

**HANDBOOK OF  
POLICIES AND PROCEDURES FOR  
GRADUATE PROGRAMS  
IN AGRICULTURAL ECONOMICS**

**UNIVERSITY OF MISSOURI-COLUMBIA**

**REVISED**

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TO: Agricultural Economics Graduate Students

Welcome to graduate study at the University of Missouri-Columbia (MU). I hope your graduate study at MU will be both challenging and stimulating. It is intended to prepare you for a career in agricultural economics or some other part of the global food system.

The graduate program provides the opportunity for you to complete a strong coursework and research program in one of a variety of subject matter areas. We have many exciting and visible research and outreach programs and I would encourage you to become acquainted with the breadth of activities taking place in both Agricultural Economics and the Division of Applied Social Sciences. The Department's policies for the graduate program are explained in this Handbook. It should be used in conjunction with the [Graduate School Catalog](#). I urge you to become familiar with both.

Some of your best sources of information are your fellow graduate students and the files of the Department Graduate Student Organization. We urge you to become acquainted with its officers and become an active participant in the organization. Best wishes in your program.

Sincerely,

Michael Nolan  
Division Leader

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# **GRADUATE STUDENT HANDBOOK**

DEPARTMENT OF AGRICULTURAL ECONOMICS  
UNIVERSITY OF MISSOURI-COLUMBIA

## **Introduction**

This handbook explains policies and procedures for graduate programs in the Department of Agricultural Economics. Students should also consult the Graduate School Catalog on the Graduate School web site (at <http://gradschool.missouri.edu>) for other University procedures to supplement those given here.

This handbook is designed to aid students in planning and executing their graduate program. The program should be developed as soon as possible in consultation with your adviser. Information presented below outlines the department's role in graduate education as well as the student's responsibilities.

Changes to the policies and procedures are made from time to time by departmental faculty. Any subsequent changes will be reported in revisions of or supplements to this handbook.

## **General Procedures**

### **Selection of Advisers**

The Director of Graduate Studies assigns each new student a temporary adviser for his/her first semester of graduate work. During that time, the student becomes familiar with the research programs. In some cases, a student may be temporarily assigned a research supervisor other than the chairperson of the student's Program Committee.

Each adviser assists the student in designing a program of study and, subsequently, supervises the development of the thesis/dissertation or technical paper. Advisers work with advisees in organizing committees required by the Graduate School and ensuring the filing of forms with the Director of Graduate Studies and Graduate School.

### **Course Load**

Maximum registration for students not receiving an assistantship in the Graduate School is 16 credit hours per semester or 8 credit hours for the summer session. Students on half-time or quarter-time assistantships are not permitted to carry more than 12 credit hours during a regular semester or 6 credit hours during the summer. Ph.D. students on a departmental research

assistants who have not yet completed their comprehensive examination are expected to carry at least 6 credit hours each regular semester and 3 credit hours in the summer. PhD students that have completed their comprehensive exam may enroll in 2 hours for each fall and winter and 1 hour for summer. Note: this may impact financial aid status. If you are an international student, check with the International Center to see about minimum enrollment.

### Manuscript Requirement

Each student is expected to prepare a manuscript for publication. There are several ways to satisfy this requirement: (a) submit manuscript as a professional journal article, (b) submit manuscript as a contributed paper at professional meetings, (c) prepare a paper to be presented at a meeting which provides a proceedings, (d) submit manuscript as an experiment station special report or as a research bulletin, (e) submit manuscript as an extension manual or circular, or (f) prepare a special report issued by the Food and Agricultural Policy Research Institute (FAPRI), the Rural Policy Research Institute (RUPRI), the Center for Agricultural, Resource and Environmental Systems (CARES), the Economics Management of Agrobiotechnology Center (EMAC), the Contracting and Organizations Research Institute (CORI), the Community Policy Analysis Center (CPAC), or other centers in the College of Agriculture, Food and Natural Resources. For most students, the thesis or dissertation should be written to facilitate one or more publications.

## **Masters Programs**

Students with insufficient background in agricultural economics may be required to take certain undergraduate courses without graduate credit. The undergraduate prerequisites for the thesis and nonthesis M.S. options are: (1) at least 9 semester hours credit in agricultural economics or equivalent, (2) a course in differential calculus, and (3) a statistics course which will serve as prerequisite for Statistics 7510 or equivalent. Any hours taken by the student to correct these deficiencies will not be recognized as graduate credit by the Department of Agricultural Economics regardless of the course number.

Two options are available for the Master of Science (M.S.) program: Agricultural Economics with thesis and Agricultural Economics without thesis.

### Agricultural Economics (with thesis)

A minimum of 30 semester hours of graduate credit must be completed for the M.S. degree. At least fifteen hours (e.g., five courses of 3 credit hours each) must be in courses numbered 8000 or above of which no more than 6 hours can be in Agricultural Economics 8085 (Masters Problems) or

Agricultural Economics 8090 (Masters Thesis Research). In order to meet the residency requirements of the Graduate School, students must complete at least 24 graduate credit hours taught by UMC faculty.

The minimum program for the M.S. degree includes the following:

- Economics 7351 Intermediate Microeconomics (Economics 7332 may substitute)
- Economics 7353 Intermediate Macroeconomics
- Statistics 7510 Regression and Correlation Analysis or equivalent (e.g., Economics 7371 Applied Econometrics)
- 6 hours of Agricultural Economics 8090 Masters Thesis Research
- 5 additional courses of 3 semester hours each

A consenting three-member committee, which includes the student's advisor, approves the thesis and administers the final oral examination. The M.S. thesis has at least two major objectives:

1. to teach the student how to assemble data, formulate a researchable hypothesis, organize and analyze data, and write a substantial paper reporting the results of the research; and
2. to provide research data and results in a form useful and accessible to workers at this and other institutions, including policymakers.

To produce a thesis which achieves the degree and publication requirements, several guidelines should be followed. The M.S. thesis should be prepared with organization, degree of analysis, and style of presentation which can be readily converted into a professional publication. This orientation is consistent with the format presented by Kate L. Turabian's thesis guide and the requirements of the Graduate School. They require:

1. a clear understanding by the student of the economic problem and research objective(s);
2. brevity and placing of details in readily detachable parts, e.g., in the appendices or a review of the literature that can be removed as a unit (a thesis of 50 pages, for example, will not be rejected as "too short," if it meets the standards); and
3. close cooperation of the adviser and the student concerning the nature and style of analysis and writing.

### Agricultural Economics (nonthesis)

The M.S. degree in Agricultural Economics may also be awarded upon the completion of a minimum of 30 semester hours of coursework including Economics 7351 (Economics 7332 may substitute), Economics 7353, and Statistics 7510 or equivalent. At least 15 hours must be in courses

numbered 8000 or above, but excluding Agricultural Economics 8450 (Masters Non-Thesis Research). In addition to meeting these specific course requirements, the student is required to prepare a technical paper approved by the student's adviser and which is organized and presented as a research paper. The student may enroll in Agricultural Economics 8450 for credit beyond the required 30 hours of coursework.

The M.S. nonthesis degree has the same prerequisites and residency requirements as the M.S. degree with thesis.

Students who have accepted graduate research assistantships from the Department of Agricultural Economics are not eligible to enroll in the nonthesis M.S. program. Exceptions shall be ruled on by the Graduate Studies Committee.

### Approval of Graduate Program

Approval of the prospective candidate's graduate program is at the discretion of the Dean of the Graduate School, the Director of Graduate Studies, and the major adviser. This program should be developed by the student, his/her adviser, and his/her advisory committee by the end of the second semester in order to facilitate the certification of degree completion later.

The proposed program should be placed on the Program of Study for Master's Degree Form (Graduate School form M-1) and submitted to the Director of Graduate Studies for approval. This application must contain the signatures of the major adviser and the Director of Graduate Studies. The department exercises selection standards in reviewing the applications of students with mediocre undergraduate records, or those experiencing some difficulty in their initial graduate courses. The application will not be approved by the Director of Graduate Studies until the student has demonstrated the ability to do satisfactory M.S. work.

Graduate students should always have a current copy of their Program of Study Form. If the candidate wishes to change his/her program, the major adviser should be consulted. The change must be recorded on a Program of Study Substitution Form and approved by the Director of Graduate Studies who will submit a copy to the Dean of the Graduate School.

All forms are available from the Graduate School website. When the major adviser's signature has been obtained, the form is submitted to the secretary for graduate studies for signature of the Director of Graduate Studies and transmission to the Graduate School.

### M.S. Oral Examination

The Examining Committee consists of at least three faculty members approved by the Graduate School. For the thesis option, the committee normally includes the adviser, and second and third thesis readers. The selection of the committee is formalized by completing the Request for

Thesis Committee Form (Graduate School form M-2) and submitted to the Director of Graduate Studies for approval. The committee is appointed for the express purpose of ascertaining that the academic accomplishments of the candidate merit the degree, and that the successful completion of the several courses in the candidate's program has resulted in a unified and coordinated effort in the training of an agricultural economist. The oral examination offers the candidate an opportunity to demonstrate his/her accomplishments before a representative group of faculty.

In all cases, the student is responsible for subject matter included in coursework taken for the degree. The examination ordinarily will involve one and one-half to two hours. Suggestions for preparation for the examination may be obtained from the adviser.

The report of the results of the examination is made to the Director of Graduate Studies and the Graduate School on the Report of Master's Examining Committee Form (Graduate School form M-3). This form will not be signed and forwarded to the Graduate School until an abstract has been submitted to the Director of Graduate Studies for department files, and the student has presented a departmental seminar over his/her research. One hard-bound copy of the M.S. thesis must be submitted for the departmental library.

### **Transition from M.S. into the Ph.D. Program**

The Graduate School is notified of a student's change of degree program (M.S. to Ph.D.) only after all requirements of the M.S. degree have been completed. This involves completion of courses listed on the student's Program of Study (Graduate School M-1) and the Masters thesis.

M.S. students who have been accepted for the Ph.D. program are expected to place first priority on completion of their Master's thesis. Any coursework beyond that listed on their Master's Program of Study must be approved by their thesis adviser, temporary Ph.D. adviser, and the Director of Graduate Studies. Approval will normally be granted for only one semester.

### **Ph.D. Program**

#### Prerequisites

Prerequisites for the Ph.D. program include: (1) Intermediate Microeconomics, (2) Intermediate Macroeconomics, (3) a course in Quantitative Economics, (4) a course in Mathematical Statistics, and (5) a course in Regression and Correlation Analysis. Students who have not had the prerequisite background are required to complete this material before they can be formally admitted into the program.

### The Ph.D. Core

The core helps students develop an understanding of and an ability to apply economic theory and quantitative as well as qualitative analysis in their course of study, and it includes differential calculus, matrix algebra, and constrained optimization. It is assumed that the basic concepts of probability hypothesis testing and regression models are understood and can be appropriately applied in a professional manner.

The specific core requirements include the following:

- Economics 8451 Advanced Microeconomic Theory I
- Economics 9452 Advanced Microeconomic Theory II
- Economics 8472 Econometric Methods
- Agricultural Economics 8050 Economics of Institutions and Organizations

### Research Methodology

Each student is also expected to enroll in Agricultural Economics 8010, Designing Agricultural Economics Research, during his or her second year in residence. This course examines the role of theory and methodology in research. The course is also designed to guide students in the development of their thesis or dissertation topic.

### Thrust Area

Students must select one of the Department's three thrust areas as their specialty area. These thrust areas are Agribusiness, Price and Policy Analysis, and Resources and Development. A minimum of six semester hours of coursework offered by the Department and designated for the thrust area must be completed.

Candidates will be examined for special competence in the thrust area of their choice in agricultural economics. Therefore, the student's competence shall include the ability to apply general economic theory and quantitative methods to agriculturally-related problems and issues.

In addition to minimum course requirements, competency in economics can and should be obtained through additional coursework designated for each thrust area, reading professional literature including books, journals, reports and other publications, plus attendance at seminars and involvement in research projects or selected individual study.

### Hours Required and Residency

The University of Missouri requires a minimum of 72 semester hours beyond the baccalaureate degree for the Ph.D. A typical program will have the following:

Credit for Master's program	30
Ph.D. core	12
Research methodology	3
Thrust Area courses (minimum)	6
Doctoral Dissertation Research Agricultural Economics 9090	10
Other (as approved by student's Doctoral Program Committee)	<u>11</u>
Total	72

In order to satisfy the residency requirement, a student must complete at least two 9 hour semesters or three 6 hour semesters in an 18 month period at the University of Missouri.

Students on more than a half-time appointment are most likely to have difficulty with the residence requirement and therefore should exercise some caution. During the last year of a student's Ph.D. program he/she may be on a full-time appointment and still enroll for 12 hours each semester, provided at least 6 of the hours are research and provided further that the student is working within the Department on a regularly approved departmental project.

Masters degrees or equivalent work from accredited institutions other than the University of Missouri may count towards the Ph.D. program requirements. Recommendation to this effect should be made by the student's Doctoral Program Committee to the Graduate Dean.

#### Approval of Graduate Program and Administration of Examinations

Several forms must be filed in the process of documenting progress on the Ph.D. program. All forms are available from the secretary for graduate programs or from the Graduate School's website. When the major adviser's signature has been obtained, the form is submitted to the secretary for graduate studies for signature of the Director of Graduate Studies and transmission to the Graduate School.

The procedure for approval of programs is as follows:

1. Qualifying Process. Upon admittance to the Ph.D. program, by the end of the next full academic year's fall-winter semester sequence students will be required to enroll in and complete the four PhD core courses (Economics 8451, 9452, 8472 and Agricultural Economics 8050). They must attain a GPA of 3.25 in these four courses. If they do not attain this, they must attain the 3.25 GPA within the next academic year with one allowed re-take of each and any of the four core classes. Any Departmental funding would cease if the 3.25 GPA is not attained over the first year (faculty in charge of soft-money-funded students would have to develop their

own policy on this). Any and all exceptions to this policy (e.g., deferrals) would have to be approved by the Graduate Studies Committee.

Fall Semester:

Advanced Microeconomic Theory I

Economics of Institutions and Organizations

Winter Semester:

Econometric Methods

Advanced Microeconomics Theory II

These courses must be taken in sequence starting with the Fall Semester. Failure to pass the qualifying examination process will result in termination from the Ph.D. program.

2. Qualifying Process and Doctoral Committee Approval Form. By the end of the second or third semester, a Qualifying Examination Results and Doctoral Committee Approval Form (Graduate School Form D-1) should be submitted to the Director of Graduate Studies, who will forward the form to the Graduate School. The purpose of this form is to show the student's name as it should appear on the diploma, and indicate the correct degree, degree program, minor or collateral field (if applicable), previous degrees, results of the qualifying process, and the student's doctoral committee members including adviser. This form is also used for the Graduate School to notify departments if student's official transcript(s) have not yet been received.

The four member doctoral committee, with one graduate faculty member external to the Department of Agricultural Economics, is expected to administer the comprehensive examination and the dissertation examination. Moreover, it is expected that all committee members will be intimately involved in the student's program. Three members from the department must be members of the doctoral faculty.

3. Plan of Study for the Doctoral Degree. The candidate should develop his/her graduate program in consultation with his/her Doctoral Program Committee. The major adviser then submits the written program of study plus the Plan of Study for the Doctoral Degree Form (Graduate School Form D-2) to the Director of Graduate Studies. The Director of Graduate Studies will review the program and suggest any changes needed to meet departmental requirements. The program of study and D-2

form will then be sent to the Graduate School. All of the steps involved in this program approval procedure should be completed by the end of the third semester of work beyond the Masters degree (i.e., shortly after passing the Ph.D. qualifying process).

4. Comprehensive Examination. Upon successful completion of the qualifying examination process, substantial completion of the coursework outlined in the program of study, and at least seven months before the final defense of the dissertation, students will take a comprehensive examination. This examination will consist of written and oral portions which shall be prepared and evaluated by the student's Doctoral Program Committee, in accordance with the following regulations of the Graduate School.

"...For the comprehensive examination to be successfully completed, the program committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, carrying the signatures of all members of the committee, must be sent to the Graduate School not later than two weeks after the comprehensive examination is terminated. If failure is reported, the committee recommends remedial measures.

The student who fails may not take a second examination for at least 12 weeks. Failure to pass two comprehensive examinations automatically prevents candidacy." (Graduate School Catalog)

The written portion of the comprehensive examination covers the specialty field (i.e., thrust area) of agricultural economics selected by the student. The oral portion of the exam can cover a wide range of topics including the student's proposed dissertation research. The two sections of the comprehensive examination must be completed within one month. Results of the comprehensive examination will be reported on the Doctoral Comprehensive Examination Results Form (Graduate School Form D-3), submitted to the Director of Graduate Studies and Graduate School.

### Preparation of the Dissertation

A dissertation must be written on a subject approved by the student's Doctoral Program Committee. Each student is required to present a departmental seminar on his/her dissertation research proposal within 90 days of passing the Comprehensive Examination. If the proposal is rejected by the student's committee, then the student has a maximum of 90 days to present a revised

proposal. If rejected again, then the student has 90 days to present a satisfactory research proposal.

For students on assistantships, an effort will be made within the department to see that the dissertation problem merges with the assistantship duties so that much of the work done to earn the assistantship provides material which can be used in the dissertation.

### Submission of Dissertation to the Graduate School

The members of the Doctoral Program Committee review the dissertation and affirm that the dissertation is ready for defense. Once the committee, including the outside reader, approves the dissertation, the final examination and defense of the dissertation may be scheduled.

### Final Examination

The policy of the Department of Agricultural Economics is that all final Ph.D. exams are open to the faculty. Any faculty person attending a Ph.D. final exam may, at the discretion of the chairman of the student's committee, ask the student questions. The time and location of all Ph.D. final exams shall be forwarded to the Administrative Assistant to the Director of Graduate Studies at least one week before the date of the exam.

The student will be examined on the material covered by the dissertation and on general comprehension of the special field of agricultural economics in which it is written. The examination shall be conducted as an oral examination. The Final Examination Committee shall report its decision to the Director of Graduate Studies and Graduate School on the Report of the Dissertation Defense Form (Graduate School Form D-4).

The Department requires that: (a) an abstract of the dissertation be submitted to the Director of Graduate Studies; and (b) the student present a departmental seminar on his/her research before the final form (D-4) will be approved.

Instructions for preparation of the final form of the dissertation are available from the Graduate School. One hardbound copy of the Ph.D. dissertation must be submitted to the secretary for graduate programs for the departmental library.

## **Graduate Student Evaluation**

This section describes procedures for an annual evaluation of graduate students in the Department of Agricultural Economics. Evaluations for each student will take place after the student has completed two full semesters (excluding the summer session) and will be repeated on an annual basis. The annual evaluation will be used to determine whether the student is making satisfactory or unsatisfactory academic progress. Failure to make satisfactory academic progress is

grounds to remove a student from a graduate research/teaching assistantship. This section is divided into three parts: (1) information collection; (2) evaluation; and (3) feedback.

1. Information Collection

- a. Timeliness: Students are expected to have their annual review information completed by May 1. Failure to meet this deadline will result in an enrollment or graduation hold.
- b. Student Input: Students are expected to provide information for the reporting system. When necessary, it may be helpful for your advisor to provide input.
- c. Faculty and Supervisor Input: Input from faculty and supervisors who have had substantial contact with a student during the evaluation period is critical to a thorough and fair evaluation. The student's adviser/supervisor will provide input concerning the student's work as a research assistant and/or teaching assistant (if applicable) and in non-required research work, etc.
- d. Course Grades: Course grades obtained from the Graduate School will be used in the evaluation.

2. Evaluation

The review will be conducted by the student's advisor and Director of Graduate Studies. The evaluation will be based on course grades, research (thesis, dissertation, as well as independent research) and professional activities such as serving on departmental committees. The last step in the evaluation process deals with recommendations that result from the evaluation. The evaluation should focus on positive accomplishments as well as shortcomings in the student's work.

3. Feedback

The feedback must be in electronic form, although the written document should be supplemented whenever possible by oral discussion between the student and one or more faculty. Written feedback will be provided in a structured form that specifies each of the content areas that was reviewed.

The student and adviser must meet to review and discuss the written statement of feedback.<sup>1</sup> The end of the written statement of feedback contains four options. The student

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<sup>1</sup> If a student is out of town, a face-to-face discussion may not be possible. However, a phone conversation may be possible and useful. In any event, all out of town students must be sent the statement of written feedback which they must sign and return to the adviser.

chooses the appropriate option and signs and dates it to indicate his/her response to the written feedback. The options are as follows:

\_\_\_\_\_ I have read and agree with the above statement.

\_\_\_\_\_ I have read the above statement and have no comment.

\_\_\_\_\_ I have read the above statement and wish to make a written response.

\_\_\_\_\_ I have read the above statement and request that my committee re-review my work in consideration of the written response that I will provide.

In the event of a request for a re-review, the student will consult with his/her adviser and draft a written statement which must be presented to the adviser within 30 days of the date of the statement of written feedback. The student has the option to request an appearance before the student's advisory committee at the time of re-review. If such an appearance is requested, the student's advisory committee will meet as a body after the student has met with them in order to discuss the student's input as well as the original information upon which the feedback report was based. The re-review by the student's advisory committee must occur within 30 days after the written statement of appeal is presented to the adviser.<sup>2</sup>

After the re-review, and based on the substance of that review, a feedback statement is drafted and presented to the student in accordance with the procedures described above. As in the earlier described feedback procedures, this feedback statement will also contain a place at the end for the student to indicate that he/she has read the statement and to sign on one of the four lines indicating his/her response to the statement. If the student chooses not to sign next to one of the first three options (agrees with the statement, wishes to make no comment, or wishes to make a comment) and still finds the feedback statement unacceptable, an appeal may be made to the Director of Graduate Studies for a review by the Graduate Studies Committee.

After the process is complete, the signed feedback statement(s) should be given to the adviser who will forward the material to the Director of Graduate Studies. The signed feedback statement(s) and, in the event of an appeal, the review by the Graduate Studies Committee, will be placed in the student's file. The Graduate Studies Committee will take

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<sup>2</sup> If all reasonable efforts to reach a student (including the use of registered mail) are unsuccessful, a student may be evaluated without his/her participation.

appropriate action to deal with inadequate performance. A copy of the signed feedback statement(s) and evaluation will be sent to the Graduate School for any students deemed to be making insufficient academic progress.

### **Termination Procedures and Appeals**

Throughout this section, reference is made to the Graduate School Catalog. As more recent catalogs become available, they should be referred to insofar as Graduate School rules are concerned. Therefore, the most current Graduate School Catalog takes precedence over the policies presented here. The Graduate School Catalog states:

In addition to dismissal for failure to meet the usual examination and grade requirements, departments and graduate-degree-granting area programs have the right to place on probation, and after at least 30 days of probation, to dismiss from their program any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required. The faculty adviser or departmental chair must inform the Graduate School as soon as the student is notified and the probationary period begins. The dismissal may occur at any time during a student's work toward a graduate degree.

A student may initiate an appeal of this dismissal through the Graduate School. A description of the appeal procedures may be obtained from the Graduate School, 210 Jesse Hall.

#### Termination Due to Poor Grades

1. By the Graduate School: The Graduate School Catalog states:

The GPA in the Graduate School is based on the student's entire graduate record at MU. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 or better.

At the end of each semester, graduate students with a GPA below 3.0 are placed on probation. If at the end of the following semester the GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area, be allowed a second and final probationary semester.

A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time that the semester or cumulative GPA falls below 2.0.

To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU.

2. By the Agricultural Economics Department:

To remain in good standing, a graduate student must maintain a cumulative GPA (exclusive of courses 8085/9085, 8450 and 8090/9090) of 3.0 or better. At the end of each semester, graduate students failing to meet this criterion are placed on probation. If at the end of the following semester the GPA (exclusive of courses 8085/9085, 8450 and 8090/9090) is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA (exclusive of courses 8085/9085, 8450 and 8090/9090) to 3.0 may be dismissed from the program or, with the approval of the Graduate Studies Committee, may be allowed a second and final probationary semester. A student will be dismissed from the program upon failure to raise the cumulative GPA (exclusive of courses 8085/9085, 8450 and 8090/9090) to 3.0 by the end of the second probationary semester. Any student whose entire grade record (exclusive of courses 8085/9085, 8450 and 8090/9090) at the University does not average at least a 3.0 will not be allowed to sit for the comprehensive examination.

#### Termination Due to Insufficient Progress

1. By the Graduate School: The Graduate School Catalog states:

The program for the master's degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to a degree program. Time spent in the armed services will not count toward the eight-year limit. For any extension of this time limitation, the student must petition the Graduate School by submitting a request to the adviser who, in turn, submits a written recommendation to the Graduate School which is endorsed by the department or area director of graduate studies. The Graduate School will notify the adviser in writing of the final decision.

The program for the doctoral degree should be completed within five years of passing the comprehensive examination. Before the expiration of the applicable period, any candidate requiring additional time must submit a request for extension. On petition of the candidate and the candidates department, an extension of time may be granted by the Graduate School.

2. By the Agricultural Economics Department:

The program for the master's degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to the degree program. Time spent in the armed services will not count toward the eight-year limit. A student may request any extension of this time limitation by submitting a request to the adviser who, in turn, submits a written recommendation to the Graduate Studies Committee. The Graduate Studies Committee will notify the adviser in writing of the final decision.

Excluding work toward the master's degree, the program for the doctoral degree should be completed within eight calendar years beginning with the first semester of enrollment in which the student is accepted to a doctoral degree program. Before the expiration of the eight-year period, any student requiring additional time must submit a request to the adviser. If the adviser approves the request, a formal request is then made to the Graduate Studies Committee. An extension, if granted, may entail a revision of the candidate's program to update course work and research.

### Termination Procedures

In keeping with current Graduate School policies, the department can dismiss a student for the reasons discussed under Termination Due to Poor Grades and Termination Due to Insufficient Progress, and other reasons after the student has been placed on probation for at least 30 days and has failed to correct the deficiencies stated in the letter of probation. The Dean of the Graduate School must be informed by the department chair as soon as the student is notified and the probationary period begins.

A student is given an opportunity to correct the deficiencies underlying the probation. The letter of probation specifies what the student must do to correct the deficiencies as well as the amount of time to do so (minimum of 30 days). The probationary letter clearly informs the student that he/she will be terminated from the degree program unless the specified corrective action is successfully completed within the allotted time. If corrective action is not taken in the allotted time, a termination letter is sent to the student by the student's adviser and the Director of Graduate Studies with a copy to the Graduate School. The student may appeal a termination to the department (see section on Appeals).

### Appeals

A student may appeal a termination to the departmental graduate faculty. In order to do so, the student must request of the Department Chair that the hearing of an appeal be placed on the agenda for a special graduate faculty meeting which will be scheduled within four weeks of receipt of the student's appeal. The student is free to receive help from others in presenting a case but must inform the Chair in advance if persons not affiliated with the Department of Agricultural Economics will attend the hearing. The student's adviser and members of the Graduate Studies Committee will be asked to present their cases, including any dissenting opinions. At least one-half of voting graduate faculty members in the department must be present at the hearing in order to have a quorum for voting on the appeal. Voting will be through secret ballot. Only graduate faculty present at the hearing may vote on the appeal. A majority of voting graduate faculty at the meeting must accept the appeal for it to be successful. Appeals of termination must be filed within 30 days of the

student's notification of final termination. If the student does not file a request for appeal within 30 days, the termination will be considered to have been completed. Students requesting reviews of such termination decisions after the 30-day deadline will instead be considered as requesting reinstatement in the program. Departmental procedures regarding reinstatement are identical to admission procedures.

If a student's appeal fails at the departmental level, the student can either accept the termination or appeal the termination to the Graduate Faculty Senate's Committee on Graduate Student Appeals (a description of appeal procedures may be obtained from the Graduate School Dean).

### **Graduate Assistantships**

Assistantship appointments are primarily one-half and one-quarter time equivalents. This is indicative of the number of hours the assistant is expected to work. Half-time assistants are expected to work 20 hours per week on average and quarter-time assistants are expected to work 10 hours per week on average while on appointment. Variation in demands of research projects and demands of student coursework and examinations may cause the weekly workload to vary from the average.

#### Teaching Opportunities

In the belief that students can profit from different experiences, each Ph.D. student on assistantship, and others who desire it, may be assigned to a teaching assistant role (classroom or extension) early in their program. The faculty member to whom the student is assigned is responsible for the student's supervision while in the teaching role.

Masters students on assistantships may be assigned to classroom teaching assistance for one semester subject to the student's availability and the needs of the departmental teaching program. Any student assistant, regardless of assignment, may be called upon to assist his adviser with instructional duties from time to time.

All graduate students, especially those who hold assistantships, are encouraged to participate in the extension activities of the department. From time to time students may be assigned to faculty members whose primary responsibility is in extension. Not only are students expected to assist in this area but also they are expected to gain a well-balanced set of professional experiences in their graduate programs.

#### Research Responsibilities

Each supervisory professor may involve students on graduate research assistantships in

research work for an average of 20 hours per week for a one-half time assistantship and 10 hours per week for a quarter-time assistantship. Such research work will not ordinarily be thesis research during the first semester of the M.S. program or the first year of the Ph.D. program. If a supervisor is unable to provide research experience for a student during a particular semester, then the supervisor shall suggest to the Director of Graduate Studies and Department Chair that the student be assigned a temporary work adviser.

Once the assistant has decided on a thesis or dissertation topic, the student can normally plan to spend the major portion of his/her time on the project from which the thesis will be developed. However, prior to the time the thesis or dissertation topic is selected the student will be assigned duties to support the broader research and/or teaching program of the department. The student may also be requested by the student's adviser or the Department Chair to provide a portion of time to assist with additional research and service work for the department.

Students may be removed from a graduate research/teaching assistantship for the following reasons: (a) poor academic performance (GPA < 3.0); (b) not satisfying the average hourly work requirements (an average of 10 hours per week for quarter-time and an average of 20 hours per week for half-time assistantships); and (c) poor performance on assigned duties (teaching and/or research). The decision to remove a student from an assistantship is made by the student's work adviser and the Graduate Studies Committee. Students may appeal a decision to be removed from an assistantship to the departmental graduate faculty. Appeal procedures can be obtained from the Director of Graduate Studies.

An M.S. graduate assistant will be employed for a maximum of two years, and Ph.D. graduate assistants will be employed for a maximum of three years on a departmental assistantships funded through the Agricultural Experiment Station regardless of the fraction of employment (2- or 3-time). Time spent on grant-funded GRAs will count toward these time limits. Reapplication to the Graduate Studies Committee for a Ph.D. assistantship is necessary for those UMC M.S. assistants desiring to be considered for admission to the Ph.D. program.

Graduate research assistants are entitled to two weeks vacation each year. Vacation schedules should be approved by a student's adviser.

### **Use of Departmental Offices and Facilities**

The department will supply, insofar as space and resources permit, a desk for work on research projects and/or study to all graduate assistants. Desks will be assigned to other students as they are available. Assignment of office space is done by the Graduate Student Organization (GSO) under guidelines approved by the faculty.

Personal computers are available to further departmental programs. Departmental equipment

may not be used at any time for private purposes. Paper, pencils, and other supplies are available only for uses that contribute to the research, teaching, and extension programs of the department.

Graduate students are encouraged to make appropriate use of departmental and university computing facilities and services. These services can be used for both research and coursework assignment. Students should consult with advisers about the services available.

### **Graduate Student Organization**

The Graduate Student Organization (GSO) is composed of all of the graduate students in the Agricultural Economics Department. It assigns desks and office space to graduate students, provides orientation for incoming students, plans social activities, and represents graduate students on departmental committees and in numerous other ways. It is an essential part of the Department.

## **Appendix A: Required Forms for M.S. and Ph.D. Programs**

### Using the Master's Degree Program Forms

All original documents are maintained in the Graduate School's official student files. Each form is completed at the departmental level, routed for required signatures, and forwarded to the Graduate School, 210 Jesse Hall. Each form is then reviewed by the Graduate School, receives the Dean's signature if approved, and a copy is returned to the department. If changes need to be made or if signatures are missing, corrective measures will be requested of the department. If any faculty signatures are illegible, we ask that departments print correct spelling of the signature.

M-1 Form: Program of Study for the Master's Degree: This form is required of all master's degree students. The purpose of this form is to plan the program of study the student will follow, including recommended hours of transfer credit. This form should be submitted to the Graduate School by the end of the second semester in order to facilitate the certification of degree completion later.

M-2 Form: Request for Thesis Committee: This form is required only for students who will write a thesis. Students completing a professional paper, master's project, or comprehensive master's exam do not need to have this form submitted. The purpose of this form is to have an official record of the student's master's committee and to insure that the configuration of the committee meets stated requirements. Submit this form to the Graduate School by the end of the second semester.

M-3 Form: Report of the Master's Examining Committee: This form is required of all master's degree students. The purpose of this form is to have an official record of the final examining process, whether it is a thesis defense, presentation of a project, or master's comprehensive examination.

### Using the Doctoral Degree Program Forms

All original documents are maintained in the Graduate School's official student files. Each form is completed at the departmental level, routed for the required signatures, and forwarded to the Graduate School, 210 Jesse Hall. Each form is then reviewed by the Graduate School, receives the Dean's signature if approved, and copy is returned to the department. If changes need to be made or if signatures are missing, corrective measures will be requested of the department. If any faculty signatures are illegible, we ask that departments print a correct spelling of the signature.

D-1 Form: Qualifying Examination Results and Doctoral Committee Approval Form: The purpose of this form is to show the student's name as it should appear on the diploma, and indicate the correct degree, degree program, minor or collateral field (if applicable), previous degrees, results of the qualifying process, and the members of the doctoral committee including adviser. This form is also used by the Graduate School to notify departments if a student's official transcript(s) have not yet been received. This form also serves as an official record of the members of a student's doctoral committee and insures that the configuration of the committee meets stated requirements. It is also used to report results of the Ph.D. Qualifying Process. This form should be submitted to the Graduate School no later than the end of the third semester.

D-2 Form: Plan of Study for the Doctoral Degree Form: The purpose of this form is to plan the program of study which the student will follow and certify that all committee members approve the program, including the recommended hours of transfer credit. This form should be submitted to the Graduate School by the end of the third semester (shortly after passing the qualifying examination).

D-3 Form: Doctoral Comprehensive Examination Results Form: The purpose of this form is to record the official result of the doctoral comprehensive examination. Submit this form to the Graduate School within one month of exam completion.

D-4 Form: Report of the Doctoral Dissertation Defense Form: The purpose of this form is to record the official results of the dissertation defense. It is recommended that this form be taken to the defense, along with the dissertation approval page (printed on the required cotton bond paper) so that committee members can sign both forms for students who successfully defend their dissertation.