Exceeds Expectations<br/>4</b> | <b>Superior Performance<br/>5</b> |
|--|---------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| <b>QR: Quality of Research</b>   |                           |                                 |                                 |                                   |                                   |
| QR1: Motivating arguments  |                           |                                 |                                 |                                   |                                   |
| QR2: Statement of objectives   |                           |                                 |                                 |                                   |                                   |
| QR3: Understanding of literature   |                           |                                 |                                 |                                   |                                   |
| QR4: Originality and insight   |                           |                                 |                                 |                                   |                                   |
| QR5: Potential for success   |                           |                                 |                                 |                                   |                                   |
| <b>SR: Significance of Research and contribution to discipline</b>                                     |                           |                                 |                                 |                                   |                                   |
| SR1: Discovery of new knowledge  |                           |                                 |                                 |                                   |                                   |
| SR2: Expansion of prior research   |                           |                                 |                                 |                                   |                                   |
| SR3: Publication potential   |                           |                                 |                                 |                                   |                                   |
| <b>QW: Quality of Writing in the document (strength of writing, freedom from errors, organization)</b> |                           |                                 |                                 |                                   |                                   |
| QW1: Writing   |                           |                                 |                                 |                                   |                                   |
| QW2: Organization  |                           |                                 |                                 |                                   |                                   |
| QW3: Documentation   |                           |                                 |                                 |                                   |                                   |
| <b>OA: Overall Assessment</b>  |                           |                                 |                                 |                                   |                                   |
| Specific comments:   |                           |                                 |                                 |                                   |                                   |

**Completed by (please PRINT your name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor/major professor, please check here:** \_\_\_\_\_ **and confirm that the written document was checked using iThenticate:** \_\_\_\_\_

**Department of Agricultural Economics Rubric for Evaluating PhD Oral Prospectus Defense**

| <b>Learning Outcome Attribute</b>                                  | <b>Unacceptable<br/>1</b> | <b>Below Expectations<br/>2</b> | <b>Meets Expectations<br/>3</b> | <b>Exceeds Expectations<br/>4</b> | <b>Superior Performance<br/>5</b> |
|--|---------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| QC: Quality of Communication (spoken delivery, presentation, etc.) |                           |                                 |                                 |                                   |                                   |
| QC1: CLARITY & ORGANIZATION of the oral presentation               |                           |                                 |                                 |                                   |                                   |
| QC2: COMMUNICATES effectively in the presentation                  |                           |                                 |                                 |                                   |                                   |
| KS: Knowledge and Scholarship                                      |                           |                                 |                                 |                                   |                                   |
| KS1: CRITICAL THINKING skills demonstrated effectively             |                           |                                 |                                 |                                   |                                   |
| KS2: RESPONSES to questions are of a high quality                  |                           |                                 |                                 |                                   |                                   |
| KS3: Quality of ARGUMENTS during questioning                       |                           |                                 |                                 |                                   |                                   |

|                               |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
| <b>OA: Overall Assessment</b> |  |  |  |  |  |
| Specific comments:            |  |  |  |  |  |

**Completed by (please PRINT your name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor/major professor, please check here:** \_\_\_\_\_

**Department of Agricultural Economics Rubric for Evaluating PhD Written Prospectus**

| <b>Learning Outcome Attribute</b>  | <b>Unacceptable<br/>1</b> | <b>Below Expectations<br/>2</b> | <b>Meets Expectations<br/>3</b> | <b>Exceeds Expectations<br/>4</b> | <b>Superior Performance<br/>5</b> |
|--|---------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| <b>QR: Quality of Research</b>   |                           |                                 |                                 |                                   |                                   |
| QR1: Motivating arguments  |                           |                                 |                                 |                                   |                                   |
| QR2: Statement of objectives   |                           |                                 |                                 |                                   |                                   |
| QR3: Understanding of literature   |                           |                                 |                                 |                                   |                                   |
| QR4: Originality and insight   |                           |                                 |                                 |                                   |                                   |
| QR5: Potential for success   |                           |                                 |                                 |                                   |                                   |
| <b>SR: Significance of Research and POTENTIAL contribution to discipline</b>                           |                           |                                 |                                 |                                   |                                   |
| SR1: Potential for new knowledge   |                           |                                 |                                 |                                   |                                   |
| SR2: Expansion of prior research   |                           |                                 |                                 |                                   |                                   |
| SR3: Publication potential   |                           |                                 |                                 |                                   |                                   |
| <b>QW: Quality of Writing in the document (strength of writing, freedom from errors, organization)</b> |                           |                                 |                                 |                                   |                                   |
| QW1: Writing   |                           |                                 |                                 |                                   |                                   |
| QW2: Organization  |                           |                                 |                                 |                                   |                                   |
| QW3: Documentation   |                           |                                 |                                 |                                   |                                   |
| <b>OA: Overall Assessment</b>  |                           |                                 |                                 |                                   |                                   |
| Specific comments:   |                           |                                 |                                 |                                   |                                   |

**Completed by (please PRINT your name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor/major professor, please check here:** \_\_\_\_\_ **and confirm that the written document was checked using iThenticate:** \_\_\_\_\_

**Department of Agricultural Economics Rubric for Evaluating PhD Dissertation Oral Defense**

| <b>Learning Outcome Attribute</b>   | <b>Unacceptable<br/>1</b> | <b>Below Expectations<br/>2</b> | <b>Meets Expectations<br/>3</b> | <b>Exceeds Expectations<br/>4</b> | <b>Superior Performance<br/>5</b> |
|---|---------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| <b>QC: Quality of Communication (spoken delivery, presentation, etc.)</b> |                           |                                 |                                 |                                   |                                   |
| QC1: CLARITY & ORGANIZATION of the oral presentation                      |                           |                                 |                                 |                                   |                                   |
| QC2: COMMUNICATES effectively in the presentation                         |                           |                                 |                                 |                                   |                                   |
| <b>KS: Knowledge and Scholarship</b>                                      |                           |                                 |                                 |                                   |                                   |
| KS1: CRITICAL THINKING skills demonstrated effectively                    |                           |                                 |                                 |                                   |                                   |
| KS2: RESPONSES to questions are of a high quality                         |                           |                                 |                                 |                                   |                                   |
| KS3: Quality of ARGUMENTS during questioning                              |                           |                                 |                                 |                                   |                                   |

|                               |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
| <b>OA: Overall Assessment</b> |  |  |  |  |  |
| Specific comments:            |  |  |  |  |  |

**Completed by (please PRINT your name):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Advisor/major professor, please check here:** \_\_\_\_\_

**Department of Agricultural Economics Rubric for Evaluating PhD Dissertation Document**

| <b>Learning Outcome Attribute</b>  | <b>Unacceptable<br/>1</b> | <b>Below Expectations<br/>2</b> | <b>Meets Expectations<br/>3</b> | <b>Exceeds Expectations<br/>4</b> | <b>Superior Performance<br/>5</b> |
|--|---------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| <b>QR: Quality of Research</b>   |                           |                                 |                                 |                                   |                                   |
| QR1: Motivating arguments  |                           |                                 |                                 |                                   |                                   |
| QR2: Statement of objectives   |                           |                                 |                                 |                                   |                                   |
| QR3: Understanding of literature   |                           |                                 |                                 |                                   |                                   |
| QR4: Originality and insight   |                           |                                 |                                 |                                   |                                   |
| QR5: Potential for success   |                           |                                 |                                 |                                   |                                   |
| <b>SR: Significance of Research and contribution to discipline</b>                                     |                           |                                 |                                 |                                   |                                   |
| SR1: Discovery of new knowledge  |                           |                                 |                                 |                                   |                                   |
| SR2: Expansion of prior research   |                           |                                 |                                 |                                   |                                   |
| SR3: Publication potential   |                           |                                 |                                 |                                   |                                   |
| <b>QW: Quality of Writing in the document (strength of writing, freedom from errors, organization)</b> |                           |                                 |                                 |                                   |                                   |
| QW1: Writing   |                           |                                 |                                 |                                   |                                   |
| QW2: Organization  |                           |                                 |                                 |                                   |                                   |
| QW3: Documentation   |                           |                                 |                                 |                                   |                                   |
| <b>OA: Overall Assessment</b>  |                           |                                 |                                 |                                   |                                   |
| Specific comments:   |                           |                                 |                                 |                                   |                                   |

**Completed by (please PRINT your name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor/major professor, please check here:** \_\_\_\_\_ **and confirm that the written document was checked using iThenticate:** \_\_\_\_\_

**Appendix D**Graduate Council Document 90-D  
Statement of Principle

## Work Loads of Students with Graduate Staff Appointments

The practice of employing graduate assistants and instructors is vital to the operation of Purdue, as it is to all large research universities. A good assistantship program benefits everyone. Students receive needed stipends, tuition remissions, and valuable experience in research and teaching. The University is able to conduct classes and to staff research groups at levels that would otherwise not be possible.

For an assistantship program to be successful, certain goals and safeguards need to be kept in mind. Whenever possible, duty assignments should stimulate the intellect and enhance the professional knowledge and skill of the assistant. But in all instances, the duties of the assistant must be fairly and equitably assigned, and the demands placed upon the assistant must not be unreasonable. The Graduate School claims neither the mandate nor the wisdom to direct the day to day interaction of professors and their assistants. However, we do seek to discover a rational frame of reference within which the wide variety of policies and practices may be calibrated and justified.

The generally accepted measure for setting graduate assistant assigned work load is time. Purdue, like many other major research universities, assumes that a half-time appointment entails 20 hours of service per week. If an assistant's duties are independent of the student's course work and research, the definition of the half-time work load is relatively straight forward: not more than 20 hours per week. Of course some flexibility is necessary, both because one individual may work faster or more efficiently than another and because the pressure of work to be done ebbs and flows across the semester. "Over-working" an individual whose assistantship tasks are distinct from his or her student tasks and thesis research has a double consequence. Not only is the assistant being required to work without pay, the student is being deprived of time that might be spent in study and research.

When there is not clear distinction between the duties required by the assistantship and a student's own study and research - when all or most of the assistant's tasks contribute directly toward the student's degree - judgments as to the reasonableness of a work load can be very difficult. Under such circumstances, it would be foolish to encourage a student to think that a total of 20 hours of work per week would be likely to bring about the desired work product and to advance his or her intellectual and technical progress at an acceptable rate. The very fact that individual cases differ makes it especially important for those who supervise graduate assistants to discuss work obligations with their students, early and often.

One final word. The supervisor is often the assistant's employer, counselor, adviser, mentor, examiner, and referee. No other academic situation places such power in the hands of the professor nor requires a more thoughtful assumption of responsibility for the well-being of the student. The supervisor needs to be especially aware of the assistant's health and sanity, of the dangers inherent in extended periods of high stress, and of the reasonable claims family, friends, and society have on the time and energy of the assistant.

Departments are urged to establish a formal mechanism by which students who feel they are being treated unfairly may receive counseling, guidance, and redress.

Endorsed by the Graduate Council 11/15/90

**Appendix E**

## Graduate Council Document 91-B

Graduate School Guidelines/Administrative Procedures  
for Handling of Incidents Involving Harassment

The dean and faculty of the Graduate School support all University efforts to protect its faculty, staff, and students from harassment on the basis of sex, race, color, religion, national origin, or other protected status. Cases involving alleged harassment will be handled through established University procedures. In any cases in which the faculty member has been found responsible for harassment, the procedure below will be followed at the Dean's discretion.

The dean shall appoint a committee consisting of members of the Graduate Council. The dean has the option to include a faculty representative from the department involved. Any other person particularly knowledgeable about the case may be asked to contribute information to the committee. The committee shall be charged with the following responsibilities:

1. The committee will evaluate the Graduate School certification status of the faculty member. The committee may recommend that certification be downgraded to any level. (If implemented, the downgrade may be reviewed at a future time if a review is requested by the department head.)

2. The committee also will consider the impact of the incident on all graduate students under the direction of the faculty member. The committee may make specific recommendations.

The committee should meet and produce a report in a timely manner. Their recommendations are to be delivered directly to the dean of the Graduate School.

(Approved by the Graduate Council 4/18/91)