

**Department of Agricultural and Applied Economics
Graduate Student Policy and Procedures**

**Academic Year
2019 – 2020**

All earlier versions of this statement are considered null and void. All current students must adhere to the policies contained in this document.

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www.grad.uga.edu

www.caes.uga.edu/departments/agecon/

Graduate Student Policy and Procedures
Department of Agricultural and Applied Economics

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PREFACE

The *Graduate Student Policy and Procedures* handbook is provided as a supplement to the *Graduate School Bulletin* and should be referred to for all graduate student policy and procedural matters approved and established by the faculty in the Department of Agricultural and Applied Economics. It should be emphasized that this document is not intended to duplicate material provided in other Graduate School documents. Students should continue to refer to the *Graduate School Bulletin* for all university policy and procedural matters. As a complement to the university's policy and procedures, this document describes unique departmental policy and procedures¹.

History

Department of Agricultural and Applied Economics

The department was organized in 1928, and during its early years the faculty was small, varying from two to five members. Due to a lack of funding, the department was closed in 1933 and agricultural economics classes were offered in the Franklin College Department of Commerce. A year later, the department was reestablished in the College of Agriculture and the faculty began to grow, expanding roles into research, outreach, and graduate education.

Department's Graduate Programs

After World War II, the M.S. program greatly expanded with the influx of military veterans and has continued throughout its existence to be a very active and solid program. In 1971, the Ph.D. program was established, offering a strong complement to the M.S., research, and outreach programs within the department. In 1999, the M.S. was split into an M.S. in agricultural economics and an M.S. in environmental economics. This was followed in 2009 with the establishment of the Masters in Agribusiness degree.

¹ As changes to this document may occur in the future, students should refer to the handbook associated with the academic year in which they were admitted to their current degree objective. Students may also follow the policies and procedures of a handbook associated with a subsequent academic year.

Graduate School Policy and Procedures

Refer to the [Graduate School Bulletin](#) and the [Graduate School](#)'s web site (www.grad.uga.edu) for all university policy, procedures, and Graduate School forms. Department policy and procedures outlined below do not override any of the university's. Instead they are designed to supplement university policy. *It is the responsibility of the student to meet all university and department requirements.*

Professionalism and Ethics

Academic Honesty

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. All students at The University of Georgia are expected to read and comply with [A Culture of Honesty](#), the University's academic honesty policy.

A student participating in any dishonest activity will be subjected to academic dismissal. Any form of cheating on examinations or plagiarism will not be tolerated.

Admission

For admission the following are sent to the Graduate School:

- Admission application
- Current resume
- Statement of Purpose
- Transcripts from all colleges and universities attended
- Graduate Record Examination (GRE) scores
- Three letters of reference

International students must also submit official TOEFL or IELTS scores that satisfy the Graduate School minimum requirements². All of these factors are taken into account by the departmental Graduate Committee as it considers an application.

² Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language usually are not required to submit the TOEFL (or IELTS) scores. See [English Proficiency Requirement](#) for details.

Programs of Study

The graduate programs in Agricultural and Applied Economics offer flexibility in meeting individual student interests and backgrounds so students can prepare for careers in industry, government, or academia. As a foundation for this preparation, all students first obtain a core understanding of economic theory and quantitative skills. Based on this core, student programs are then designed to address the individual research topics and interests of students. This results in all students acquiring the following tools once they complete their degree programs:

1. Proficiency in problem-solving methodology (research methods) including professional ethics.
2. Ability to apply economic theory and quantitative techniques to the analysis and solution of contemporary problems and issues.
3. Proficiency in conducting independent research and the development of a high order of independent thought.
4. Capacity to read, synthesize, and critically evaluate literature in economics.
5. Ability to work and communicate effectively with diverse groups and audiences.
6. Broad knowledge base and understanding of applied economics.

Departmental Seminars

The department conducts a seminar program during the regular school year. Seminars are usually held at a regular scheduled date and time each semester. Graduate students are required to register for one credit hour of seminar each fall and spring semester during their graduate program.

Financial Assistance

Funds are available through the department for graduate research/teaching assistantships. Graduate assistantships provide productive and rewarding experiences that enhance a student's academic and professional development. They contribute both to the educational goals of a graduate student and the research, teaching, and extension programs of the department. These assistantships represent both an opportunity and a responsibility for the recipient. The department is sensitive to the dual roles of a

graduate assistant as both a student and a temporary university employee. If you would like to be considered for an assistantship, there is a check-box on the application form to indicate your interest.

Research assistantships are for research support and relate directly to the research program of the department. MS, MAB, and PhD students receiving financial assistance may be assigned to serve as teaching assistants, depending on the needs of the department. MS and MAB students should expect to serve as a teaching assistant for at least one semester, while PhD students should expect to serve as a teaching assistant for at least 2 semesters. Because they should expect to serve as a teaching assistant for at least one semester, students receiving an assistantship must complete the Graduate School's training course for teaching assistants, GRSC 7770. This course is required as part of an assistantship but does not count toward completion of degree requirements.

First year graduate student assistants are assigned by the department head to a faculty member who serves as their assistantship supervisor. Students are required to spend the hours corresponding to their assistantship on assignments as determined through conversations with their assistantship supervisor. Such assignments will involve short-term projects or tasks, including acting as a teaching assistant or supervising the undergraduate computer lab, depending on the current demands facing the faculty. The department head will make an effort to place graduate students with a faculty member who is experienced and knowledgeable in a student's primary field of academic interest.

By the mid-term of the second semester a student should have selected a major professor to serve as their research advisor. This process involves contacting prospective major professors and discussing possible mutual academic interests. The graduate coordinator provides advice on selection of a permanent major professor and considers the expressed desires of the student and the availability and willingness of faculty to serve. Upon selection of a major professor, graduate students can request to change assistantship supervisors; the request will be granted if both the current supervisor and the proposed supervisor agree. As a student matriculates through their graduate program, the emphasis of their graduate assistantship is often, but not necessarily, on work related to their thesis or dissertation. Graduate assistants may be assigned by the department head to other research, teaching, or support tasks.

Length of Time and Remuneration

Assistantships are awarded for a specific contractual period. Students making normal progress toward their degree objective will be considered for renewal of their assistantship. However, failure to i) meet academic standards, ii) satisfactorily fulfill assistantship assignments as determined by their assistantship supervisor, and/or iii) specific policy requirements may result in revocation or nonrenewal of an assistantship.

Work Schedule

The time commitment for an assistantship is communicated by the department head in your offer letter. A regular daily work and class schedule should be prepared under supervision of the major professor. A graduate student on an assistantship is considered a regular employee of the department. University office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday, exclusive of holidays. Students receiving funding for projects headquartered outside the Athens campus should be prepared to travel to project headquarters as necessary.

Agricultural and Applied Economics Graduate Student Association

The Graduate Student Association was organized in 1969. The purpose of this organization is to serve as a liaison between graduate students and the faculty of the Department of Agricultural and Applied Economics. The graduate students may meet to discuss academic issues or problems and recommend reforms. The association encourages fellowship among students and faculty by organizing seminars, athletic events, and social gatherings. The exchange of ideas and the promotion of academic excellence are fostered through the graduate student outstanding paper awards, outstanding faculty award, and the annual Ron Ziemer symposium. All students are urged to support the Graduate Student Association by regular attendance and active participation.

Department Services Available to Graduate Students

Within the limit of resources available, the department attempts to provide support to students in the form of supplies, equipment, facilities, and staff services.

Supplies

The department will provide all necessary supplies, as determined by the assistantship supervisor, directly associated with the student's teaching and research assistantship activities. Supplies cannot be furnished, however, for general coursework or for personal use.

Use of Departmental Equipment

Computers and other equipment necessary for teaching or research are provided. This equipment represents a significant investment and annual operating expense for the department. Graduate students should become familiar with the proper operation and care of this equipment. Rooms in which this equipment is available should be locked after hours. Any malfunctioning of a piece of equipment should be reported to the computer support staff in order that proper servicing can be obtained. Do not load unauthorized programs onto any departmental computers, either in the lab or student offices. See a member of computer support staff and your major professor to obtain permission to load computer Programs.

Telephones

Long distance calls for business purposes may be made with a special access code, available from the office manager. Each office has voice mail and its own procedure for checking voice mail.

Exit Interviews

At the end of students' graduate program, they have an opportunity to meet with the department head for exit interviews. These interviews should be scheduled around two weeks prior to completing the program, and provide an opportunity to comment and offer suggestions on how the graduate program can be improved. The opportunity also exists for completing a confidential questionnaire on the graduate program.

Research Collaboration

The educational training and professional opportunities of graduate students can be significantly enhanced by working collaboratively with faculty on research projects. Such collaboration normally occurs as a result of graduate assistantship research and thesis or dissertation research. When it does not interfere with assigned graduate assistantship duties or orderly and timely completion of a thesis or dissertation, graduate students are also encouraged to work collaboratively with faculty on research and professional publications not necessarily related to a student's graduate assistantship duties or thesis/dissertation. Graduate students should keep their major professor informed of any papers that they submit to meetings or journals, whether or not they are co-authored with the major professor.

M.S. Degree Programs

M.S. degree programs require 35 hours: a minimum of 29 hours of coursework, 3 hours of AAEC 7000 (Research), and 3 hours of AAEC 7300 (Thesis). Although a student will register for more than three hours of research, only three hours may be used to meet degree requirements. Students must register for 3 hours of AAEC 7300 the semester they graduate. Each graduate student pursuing an M.S. degree must have an approved advisory committee consisting of a major professor from within the department with graduate faculty status as chair, and two or more additional members, at least one of whom must have graduate faculty status. One of the additional members must also be a member of the department faculty.

Prerequisites. Calculus, intermediate microeconomics, and probability, statistics, or econometrics are prerequisites for the M.S. program. Econometrics, intermediate macroeconomics, and linear algebra are recommended for the M.S. program. Any student not meeting these prerequisites that is accepted into the M.S. program will take coursework, identified through consultation with the graduate coordinator, to meet the requirements prior to beginning the program.

Advisory Committee. Selection of an advisory committee is based on the expressed desires of the student and the availability and willingness of faculty to serve. Final approval of the committee is made

by the Dean of the Graduate School after review and approval by the graduate coordinator. The major professor and at least one other member must be a member of the graduate faculty. The advisory committee form must be submitted to the Graduate School by the mid-point of the student's second semester. The form is available on the [Graduate School website](#).

Program of Study. A student's program of study (courses) and thesis outline are developed in consultation with his or her advisory committee. This program of study is subject to approval by the graduate coordinator and Dean of the Graduate School. The minimum residence requirement is one academic year. A student's program of study should be approved by the graduate coordinator no later than the beginning of finals week in the second semester. The program of study form is also available on the [Graduate School website](#). While an advisory committee will provide guidance in initiating a thesis and in conducting the research, the responsibility for the completion of the thesis is entirely that of the graduate student. The normal time for completing an acceptable M.S. thesis is six months full-time. From the thesis, a student is required to prepare, with the supervision and assistance of the advisory committee, a manuscript for publication. All master's students are required to give an oral presentation in the department on their thesis research prior to their graduation. The presentation must be scheduled with the Graduate Program Administrator (Laura Alfonso) at least two weeks in advance. All M.S. students are expected but not required to present a paper or poster at a professional conference at least once before graduation.

First Fall Semester M.S. Courses

| | |
|---|---------|
| AAEC 6580-6580L Microeconomics: Theory with Applications I | 4 hours |
| AAEC 6610-6610L Quantitative Techniques in Agricultural Economics | 4 hours |
| AAEC 8010 Seminar Program | 1 hour |
| Elective or ENVM 6650 Environmental Economics | 3 hours |
| AAEC 7000 Research | 6 hours |

First Spring Semester M.S. Courses

| | |
|---|---------|
| AAEC 6590-6590L Microeconomics: Theory with Applications I | 4 hours |
| AAEC 6620-6620L Quantitative Techniques in Agricultural Economics | 4 hours |
| AAEC 8010 Seminar Program | 1 hour |

| | |
|-----------------------------|-----------|
| AAEC 7000 Research | 1-8 hours |
| Elective or AAEC 6690 Trade | 3 hours |
| Electives | 3-8hours |

Courses in the remaining semesters will vary depending on the requirements in a particular M.S. program and the student's graduate advisory committee. Table 1 lists the graduate courses offered by the department.

Table 1. Graduate Level Courses*

| Course | Title |
|-----------------|---|
| AAEC 6050 | Agribusiness Law |
| AAEC(ENVM) 6510 | Land Economics and Appraisal |
| AAEC 6570 | Economic Tools for Agribusiness |
| AAEC 6580-6580L | Microeconomics: Theory with Applications I |
| AAEC 6590-6590L | Microeconomics: Theory with Applications II |
| AAEC6610-6610L | Quantitative Techniques in Agricultural Economics |
| AAEC 6620-6620L | Applied Econometrics |
| AAEC 6630E | Quantitative Methods for Agribusiness |
| AAEC 6640 | Food, Marketing and Merchandising |
| ENVM 6650 | Environmental Economics |
| AAEC(ENVM) 6710 | Rural Economic Development and Growth |
| AAEC 6730 | Accounting for Agribusiness |
| AAEC 6740E | Agribusiness Finance |
| ENVM 6800 | Water Resource Economics and Management |
| AAEC 6870 | Futures and Option Markets |
| ENVM(AAEC) 6930 | Environmental Law and Governmental Regulation |
| AAEC 6960 | International Agricultural Trade |
| AAEC 6980 | Agribusiness Management |
| FANR(AAEC) 7860 | Natural Resource Economics I |
| AAEC 8080 | Production Economics |
| AAEC 8100 | Nonmarket Economic Valuation Techniques and Applications |
| AAEC 8140 | Consumer Demand Theory |
| AAEC 8150 | Experiment and Survey Design |
| AAEC 8210 | Macroeconomics Issues in Agricultural and Natural Resources |
| AAEC 8260 | Food Policy |
| AAEC 8300 | Agricultural Economics Research |
| AAEC 8350 | PhD 2 nd Year Paper |
| AAEC 8500 | Price Analysis |
| AAEC 8610 | Advanced Econometric Applications |
| AAEC(ECOL) 8700 | Environmental Economics and Policy Analysis |
| AAEC 8710 | Agricultural Development and Growth Analysis |
| AAEC 8750 | Natural Resource Economics II |

*Masters students must get permission from instructor before enrolling in Ph.D. 8000 level courses.

M.S. Degree in Agricultural & Applied Economics

Requirements

- A. Theory and quantitative requirements (19 hours)
 - AAEC 6580-6580L Microeconomics: Theory with Applications I (4 hours)
 - AAEC 6590-6590L Microeconomics: Theory with Applications II (4 hours)
 - AAEC 6610-6610L Quantitative Techniques in Agricultural Economics (4 hours)
 - AAEC 6620-6620L Applied Econometrics (4 hours)
 - AAEC 6960 International Agricultural Trade (3 hours)
- B. AAEC - 9 hours minimum, 6000 or above from Table 1. These hours cannot include the theory and quantitative requirements, AAEC 7300, or AAEC 7000.
- C. AAEC 8010 Seminar Program (1 hour can count toward the 29 hour minimum), including successful completion of Avoiding Plagiarism Workshop.
- D. Successful completion of the [Institutional Review Board online training module](#) related to Social and Behavioral Research before the end of your first academic semester.
- E. Preparation of an acceptable thesis.
- F. Preparation of a draft article for publication in an academic journal.
- G. Presentation of a thesis seminar.
- H. Passing of a final oral examination.

M.S. Degree in Environmental Economics

Prerequisite/Co-requisite ENVM(AAEC) 4930/6930 Environmental Law and Governmental Regulation or equivalent. (Note: this does not count toward your 29 hours of course work.)

Requirements

A. Theory and quantitative requirements (22 hours)

AAEC 6580-6580L Microeconomics: Theory with Applications I (4 hours)
 AAEC 6590-6590L Microeconomics: Theory with Applications II (4 hours)
 AAEC 6610-6610L Quantitative Techniques in Agricultural Economics (4 hours)
 AAEC 6620-6620L Applied Econometrics (4 hours)
 FANR/AAEC 7860 Natural Resource Economics I (3 hours)
 ENVM 6650 Environmental Economics (3 hours)

B. Concentration Course Electives (6 hours) -- choose at least 2 course from below:

AAEC(ENVM) 6510 Land Economics and Appraisal (3 hours)
 ENVM 6800 Water Resource Economics and Management (3 hours)
 AAEC 8100 Nonmarket Economic Valuation Techniques and Applications (3 hours)
 AAEC 8150 Experiment and Survey Design (3 hours)
 AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources (3 hours)
 AAEC(ECOL) 8700 Environmental Economics and Policy Analysis (3 hours)
 AAEC 8750 Natural Resource and Environmental Economics II (3 hours)

C. AAEC 8010 Seminar Program (1 hour can count toward the 29 hour minimum),

including successful completion of Avoiding Plagiarism Workshop.

D. Successful completion of the [Institutional Review Board online training module](#) related to

Social and Behavioral Research before the end of your first academic semester.

E. Preparation of an acceptable thesis.

F. Preparation of a draft article for publication in an academic journal.

G. Presentation of a thesis seminar.

H. Passing of a final oral examination.

Check List for M.S. Degree

Check the Graduate School website for all deadlines. Forms must be submitted by deadline dates. Meeting deadlines are entirely the student's responsibility and students will not be informed or reminded of these deadlines.

Date Completed:

1. _____ Submit to the Graduate School the completed [Advisory Committee for Master of Arts and Master of Science Candidates form](#) by the mid-point of second semester in residence.
2. _____ Submit to the Graduate School the completed [Program of Study for Master of Arts and Master of Science Candidates form](#) before the beginning of finals week of second semester in residence.³
3. _____ Submit to the Graduate School the completed *Application for Graduation* ([on Athena](#)) by the deadline posted [on the Graduate School website](#).
4. _____ Thesis submitted to advisory committee at least two weeks prior to date of thesis defense.
5. _____ Electronically submit to the Graduate School the thesis for a format check before the deadline posted [on the Graduate School website](#) of the graduation semester.
6. _____ Thesis presentation. A two-week notice must be given to the Graduate Program Administrator.
7. _____ Submit to the Graduate School the completed [Electronic Thesis and Dissertation \(ETD\) Submission Approval form](#) by the deadline posted [on the Graduate School website](#).
8. _____ Submit to the Reference Room a computer file containing the thesis, data (unless protected by confidentiality), and Programs, and obtain a completed *Reference Room Clearance Form*.
9. _____ Submit to the graduate coordinator the completed *Reference Room Clearance* form (available from graduate program administrator).
10. _____ Submit to the graduate coordinator the completed [Article Preparation](#) form signed by your committee chair.
11. _____ Submit to the Graduate School the completed [Approval Form for Master's Thesis Defense, and Final Examination form](#) by the deadline posted [on the Grad School website](#). The graduate coordinator will not sign this form until the *Reference Room Clearance* form has been completed.
12. _____ Complete exit survey and interview with department head.
13. _____ Return office key to graduate program administrator.

³ A grade point average of 3.0 must be maintained across all graduate courses taken and no course grade below 2.0 will be accepted as part of the program of study.

M.A.B. Degree

The Master of Agribusiness (M.A.B.) is aimed at preparing students for a successful career in the field of agribusiness by developing a high degree of competence in all fields related to agribusiness management and decision making.

Curriculum Requirements. The M.A.B. degree requires 34 hours of coursework along with a technical paper. Each graduate student pursuing an M.A.B. degree must have an approved advisory committee consisting of at least two members. The committee chair must be a member of the AAEC faculty and the Graduate Faculty; the second member can come from any department within the University of Georgia. The committee must be chosen before the end of the first semester. Selection of the advisory committee is based on the expressed desires of the student and the availability and willingness of faculty to serve. Final approval of the committee is made by the graduate coordinator. A unified set of courses that constitutes a logical whole – a student’s Program of Study – must be selected by the student in consultation with the student’s advisory committee.

Prerequisites. Calculus, intermediate microeconomics, and probability, statistics or econometrics are prerequisites for the M.A.B. program. Econometrics, intermediate macroeconomics, and linear algebra are recommended. Any student not meeting these prerequisites will take coursework to meet the requirements in addition to the 34 hour minimum. Any student not meeting these prerequisites that is accepted into the M.A.B. program will take coursework, identified through consultation with the graduate coordinator, to meet the requirements prior to beginning the program.

Program of Study. A student's program of study and outline of a technical paper are developed in consultation with his or her advisory committee. This program of study is subject to approval by the graduate coordinator and the dean of the Graduate School. The minimum residence requirement is one academic year. A student’s program of study should be submitted to the Graduate School no later than the end of the second semester. Only one hour of AAEC 8010 may count toward the required 34 hours of course work. The [Program of Study \(Non-Doctoral Professional Degrees\)](#) is available on the Graduate School website. While an advisory committee will provide guidance in initiating a technical paper and in

conducting the research, the responsibility for the completion of the paper is entirely that of the graduate student. The normal time for completing an acceptable paper is one semester. All M.A.B. students are required to give a departmental seminar on their technical paper prior to their graduation. The seminar must be scheduled with the chair of the Communications committee at least two weeks in advance.

Sample of First Fall Semester M.A.B. Courses

| | |
|--|---------|
| AAEC 6630E Quantitative Tools for Business Decisions | 3 hours |
| AAEC 6640 Food Marketing and Merchandising | 3 hours |
| AAEC 6740E Agribusiness Finance | 3 hours |
| AAEC 8010 Seminar Program | 1 hour |
| AAEC 8020 Accounting for Agribusiness | 3 hours |
| AAEC 7000 Research | 6 hours |

Sample of First Spring Semester M.A.B. Courses

| | |
|---|---------|
| AAEC 6570 Economic Tools for Business Decisions | 3 hours |
| AAEC 6980 Agribusiness Management | 3 hours |
| Elective | 3 hours |
| Elective | 3 hours |

Sample of Final Semester M.A.B. Courses

| | |
|--|---------|
| AAEC 7310 Topics in Agricultural and Applied Economics (business plan) | 3 hours |
| Elective | 3 hours |
| Elective | 3 hours |

Requirements

A. Business management and quantitative requirements (22 hours)

| |
|--|
| AAEC 6570 Economic Tools for Business Decisions (3 hours) |
| AAEC 6630E Quantitative Tools for Business Decisions (3 hours) |
| AAEC 6640 Food, Marketing and Merchandising (3 hours) |
| AAEC 6740E Agribusiness Finance (3 hours) |
| AAEC 6980 Agribusiness Management (3 hours) |
| AAEC 7310 Topics in Agricultural and Applied Economics (comprehensive business plan) (3 hours) |
| AAEC 8010 Seminar in Agricultural and Applied Economics (1 hour) |
| AAEC 8020 Accounting for Agribusiness (3 hours) |

- B. Concentration Course Electives (12 hours) -- choose four courses from below or other courses approved by student's advisory committee:

AAEC 6870 Futures and Options Markets

AAEC (ENVM) 6510 Land Economics and Appraisal

ENVM 6650 Environmental Economics

AAEC(ENVM) 6710 Rural Economic Development and Growth

AAEC 6050 Agribusiness Law

ENVM 6800 Water Resource Economics and Management

AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources

AAEC 6960 International Agricultural Marketing and Trade (3 hours)

MARK 7150 Marketing Research Planning Management and Communication

- C. A technical paper based on the student's work in AAEC 7310 (in lieu of a thesis) is required. The subject and structure of the technical paper will be developed in consultation with the student's advisory committee. This paper must be approved by the student's advisory committee and a report of satisfactory achievement must be filed with the Graduate School.
- D. Successful completion of the [Institutional Review Board online training module](#) related to Social and Behavioral Research before the end of the first academic semester.

Check List for M.A.B. Degree

Check the Graduate School website for all deadlines. Forms must be submitted by deadline dates. Meeting deadlines are entirely the student's responsibility and students will not be informed or reminded of these deadlines.

Date Completed:

1. ___ Submit to the graduate coordinator the completed [Advisory Committee for Master of Agribusiness form](#) by the end of first semester in residence. This is filed in the department.
2. ___ Submit to the Graduate School the completed [Program of Study \(Non-Doctoral Professional Degrees\)](#) form (on Graduate School website) before the beginning of finals week of the second semester in residence.¹
3. ___ Submit to the Graduate School the online *Application for Graduation* ([on Athena](#)) by the [deadline posted on the Graduate School website](#).
4. ___ Submit to the Graduate School the completed [Approval Form for Technical Report](#) by the [deadline posted on the Graduate School website](#) (final defense approval form date).
5. ___ Complete exit survey and interview with department head.
6. ___ Return office key to graduate program administrator.

¹A grade point average of 3.0 must be maintained across all graduate courses taken and no course grade below 2.0 will be accepted as part of the program of study.

Ph.D. Degree in Agricultural and Applied Economics

The Ph.D. degree requires 43 hours of course work as described in the Course Requirements below, plus three hours of dissertation credits (AAEC 9300) and preparation of an acceptable dissertation. A total of 60 credit hours are required for graduation. The additional 14 hours may come from research hours (AAEC 9000) and/or additional graduate-level course work beyond the bachelor's degree.

Prerequisites. Calculus, intermediate microeconomics, and probability, statistics, or econometrics are prerequisites for the Ph.D. program. Master's level microeconomics, econometrics, and macroeconomics along with mathematical statistics and linear algebra are recommended for the Ph.D. program. Note that ECON 8000 is a required course for the PhD degree. It also serves as a prerequisite for ECON 8010, another required course. ECON 8000 begins in mid-July and meets daily for 3 weeks. All in-coming PhD students should arrange to arrive on campus no later than the beginning of July in order to attend ECON 8000.

Advisory Committee. During the first semester, students should interact with faculty and discover areas of shared interest. For this first semester students will ordinarily be advised by the graduate coordinator, although a temporary major professor may be assigned. Each graduate student pursuing a Ph.D. degree must have an approved advisory committee consisting of the major professor as chair and two or more additional members. Selection of the advisory committee is based on the expressed desires of the student and the availability and willingness of faculty to serve. Final approval of the committee is made by the dean of the Graduate School after review and approval by the graduate coordinator. Changes in the major professor can be made only with the mutual agreement of the student, both old and new major professors, and the graduate coordinator. The major professor must be a member the AAEC faculty and of the Graduate Faculty, and more than 50% of the advisory committee must be Graduate Faculty. The advisory committee, in consultation with the student, is responsible for planning the student's program of study and choosing a subject for the dissertation. As a matter of practice, most Ph.D. students will be expected to function as a teaching assistant at least two semesters during their program.

The [Advisory Committee form](#) (available on the Graduate School's website) must be submitted to the Graduate School after completion of the first year of residence (the end of the second semester enrolled). While the advisory committee will guide the student in initiating the dissertation, the completion of the research and the dissertation is entirely the responsibility of the student. The preparation of a Ph.D. dissertation will normally require a minimum of 12 months full-time.

Program of Study. A [Program of Study](#), developed by the major professor and the student, and approved by the student's advisory committee, must be submitted to the Graduate School prior to notification of the oral comprehensive examination. Courses from the master's degree and courses taken at other universities should be listed in the "Relevant Master's or Other Graduate Degree Courses" section of the program of study form.

Course Requirements

A. Course requirements (34 hours)

ECON 8000 Mathematical Analysis for Economists (3 hours)
 AAEC 8010 Seminar in Agricultural and Applied Economics (1 hour)
 ECON 8010 Microeconomic Theory I (3 hours)
 ECON 8020 Microeconomic Theory II (3 hours)
 ECON 8040 Macroeconomic Theory I (3 hours)
 ECON 8070 Statistics for Econometrics or STAT 6510 Mathematical Statistics I (3 hours)
 ECON 8080 Introduction to Econometrics (3 hours)
 ECON 8110 Econometrics I or AAEC 8610 Advanced Econometric Applications (3 hours)
 AAEC 8990 Second Year Paper I (1 hour)
 AAEC 8991 Directed Summer Reading (1 hour)
 AAEC 8992 Second Year Paper II (1 hour)

Select three of the following six courses beyond the above required courses

AAEC 8150 Experiment and Survey Design (3 hours)
 AAEC 8260 Food Policy (3 hours)
 AAEC 8610 Econometric Applications (3 hours)

ECON 8110 Econometrics I (3 hours)
 ECON 8120 Econometrics II or AAEC 8610 (3 hours)
 ECON 8130 Time Series Econometrics or STAT 8280 Time Series Analysis (3 hours)

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B. Three AAEC concentration course electives (9 hours):

- AAEC 8080 Production Economics (3 hours)
- AAEC 8100 Economic Valuation (3 hours)
- AAEC 8140 Consumer Demand Theory (3 hours)
- AAEC 8150 Experiment and Survey Design (3 hours)
- AAEC 8210 Macroeconomics Issues in Agricultural and Natural Resources (3 hours)
- AAEC 8260 Food Policy (3 hours)
- AAEC 8300 Agricultural Economics Research (3 hours)
- AAEC 8500 Price Analysis (3 hours)
- AAEC 8610 Advanced Econometric Applications (3 hours)
- AAEC 8700 Advanced Environmental Economics and Policy Analysis (3 hours)
- AAEC 8710 Advanced Agricultural Development and Growth (3 hours)
- AAEC 8750 Natural Resource Economics II (3 hours)

Suggested areas of concentration

Agricultural economics

- AAEC 8140 Consumer Demand Theory
- AAEC 8150 Experiment and Survey Design

- AAEC 8400 Agricultural Market Structure and Analysis
- AAEC 8500 Price Analysis

Development economics

- AAEC 8150 Experiment and Survey Design
- AAEC 8210 Macroeconomics Issues in Agricultural and Natural Resources
- AAEC 8710 Advanced Agricultural Development and Growth

Environmental and natural resource economics

- AAEC 8100 Economic Valuation
- AAEC 8150 Experiment and Survey Design
- AAEC 8700 Advanced Environmental Economics and Policy Analysis
- AAEC 8750 Natural Resource Economics II

- C. Successful completion of the [Institutional Review Board online training module](#) related to Social and Behavioral Research before the end of the first academic semester.
- D. Successful completion of Avoiding Plagiarism Workshop.
- E. Successful completion of written and oral comprehensive qualifying examinations.

Seminars. All Ph.D. students are required to give at least two departmental seminars on their research.

Each student must present a prospectus seminar outlining the proposed dissertation research (problem statement, objectives, theory, possible data sources, and early results if available) prior to the

advancement to candidacy. The goal of this seminar is to allow for input from faculty and students that might improve the student's research program. Each student must also present a second seminar covering the results of the dissertation research prior to the dissertation defense. Both seminars must be scheduled through the Graduate Program Administrator (Laura Alfonso) and require a two-week notice. As part of this training, students are also required to prepare, under the supervision of their major professors, manuscripts for publication based on their dissertation research.

A summary of requirements for completing the Ph.D. is listed below. A checklist of the administrative steps and deadlines pertaining to the Ph.D. degree is also provided.

Examinations for the Ph.D.

Written Comprehensive Qualifying Examinations

A student must pass the two written examinations within one year of entering the Ph.D. program or obtain a waiver from the Department Graduate Committee to delay sitting for the examinations. Specifically, waivers may be granted for part-time students or students beginning the Ph.D. program in the spring semester who are not receiving a research/teaching assistantship. In such cases, the student may not have completed enough coursework by the end of the spring semester to be eligible to take one or both of the examinations.

Econometrics Examination. This examination must be taken at the earliest opportunity following satisfactory completion (C or better) in STAT 6510/ECON 8070 and ECON 8080 or equivalent.

Microeconomics Examination. This examination must be taken at the earliest opportunity following satisfactory completion (C or better) of ECON 8010 and ECON 8020 or equivalent.

A departmental examining committee for each of the examinations will develop an examination to test the minimum level of competence required for Ph.D. students in Agricultural and Applied Economics. The committees will each be composed of three members appointed by the department chair. Terms of members will be three years with one of the members being appointed in alternate years. Consecutive terms of tenure are allowed.

The grading system employed by the departmental examining committees will encompass grades of fail, marginal fail, marginal pass, and pass. Committees will present a copy of the student's written examination and grade to the student's major professor and will present the student's original written examination and grade to the graduate coordinator within two weeks after the student has completed the examination. Students will be allowed a maximum of two attempts at passing each of the examinations. Students who do not pass either of the examinations by the second attempt will be immediately dismissed from the Ph.D. program by written notification of the graduate coordinator. From the date of dismissal, the student has the right to appeal the decision of the examining committee within 30 days to the Department Graduate Committee. The Department Graduate Committee has two weeks to notify the student in writing of its decision. From the date of notification by the Department Graduate Committee on the decision of the appeal, the student has 30 days to appeal to the College Graduate Committee.

The econometrics and microeconomics examinations will be offered one week apart after the spring semester has concluded and will be completed before the end of the second week in June. If necessary, the examinations will be offered again, one week apart, so as to be completed prior to the beginning of the ensuing fall semester.

After successfully passing the econometrics and microeconomics examinations, students are required to declare either applied economics or environmental economics as an area of emphasis, and within that emphasis pass any optional written examinations set by the student's advisory committee. The exact composition of questions and length will be determined by each advisory committee.

Second Year Paper

Ph.D. students will enroll in a sequence of three courses designed to develop publishable research by the end of their second year in the program. The first course of the sequence will be in spring semester of year one, the second course in summer of year one, and the third through fall semester of year two. All Ph.D. students, working with one or more faculty member, must prepare a manuscript for publication from these courses prior to advancing to candidacy.

Dissertation Prospectus

Students will not be admitted to candidacy until they have an approved dissertation prospectus. A dissertation prospectus seminar should be presented to the department prior to official approval of the prospectus/oral comp exam by the Advisory Committee. The seminar must be scheduled with the chair of the Communications Committee with a two-week notice.

Oral Comprehensive Qualifying Examination

The purpose of the oral examination is to test the student's knowledge and ability to apply this knowledge in the areas of general economic theory, quantitative methods, and the student's chosen emphasis of specialization. The exam will be administered shortly after completion of all written examinations. In the case of sub-marginal performance on any written examinations, or parts thereof, the student's advisory committee should examine the candidate in greater depth in that area. Passing the oral examination will be based on the combined performance of both the written and oral examinations. Notification of the oral comprehensive examination must be sent to the Graduate School (through the graduate program administrator) two weeks prior to the examination. The student must have an approved final program of study on file with the department and the Graduate School two weeks prior to the Graduate School's notification of the oral exam (or four weeks before the exam).

In the event of unsatisfactory performance in the oral examination, the student's Advisory Committee may require remedial work possibly in the form of research papers or coursework. After completing the prescribed remedial work, the student's Advisory Committee may schedule one oral re-examination. The final decision on this examination will be made by a vote of the student's Advisory Committee.

Admission to Candidacy

Application of admission to candidacy is a certification by the student's department that the student has demonstrated ability to do acceptable doctoral work in the chosen field of study and that:

- a. All prerequisites set as a condition to admission into the program have been satisfactorily completed

- b. Research skill requirements have been met
- c. The final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School
- d. A GPA of 3.0 (B) has been maintained on all graduate courses taken and completed courses are listed on the program of study (no course with a grade below C may be placed on the final program of study)
- e. Written and oral comprehensive examinations have been passed and reported to the Graduate School
- f. The advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment
- g. A dissertation prospectus has been approved
- h. The residence requirement has been met
- i. Successful completion of Avoiding Plagiarism Workshop

After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. A student must register for a minimum of three hours of credit in any semester when using university facilities, and/or faculty or staff time.

Final Oral Examination/Defense

The final oral examination/defense should be limited to not more than three hours in total length. In the event of a failure, the student's advisory committee has the option of scheduling one re-examination. The student must notify the Graduate School (through the graduate program administrator) two weeks prior to the final oral examination/defense.

Standard Ph.D. Curriculum

First year

Fall semester

| | |
|--|---------|
| ECON 8000 Mathematical Analysis for Economists | 3 hours |
| ECON 8010 Microeconomics Theory I | 4 hours |
| ECON 8040 Macroeconomic Theory I | 3 hours |

| | |
|--|---------|
| ECON 8070 Statistics for Econometrics or STAT 6510 Mathematical Statistics I | 3 hours |
| AAEC 9000 Research | 4 hours |
| AAEC 8010 Seminar | 1 hour |

Spring semester

| | |
|--|---------|
| ECON 8020 Microeconomics Theory II | 3 hours |
| ECON 8080 Introduction to Econometrics | 3 hours |
| AAEC 8010 Seminar | 1 hour |
| AAEC 8990 Second Year Paper | 1 hour |
| AAEC emphasis course or elective | 3 hours |
| AAEC 9000 Research | 7 hours |

Econometric and microeconomic theory written comprehensive qualifying examinations

Summer semester

| | |
|--------------------------------|-----------|
| AAEC 8991 Second Year Paper | 1 hour |
| Elective and/or research hours | 2-6 hours |

Econometric and microeconomic theory re-examinations (if necessary)

Second year

Fall semester

| | |
|---|--------|
| AAEC 8010 Seminar | 1 hour |
| AAEC 8992 Second Year Paper | 1 hour |
| AAEC 9000 Research | hours |
| 2 – 3 courses from Sections A and B above | |

Spring Semester

| | |
|--|--------|
| AAEC 8010 Seminar | 1 hour |
| AAEC 9000 Research | hours |
| ECON 8120 Econometrics II and/or AAEC 8610 | |
| 1 – 3 courses from Sections A and B above | |

Summer Semester

Elective and/or research hours

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3-6 hours

Dissertation prospectus seminar and oral comprehensive qualifying examination.

Advanced to candidacy

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Third Year

Fall Semester

AAEC 8010 Seminar 1 hour

AAEC 9000 Research

Courses from Sections A and B above, as needed

hours

Remaining terms devoted to completing the dissertation.

Check List for Ph.D. Degree

Check the Graduate School website for all deadlines. Forms must be submitted by deadline dates. Meeting deadlines are entirely the student's responsibility and students will not be informed or reminded of these deadlines.

1. _____ Submit to the Graduate School the completed [Advisory Committee for Doctoral Candidates form](#) before finals week of the Spring semester prior to taking the written qualifying exams.
2. _____ Submit to the graduate coordinator the completed [Preliminary Doctoral Program of Study form](#) within the first year of residence. This is filed in the department.
3. _____ Econometrics and microeconomics written comprehensive qualifying examinations passed within the first year.
4. _____ Submit to the Graduate School the completed [Final Doctoral Program of Study form](#) prior to taking the oral comprehensive qualifying examination.
5. _____ Notify Graduate School, through the graduate program administrator, of time and place of oral comprehensive qualifying examination at least two weeks prior to the examination. Notify the chair of the Communications Committee two weeks prior to the dissertation prospectus seminar.
6. _____ Dissertation prospectus seminar.
7. _____ Oral comprehensive qualifying examination.
8. _____ Approval of dissertation prospectus by advisory committee.
9. _____ Submit to the Graduate School the completed *Report of the Written and Oral Comprehensive Examinations* form. This form will be provided by the Graduate School through the graduate program administrator. Additionally, submit to the Graduate School the completed [Application for Admission to Candidacy for Doctoral Degrees form](#) (should be attached to Report). (It should be submitted to the Graduate School by the [deadline posted on the Graduate School website](#) ONLY if planning to graduate same semester.)
10. _____ Submit to the Graduate School (through [Athena](#)) the completed *Application for Graduation* form by the [deadline posted on the Graduate School website](#).
11. _____ Submit dissertation to advisory committee at least three weeks before proposed date of graduation.
12. _____ Electronically submit to the Graduate School the dissertation for a format check at least two weeks before the end of the graduation semester by the [deadline posted on the Graduate School website](#).
13. _____ Notify Graduate School, through the graduate program administrator, of time and place of dissertation defense at least two weeks prior to the examination. Notify the chair of the Communications Committee two weeks prior to the dissertation seminar.
14. _____ Dissertation seminar.
15. _____ Final oral and dissertation defense.
16. _____ Submit to the Graduate School the completed [Electronic Thesis and Dissertation \(ETD\) Submission Approval form](#) by the [deadline posted on the Graduate School website](#).
17. _____ Submit to the graduate program administrator a computer file containing the dissertation, data (unless protected by confidentiality), and programs, and obtain a completed *Reference Room Clearance* form.
18. _____ Submit to the graduate coordinator the completed *Reference Room Clearance* form.
19. _____ Submit to the Graduate School the completed [Approval Form for Doctoral Dissertation and Final Oral Examination form](#). The graduate coordinator will not sign this form until the *Reference Room Clearance* form has been completed.
20. _____ Submit to the graduate coordinator the completed [Article Preparation form](#) signed by your committee chair.
21. _____ Complete exit survey and interview with department head.

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21. _____ Return office key to graduate program administrator.