DEPARTMENT OF AGRICULTURAL ECONOMICS

PURDUE UNIVERSITY

POLICY AND PROCEDURES MANUAL FOR GRADUATE STUDY

2013-2014

Graduate Coordinator
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GRADUATE PROGRAM CHECKLIST

Requirement	Date Completed
Transcripts of previous degree (semester 1)	_____
Excess undergraduate courses declared/certified (semester 1)	_____
Tentative plan of study (semester 1)	_____
Select major professor	
M.S. students (semester 2)	_____
Ph.D. students (semester 3)	_____
Official plan of study	
M.S. students (semester 2)	_____
Ph.D. students (semester 3)	_____
Ph.D. Microeconomics Qualifying Examination (after completing ECON 606 and 607)	_____
Ph.D. Prospectus Seminar and Exam (25/25 rule applies) (within 3 semesters of micro qualifier)	_____
Thesis format approved	_____
Thesis checked for originality using iThenticate	_____
Electronic thesis deposit to the Graduate School	_____
Hard Copy of Thesis delivered to Graduate Coordinator (Agricultural Economics Department)	_____
Finals taken/passed/filed in Grad School Office	_____

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INTRODUCTION

This manual is a reference for graduate students and their advisors. It provides information on degrees requirements, regulations and departmental policies applicable to graduate study in the Department of Agricultural Economics at Purdue. The manual outlines the procedures necessary to attain 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 University time and money.

General requirements concerning admission, academic standards, residence requirements, language proficiency and other graduate school regulations that apply to all graduate students at Purdue are listed in the Policies and Procedures Manual for Administering Graduate Student Programs, which is available for download at http://www.gradschool.purdue.edu/downloads/Graduate_School_Policies_and_Procedures_Manual.pdf. This departmental manual repeats some of the general regulations, but also adds regulations and procedures 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 is in 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. 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 as colleagues of the faculty.

Graduate students also are expected to take an active part in student and departmental affairs. Their contributions to departmental policy and course and curriculum improvement are sought and welcomed. Graduate student representatives participate in many departmental working committees.

The Graduate Committee

Graduate program policy in Agricultural Economics is implemented by the departmental Graduate Committee. This committee is appointed by the Department Head, and members normally serve three-year appointments. The Graduate Committee acts on all admission applications and recommends appropriate policy changes to the faculty. A graduate student represents the graduate student body on the committee and acts on all matters except admission and funding decisions, and decisions regarding personal matters relating directly to other students.

Students who have questions about the graduate program should consult with the Graduate Committee chairperson. Petitions for student programs deviating from normal procedures should be addressed to the Committee. Students always have the right to appeal a decision or ruling. Specific procedures for entering appeals are described in Appendix A.

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. The Masters Student becomes a Masters Candidate upon approval of the plan of study (GR-FORM-6) by the Advisory Committee, the Department Head and the Graduate School Dean. The student must be registered as a Masters 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 (GR-FORM-4). The student must be a Doctoral Student during the semester in which the preliminary exam and prospectus exams are taken. The Doctoral Student becomes a Doctoral Candidate upon successful completion of the preliminary prospectus and exams. The student must be registered as a Doctoral Candidate during the semester in which the degree is awarded.

Straight-Through Ph.D. Policy

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

An M.S. student may apply to the Graduate Committee for a straight-through Ph.D. program after two semesters in residence. The application will include a letter of application outlining the student's case and letters of reference from three Departmental faculty members, including the proposed Ph.D. thesis advisor. These recommendations, as well as performance in courses and on temporary work assignments will be considered by the graduate committee when making a decision regarding application.

M.S. Continuing Ph.D. at Purdue

M.S. students in the Department of Agricultural Economics at Purdue are not automatically accepted into the Ph.D. program. They must demonstrate acceptable performance in the M.S. program and be recommended for further study by the M.S. examining committee.

All M.S. candidates desiring to continue for the Ph.D. degree in the department must make formal application for acceptance to the Ph.D. degree program by sending a letter of request to the Graduate Committee. At the same time, the candidate should ask his/her major professor and two other faculty members to submit letters of recommendation to the Graduate Committee.

Completion of Prior Degree

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

Students admitted to the Doctoral program are not permitted to complete more than 6 hours of the Ph.D. degree program until all requirements for the M.S. degree are completed. Assistantship stipends will be limited to the M.S. degree level until all requirements for the M.S. degree are met. Requests for exceptions may be granted by the Graduate Committee upon petition of 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 preliminary admission to a degree program. The department makes no commitment to eventually accept the non-degree student into a degree program. However, some non-degree students are accepted into a degree program by the Graduate Committee. 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.

International Special

International special is a non-degree enrollment limited to foreign students who are sponsored financially by their government or employer to meet objectives not appropriate for an advanced degree. It is limited to a one year period.

ENGLISH REQUIREMENTS AND PREREQUISITES

English Proficiency Requirements

English proficiency requirements must be completed prior to enrollment or during the first semester.

Written English Requirement:

Students whose native language is English and students from approved English-speaking countries may meet the written English requirement in one of the following ways:

(1) a Graduate Record Examination (GRE) verbal score of 600 or better or a GMAT score 36 or higher;
(2) received a B or higher grade in undergraduate English composition course(s); or
(3) complete ENGL 420, 421, or 304 with a grade of B or better during the first semester.

Students whose first language is not English may meet the written English proficiency requirement in one of three ways:

(1) submit a TOEFL Written English score of 18 or higher;
(2) a Graduate Record Examination (GRE) verbal score of 600 or better or a GMAT score 36 or higher;
(3) or satisfactory completion of ENGL 002 during the first semester.

Spoken English Requirement:

Students whose first language is not English must meet the spoken English proficiency requirement in one of the following ways prior to enrollment:

(1) a TOEFL score of (Writing 18, Speaking 18, Listening 14, Reading 19) or IELPTS 8
(2) a Graduate Record Examination (GRE) verbal score of 600 or better or a GMAT score 36 or higher on verbal; or
(3) possession of a Bachelor's degree from an accredited institution of higher learning in the United States.

Students who are non-native speakers of English but have a permanent visa or U.S. citizenship will not be required to submit a TOEFL examination score.

Prerequisites

Graduate students in agricultural economics come from a variety of backgrounds. It is not unusual for new graduate students to lack some foundation courses which are needed for effective performance in the graduate program. Consequently, the faculty requires all graduate students to demonstrate proficiency in four pre-requisite areas:

- ECON PRINCIPLES (micro and macro theory equivalent to ECON 251/252)
- MATHEMATICS FOR ECONOMISTS (differential calculus and linear algebra equivalent to AGEC 596. Ph.D. students also should have multivariate and integral calculus.)
- STATISTICS (equivalent to STAT 301/501/511)

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 major professor and Graduate Committee Chairperson 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 and the Doctor of Philosophy.[1] The Master of Science 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 Ph.D. degree are encouraged to select this option.

The Doctor of Philosophy degree is awarded to students achieving the highest level of scholastic attainment. The Ph.D. 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 Master of Science “non-thesis” or “professional” option, including the Professional M.S. in International Agribusiness, allows students to substitute additional course credits in lieu of a thesis. Students pursuing this option are required to acquire a research or professional experience by taking a special topics course (AGEC 691) of at least 3 credit hours under the supervision of a faculty member. The credits for the professional option M.S. degree are in the form of a special problem with either a research or professional emphasis, which is developed in conjunction with the student’s advisor and advisory committee. This is generally a directed study focusing on an issue of professional or research 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. The written document must be submitted to the advisor and advisory committee in time to allow two weeks for review. 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).

[1]The department also offers a distance learning M.S./M.B.A. in Food and Agribusiness and the Purdue University 3+2 B.S./M.S. program.

M.S. and Ph.D. Requirements

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

[1] M.S. - ECON 51100, 51200;
Ph.D. - ECON 60600, ECON 60700, ECON 61500, plus either ECON 60900, ECON 61000 or ECON 61400

[2] M.S. - two of STAT 51200, AGEC 55200, or AGEC 65000;
Ph.D. - ECON 67000, AGEC 65100, AGEC 65200, AGEC 65400 (2)

[3] M.S. – the Professional M.S. in International Agribusiness has additional requirements. Check with the Graduate Coordinator for details.
Ph.D. - AGEC 62500 (3) or ECON 60800 (2) by permission

[4] 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.

[5] 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 B.S. 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.

[6] The research credits for the professional option M.S. degree are in the form of a special problem, the M.S. thesis and Ph.D. dissertation research credits are not considered "courses".

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.

M.S. Required Courses[2]

Economic Theory (6 credits minimum)	ECON 51100 - Intermediate Economics I ECON 51200 - Intermediate Economics II
Quantitative Methods (6 credits minimum)	STAT 51200, AGEC 55200, AGEC 65000 See a partial list under Ph.D. electives below. (STAT 30100, STAT 50001 and STAT 51100 are prerequisites and may not be used to satisfy this requirement.)
Policy Analysis (3 credits)	AGEC 60200

M.S. Agricultural Economics Electives

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

See Ph.D. elective listing for other electives by area of special interest.

Ph.D. Core Courses

Economic Theory (8 credits)	ECON 60600, ECON 60700, ECON 61500 and one from ECON 60900, ECON 61000 or ECON 61400
Quantitative Methods (10 credits)	AGEC 65100, AGEC 65200, ECON 67000 or equivalent (STAT 51600 or STAT 51900), AGEC 65400
Policy Analysis (3 credits)	M.S. thesis
Macroeconomics (2 or 3 credits)	AGEC 62500 (3) or ECON 60800 (2)

[2] 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 apply in the case of the Professional MS in International Agribusiness. Check with the Graduate Coordinator for details.

[3] Students should consult MyPurdue for prerequisites and consult with instructors before enrolling in advanced courses.

Ph.D. Suggested Electives

Economics:

ECON 60000	Teaching Economics
ECON 60900	Microeconomic Theory II
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

Students must select one specialty area from the following list. Students have the option of declaring a second specialty area.

- □ Agricultural Business Management
- □ Agricultural Finance
- □ International Development
- □ Markets and Industrial Organization
- □ International Trade
- □ Production Economics
- □ Energy, Resources and Environmental Economics
- □ Space, Health and Population Economics (SHaPE)

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. Faulty 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.

Ph.D. Specialty Areas (9 credit hours or more)

Agricultural Business Management (12 credits minimum):

AGEC 60000 Agricultural Finance or AGEC 61300 Introduction to Economics of Risk
AGEC 62100 Advanced Agricultural Marketing or AGEC 62200 Food System Organization & Policy
AGEC 69100 Economics of Agribusiness Strategy and Marketing

Plus: 3-4 credits from Management depending on area of interest:

Marketing Series

MGMT 62500	Research Methods in Marketing Management (2)
MGMT 62600	Seminar in Marketing Models (2) (Prerequisites: MGMT 62000 and 67200)
MGMT 62800	Survey of Marketing Theory (3)

Strategy Series

MGMT 65700	Manufacturing Strategy (2) (Prerequisites: MGMT 61000; MMT 65000; MGMT 66000)
MGMT 65800	Corporate Strat Concepts & Models (2)
MGMT 65900	Strategic Management II (2)
MGMT 67700	Seminar in Quantitative Methods in Management Research (2)

Finance Series

MGMT 61600	Seminar in Finance Markets I (2)
MGMT 61700	Seminar in Finance Markets II (2)
MGMT 61800	Seminar in Managerial Finance I (2)

Agricultural Finance (12 credits minimum:

AGEC 60000	Agricultural Finance
AGEC 61300	Introduction to Economics of Risk

Plus 6 credits from the following:

MGMT 61600	Seminar in Finance Markets I
MGMT 61700	Seminar in Finance Markets II
MGMT 61800	Seminar in Managerial Finance I
MGMT 61900	Seminar in Managerial Finance II

Energy, Resources and Environmental Economics (12 credits minimum):

AGEC 61600	Resource Economics and Policy
AGEC 61900	Applied Economics

Plus two of the following:

AGEC 60400/60800	Welfare Economics (1) and Benefit Cost Analysis (2)
AGEC 61800	Applied General Equilibrium Analysis
AGEC 64000	Agricultural Policy

International Development (9 credits minimum):

AGEC 64000	Agricultural Policy
AGEC 64300	Theory of Economic Development

Plus courses from the following to reach a minimum of 9 credits:

AGEC 60400	Welfare Economics
AGEC 60500	Agricultural Price Analysis
AGEC 60800	Benefit Cost Analysis
AGEC 61200	Production Economics
AGEC 61600	Resource Economics Policy
AGEC 61800	Applied General Equilibrium Analysis

AGEC 62100	Advanced Agricultural Marketing
AGEC 63100	Theory and Practice of Spatial Econometrics
AGEC 64400	International Ag Trade
AGEC 65500	Time Series Analysis or ECON 67300 Time Series Econometrics
ECON 67400	Microeconomics

International Trade (9 credits minimum):

AGEC 64400	International Agricultural Trade
ECON 63400	International Trade Theory
ECON 63600	Empirical International Trade

Plus two of the following:

ECON 63500	Monetary International Economics
AGEC 61800	Applied General Equilibrium Analysis
ECON 69000	Trade Topics

Markets and Industrial Organization (9 credits minimum):

AGEC 60500	Agricultural Price Analysis (3)
AGEC 62100	Advanced Agricultural Marketing (3)
AGEC 62200	Food System Organization and Policy (3)
AGEC 690F	Applied Contract Theory and Mechanism Design (3)
ECON 62000	Industrial Organization I (2)
ECON 62100	Industrial Organization II (2)
ECON 63100	Empirical Industrial Organization (2)
ECON 61100	Game Theory (2)
ECON 67600	Economics of Uncertainty and Information I (2)
ECON 62200	Public Economics (2)
ECON 67400	Microeconometrics (2)
ECON 68600	Experimental Economics I (2)
ECON 68500	Experimental Economics II (2)

Production Economics (9 credits minimum):

AGEC 61200	Production Economics
AGEC 61300	Introduction to Economics of Risk
AGEC 61900 /AGEC 614	Applied Economics or Production Economics II

Students are encouraged to explore:

AGEC 60000	Agricultural Finance
AGEC 61600	Resource Economics Policy
AGEC 63100	Theory and practice of Spatial Econometrics
AGEC 64000	Agricultural Policy
AGEC 64300	Theory of Economic Development
AGEC 65500	Time Series Analysis
ECON 67300	Econometrics
ECON 67400	Microeconometric
AGEC 69000	Applied Contract Theory and Mechanism Design

Space, Health and Population Economics (10 credits minimum):

AGEC 63000	Urban and Regional Economics (3)
AGEC 63100	The Theory and Practice of Spatial Econometrics (3)
AGEC 69100	Global Issues in Health and Demography (3)
AGEC 63300	Advanced Topics in Space, Health and Population Economics (1 credit seminar, taken multiple semesters with a max of 3 credits)

In the selection of electives to be determined with your advisory committee the following classes may provide a good fit:

AGEC 60500	Agricultural Price Analysis (3)
AGEC 60800	Benefit-Cost Analysis (2)
AGEC 61600	Resource Economics and Policy (3)
AGEC 62100	Advanced Agricultural Marketing (3)
AGEC 64000	Agricultural Policy (3)
AGEC 64300	Theory of Economic Development (3)
ECON 62200	Public Economics I (2)
ECON 65000	Labor Economics (2)
ECON 67600	Economics of Uncertainty and Information I (2)
AGEC 65500	Time Series Econometrics (3)
ECON 67400	Microeconometrics (2)

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 Assistant Head for Teaching.

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.

Traveling Scholar Program

Ph.D. 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 procedures to be followed.

Research in Absentia

Ph.D. 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:

a. 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.

b. 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:

a. At least one-third of the total credits used to satisfy degree requirements must be earned (while registered for Ph.D. study) in continuous residence on the Purdue campus where the degree is to be granted.

b. At least 90 total credits are required (minimum of 50 course credits).

SELECTION OF MAJOR PROFESSOR AND ADVISORY COMMITTEE

Incoming students will be assigned a temporary major professor in their area of interest 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 Chairperson 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 Department Head at the time of their first registration.

Early in the first semester, new graduate students are given a list (the "Research Cafeteria") of professors and research projects which are appropriate for graduate student research. Graduate students are encouraged to personally visit with faculty members about their research interests. After studying the list of projects and consulting with the staff member involved, students may request the Department Head to designate a professor as their major professor.

M.S. 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. Ph.D. students are encouraged to make their selection by the end of their second semester in residence. They are required to choose a major professor, 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.

Thesis-option M.S. students and all Ph.D. students must include thesis topic information with their request which is submitted to the Department Head. Departmental priorities, availability of funding, student interests and faculty preference are taken into account in approving major professor assignments.

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 may subsequently be revised by the student and his 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, for it insures thorough program planning and feasible scheduling of courses. Preparation of the Ph.D. plan of study should include designation of courses for the proposed specialty areas. The plan of study if 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 Department Head, and the Dean of the Graduate School.

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 will contain required courses, elective courses, and transfer courses. Transfer credits can be used to satisfy degree requirements, within limitations. The faculty challenges each student to develop a unique plan of study to meet individual academic objectives and career goals. There is no standard plan of study for 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. The major professor is chairman of the advisory committee. The advisory committee can contribute to the student's educational experience in several ways.

1. The committee reviews previous training, recommends 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 procedures, analytical concepts and methods and thesis organization.

4. The committee advises the student on the appropriate time to take the prospectus and final exams. The advisory committee serves as the final examination committee for the M.S. and Ph.D. student, unless justification for a different examination committee is presented to and approved by the Department Head.

M.S. Advisory Committee

The advisory committee for the M.S. program consists of at least three members representing the student's primary and related areas of study. The members will usually be from the Agricultural Economics Department but may be from other departments depending on the student's research topic.

Ph.D. Advisory Committee

Departmental policy requires that a Ph.D. advisory committee consists 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 M.S. or Ph.D. 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 (AGEC 69800 and 69900) load varies.

Students not on staff appointment are permitted to register for any combination of research and course credits which does not exceed 18 credits, 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 go to Room 45 of Hovde Hall.

Incomplete Grades: Incomplete grades are given 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. M.S. thesis option students register for AGEC 698. M.S. professional option students register for AGEC 691. Ph.D. students register for AGEC 699.

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 M.S. thesis-option or Ph.D. 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

M.S. Students

a. M.S. 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.

b. The M.S. 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.

c. Major professors are expected to monitor progress toward degree objectives and performance. In consultation with the student's advisory committee, they have 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.

e. Full-time M.S. students must complete their programs within two years after first registration unless continuation is granted by the Graduate Committee upon written request.

Ph.D. Students

a. Ph.D. 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.

b. Major professors are expected to monitor progress toward degree objectives and performance. In consultation with the student's advisory committee, they have 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.

c. Full-time students are required to sit for the microeconomic theory qualifying examination covering the material taught in ECON 60600, ECON 60700 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.

d. Graduate School regulations permit a second attempt to pass the economic theory and agricultural economics prospectus exams if the candidate fails on the first attempt. A third attempt at the prospectus exam may be permitted only upon written petition to the Graduate School.

e. After passing the microeconomic theory qualifying exam, the Ph.D. student will write a dissertation prospectus and present during a seminar and examination. See "Ph.D. 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). 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 for the fall semester and students will not be registered in the spring semester of the third year unless a prospectus has been successfully completed during the fall semester.

f. 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.

g. 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.

EXAMINATIONS

Ph.D. students take comprehensive examinations in order to test their levels of professional competence and readiness to complete a dissertation. There are two exams for the Ph.D. degree. In addition, there is a dissertation defense for Ph.D. degrees, as well as a thesis defense for M.S. students. The evaluation of student performance on written and oral 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 Ph.D. Students

Successful completion of the preliminary examination constitutes formal admission to candidacy for the Ph.D. The preliminary examination consists of two parts; a Microeconomic Theory Qualifying Examination 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 prospectus 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 July). All Ph.D. students in Agricultural Economics must pass the portions of this exam that cover the required sequence of microeconomic theory courses (ECON 60600, ECON60700 and ECON61500).

It is important that students progress through the Ph.D. Program of Study in a reasonable amount of time. For this reason, students are required to take the Microeconomic Theory Qualifying Examination at the first opportunity after they have completed ECON 60600, ECON 60700 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 granted 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 Ph.D. coursework and on the previous qualifying exam before making a final determination of outcome.

After the grading committee's decision has been rendered, students' identities are revealed to the grading committee and the chair of the department's graduate program. Any student who does not pass the written microeconomic theory qualifying examination on the second attempt will not be permitted to continue in the Ph.D. program.

Agricultural Economics Preliminary and Prospectus Examination

All Ph.D. 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 field(s) of specialization.

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 Ph.D. advisory committee and one additional 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. The written prospectus document shall be no more than 25 pages in length (with 1" margins throughout and no smaller than 12pt font). The document should describe the student's detailed proposed plan of research, review the relevant literature that indicates the student's potential contribution, and include a brief timeline to completion. The thesis prospectus will be presented orally in a session open to faculty, staff and students. The student is allocated a maximum of 25 minutes for his/her presentation, which will be followed by questions, discussion and examination. Students are required to adhere to this 25/25 rule: 25 pages for the document; 25 minutes for the presentation.

The 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 have broad flexibility and responsibility to direct the student in his or her preparation for the examination and, working in conjunction with the Graduate Program Chair, in how the examination is to be structured. 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.

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). In all cases the Preliminary and Prospectus Examination must be successfully completed by the end of third semester following successful completion of the Microeconomic Theory Prelim Exam. Students will not be registered in the fall semester of the third year unless the Preliminary and Prospectus Examination has been either successfully completed or scheduled for the fall semester. Furthermore, students will not be approved for registration for the spring semester of the third year unless the Preliminary and Prospectus Examination has been successfully completed during the fall semester.

Final Examination for Ph.D. and Thesis-Option M.S. Candidates

A final oral examination is taken after the completion of all course work and the written thesis or dissertation. This exam may cover any material in the candidate's program, but usually is a defense of the thesis or dissertation. In the case of

Ph.D. candidates, at least two semesters must elapse and be devoted to research between the Prospectus Preliminary Examination and the final dissertation examination.

The final examining committee for both M.S. and Ph.D. students 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 examining committee shall consist of at least three members for M.S. candidates and four members for Ph.D. candidates. The candidate's areas of study shall be represented on the examining committee.

The specific procedures for completing all Ph.D dissertation and M.S. thesis 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 in order to allow time for the committee to read the thesis or dissertation.

3. The student will provide a final copy of the thesis or dissertation to all committee members at least two weeks in advance of the final examination.

THESIS PROCEDURES

Thesis Preparation

All Ph.D. candidates and thesis-option M.S. 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 Examining 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 doctoral 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.

Thesis and Abstract Distribution

Electronic deposit copy to the Graduate School
Bound copies of the thesis:
Department Head (for Krannert Library)
Major Professor and Advisory Committee

The Department Head will not approve the Graduate School copy until a copy is provided for the Krannert Library. The approval of the Department Head is required when Departmental financing is desired for extra thesis copies to distribute to cooperating departments, industries, or other institutions.

Students taking thesis-option degrees in other departments based on research financed by agricultural economics assistantships are expected to furnish one thesis copy to the Head of the Agricultural Economics Department. This copy will be placed in the Krannert Library.

To satisfy the academic requirement that all theses be widely published, Purdue University has made arrangements for all theses to be microfilmed by University Microfilms, Ann Arbor, Michigan. The thesis microfilm fee must be paid in the Office of the Bursar as specified by the Registrar. Candidates will receive no direct billing or reminder from the Bursar relative to the payment of this fee.

Publication Responsibility

Publication is an integral part of research. Thesis and dissertation 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 the publication responsibilities.

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 for all research and teaching assistants in the Krannert Building which 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 shall be allocated to persons admitted to the Graduate School who are research or teaching assistants as follows:

(1) Post-prelim Ph.D.,
(2) Ph.D. student in the process of studying for and taking preliminary examinations,
(3) M.S. student with plan of study complete and working on thesis,
(4) Ph.D. student prior to preliminary examinations,
(5) M.S. student with plan of study not completed, and
(6) 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, e.g., telephone,
(2) Special access, e.g., student traffic for those teaching or counseling students,
(3) Special storage, security, and 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, remove or add furniture to the offices.

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 cannot furnish office supplies for course work or 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: In their orientation program, new graduate students will be introduced to the computer facilities available to them. Students are expected to do their own computer work. ming. Assistance is available from selected faculty members and the computer staff employed by the Department.

Book Purchases: If the graduate student requires research materials which are not available on campus, the student and the major professor may request the Associate Head or the Library Committee to purchase the materials. All students and staff are invited to work with the library committee in ordering books to keep the library current in their area.

Travel Arrangements: Graduate students may need to travel in their research and other Departmental duties. All requests to travel on University funds or with University vehicles should be coordinated through the major professor and the AGEC 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.

Ph.D. and M.S. 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 major professor 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 major professor indicates on this form whether or not the student is or is not a bona fide degree candidate for that semester.

It is the student's responsibility to initiate the candidate clearing process. This is done by checking the "graduate candidate" box on the registration form (23) for the semester in which the student intends to graduate. In all cases candidacy must be declared within the four weeks of the start of the semester in which the student wishes to receive the degree.

Exit Interview

All students are required to complete the Graduate School Exit Questionnaire and schedule an exit interview with the Chair of the Graduate Committee.

Placement Services

Agricultural economics graduates find employment in the business, government, and educational sectors. The Department assists the student in job identification, and the faculty has frequent contacts 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 the monthly web newsletter Keeping Track. 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 approved too late for commencement and those of non-participants 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 don=t 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:

a. Self-financing.
b. Fellowships and traineeships offered by foreign and domestic government agencies, industries, foundations and other scholarship agencies.
c. Purdue University fellowships and Department of Agricultural Economics special awards.
d. Residence Hall counselor.
e. Departmental graduate assistantships (thesis/dissertation required)

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. All stipends are 12 month appointments.

Procedures Regarding Graduate Assistant Employment/Assistantship Benefits

1. All assistantships must be approved by the 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 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.
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. As such, they 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 major professor. 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 and 15 days per year military leave.
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:

M.S. Students

a. 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.
b. Assistantship funding for M.S. students is limited to 3 semesters plus 1 summer session from the date of entry into the program, unless an extension is granted. Funding cannot exceed two year.
c. M.S. students enrolled in the professional option are not eligible for research assistantship support.

Ph.D. Students

a. 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.
b. Failure to pass a preliminary exam will result in automatic review and possible loss of assistantship.
c. Funding for students who have an M.S. degree from another institution is limited to 3 years from the date of entry into the program, unless an extension is granted.
d. Funding for students who take both the M.S. and Ph.D. 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.

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 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 a Form 17 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 students 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 these events and give the student latitude 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 M.S. program, the student must forfeit the assistantship as soon as the decision is made. The appointment of professional M.S. 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 M.S. students and third semester for Ph.D. students. Students should seek faculty with funded projects in choosing their major professor. However, if a student selects a faculty member without funding, the student will be permitted to remain on department funding for only one additional semester. Special requests for supporting a graduate student on Departmental funds beyond this time period 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:

a. 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.
b. At least 30 total credit hours are required.

Doctoral Degree:

a. 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.

b. At least 90 credit hours are required;
c. 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 AND ETHICAL BEHAVIOR

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. If students will be engaging in data collection or fieldwork they will be required to satisfactorily complete the CITI human subjects training.

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/usp/acad_policies/student_code.

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.

We encourage graduate students 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.

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
Freddie Barnard
Michael Boehlje
Jennifer Dennis
Frank Dooley
Scott Downey
Joan Fulton
Allan Gray
Michael Gunderson
Christopher Hurt
Maria Marshall
Alan Miller
Nicole Olynk
Steve Wu
Elizabeth Yeager

Aquaculture
Kwamena Quagrainie

Biotechnology
Marshall Martin

Alternative Agriculture
Joan Fulton
Jess Lowenberg-DeBoer
Maria Marshall

Climate Change
Otto Doering
Benjamin Gramig
Raymond Florax
Tom Hertel
Juan Sesmero
Gerald Shively

Community & Economic Development
Janet Ayres
Larry DeBoer
Lionel Beaulieu
Raymond Florax
Joan Fulton
Maria Marshall
Kevin McNamara
Jacob Ricker-Gilbert
Brigitte Waldorf
Elizabeth Yeager

Computer Decision Aids
Craig Dobbins (Financial Management, FINPACK)
Joan Fulton (Grain Marketing)
Gerald Harrison (Financial Management & Taxes)
Alan Miller (Computerized Accounting)
Paul Preckel (Optimization)

Farm Estate Planning & Transfer
Gerald Harrison
Alan Miller

Agricultural Finance
Timothy Baker
Freddie Barnard
Michael Boehlje
Craig Dobbins
Jess Lowenberg-DeBoer
Alan Miller
Holly Wang

Industrial & Food Policy
Joseph Balagtas
Michael Boehlje
Otto Doering
Allan Gray
Michael Gunderson
Thomas Hertel
Roman Keeney
Marshall Martin
Nicole Olynk
Jacob Ricker-Gilbert
Gerald Shively
Wallace Tyner
Steven Wu

Farm Labor Management
Craig Dobbins
Gerald Harrison (Insurance, Employment Taxes and Compensation)

Farm Leases & Business Arrangements
Craig Dobbins
Gerald Harrison (Legal Aspects and Taxes)
Alan Miller

Farm Legal Affairs
Gerald Harrison

Farm Planning & Organization
Freddie Barnard

Michael Boehlje
Craig Dobbins
Gerald Harrison
Christopher Hurt
Roman Keeney
Jess Lowenberg-DeBoer
Alan Miller
Nicole Olynk
Elizabeth Yeager

Land Prices, Sales and Cash Rent
Craig Dobbins
Gerald Harrison
Alan Miller

Land Use
Janet Ayres
Larry DeBoer
Gerald Harrison
Nelson Villoria

Leadership
Janet Ayres

Livestock Management & Marketing
Kenneth Foster
Christopher Hurt
Nicole Olynk

Markets & Price Analysis
Corinne Alexander
Joseph Balagtas
James Binkley
James Eales
Joan Fulton
Jacob Ricker-Gilbert
Gerald Shively
Holly Wang
Elizabeth Yeager

Natural Resources
(see Resources)

Operational Research
Paul Preckel

Policy
(see Public/Farm Industrial & Food)

Consumer Marketing & Food Demand
James Binkley
Jennifer Dennis
James Eales
Nicole Olynk

Cooperatives
Joan Fulton

Crop Insurance
Holly Wang

Economic Education
Jeff Sanson

Energy Economics
Otto Doering
Raymond Florax
Tom Hertel
Paul Preckel
Juan Sesmero
Gerald Shively
Wallace Tyner

Environmental and Resource Policy
Michael Delgado
Otto Doering
Raymond Florax
Benjamin Gramig
John Lee
Juan Sesmero
Gerald Shively
Wallace Tyner

Experimental Economics
Steven Wu

Farm Accounting
Timothy Baker
Freddie Barnard
Gerald Harrison
Alan Miller

Federal and State Income Tax Law
Larry DeBoer
Gerald Harrison

Food Distribution and Processing
Frank Dooley
Steven Wu

Futures and Options Marketing
Corinne Alexander
Christopher Hurt
Holly Wang

Grain Marketing
Corinne Alexander
Christopher Hurt

Horticulture
Jennifer Dennis

International Agriculture & Development
Philip Abbott
Otto Doering
Joan Fulton
Thomas Hertel
Jess Lowenberg-DeBoer
Marshall Martin
Kevin McNamara
Philip Paarlberg
Jake Ricker-Gilbert
John Sanders
Gerald Shively
Wallace Tyner
Nelson Villoria
Holly Wang

International Trade
Philip Abbott
James Binkley
Thomas Hertel
Marshall Martin
Maria Marshall
Philip Paarlberg
Nelson Villoria

Production Economics
Tim Baker
Michael Boehlje
Kenneth Foster
Roman Keeney
John Lee
Jess Lowenberg-DeBoer
Nicole Olynk
Paul Preckel
Jake Ricker-Gilbert
John Sanders
Juan Sesmero
Holly Wang
Steven Wu
Elizabeth Yeager

Public Policy, State & Local Government and Regional Economic Analysis
Janet Ayres
Larry DeBoer
Michael Delgado
Otto Doering
Raymond Florax
Kevin McNamara
Paul Preckel
Brigitte Waldorf
Steven Wu

Resource Economics
Michael Delgado
Otto Doering
Raymond Florax
Benjamin Gramig
John Lee
Juan Sesmero
Gerald Shively
Wallace Tyner

Rural Sociology
Janet Ayres

Spatial Economics
Raymond Florax

Taxes
(See Federal/Farm)
U.S. Economy
Larry DeBoer
Otto Doering
James Eales
Wallace Tyner

Appendix C Learning Outcomes Assessment Rubrics

Department of Agricultural Economics Rubric for Evaluating M.S. Oral Defense

Learning Outcome Attribute	**Unacceptable 1**	**Below Expectations 2**	**Meets Expectations 3**	**Exceeds Expectations 4**	**Superior Performance 5**
QC: Quality of Communication (spoken delivery, presentation, etc.)					
QC1: CLARITY & ORGANIZATION of the oral presentation					
QC2: COMMUNCATES 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					

OA: Overall Assessment					
Specific comments:					

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

Department of Agricultural Economics Rubric for Evaluating M.S. Written Thesis

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

OA: Overall Assessment					
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 Ph.D. Oral Prospectus Defense

Learning Outcome Attribute	**Unacceptable 1**	**Below Expectations 2**	**Meets Expectations 3**	**Exceeds Expectations 4**	**Superior Performance 5**
QC: Quality of Communication (spoken delivery, presentation, etc.)					
QC1: CLARITY & ORGANIZATION of the oral presentation					
QC2: COMMUNCATES 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					

OA: Overall Assessment					
Specific comments:					

Completed by (please PRINT your name):_____ Date:_____

Advisor/major professor, please check here: _____

Department of Agricultural Economics Rubric for Evaluating Ph.D. Written Prospectus

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

OA: Overall Assessment					
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 Ph.D. Dissertation Oral Defense

Learning Outcome Attribute	**Unacceptable 1**	**Below Expectations 2**	**Meets Expectations 3**	**Exceeds Expectations 4**	**Superior Performance 5**
QC: Quality of Communication (spoken delivery, presentation, etc.)					
QC1: CLARITY & ORGANIZATION of the oral presentation					
QC2: COMMUNCATES 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					

OA: Overall Assessment					
Specific comments:					

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

Department of Agricultural Economics Rubric for Evaluating Ph.D. Dissertation Document

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

OA: Overall Assessment					
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 loads 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)