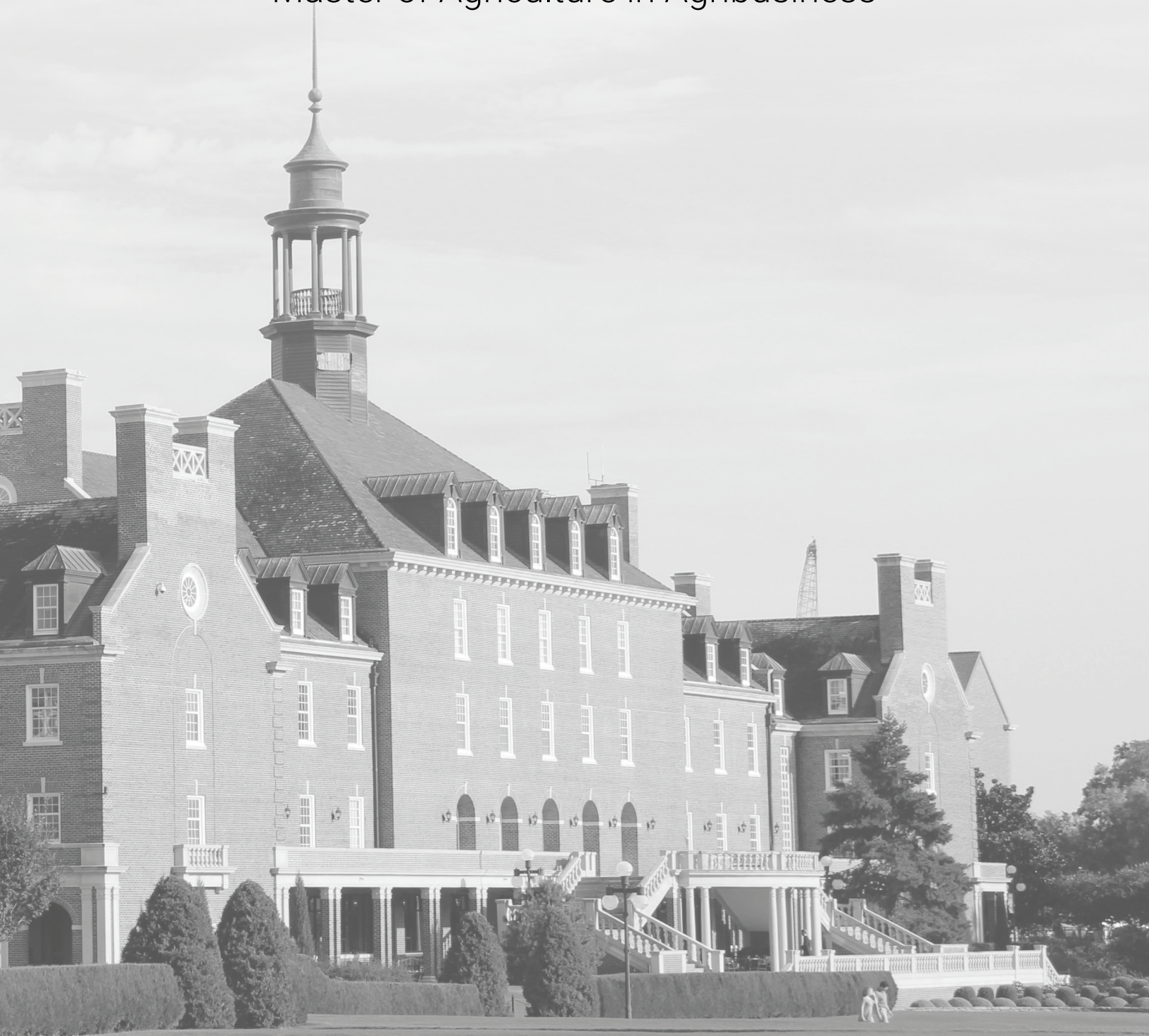


# 2023-2024 GRADUATE HANDBOOK

Doctor of Philosophy | Master of Science

Master of Agriculture in Agribusiness



DEPARTMENT OF

**AGRICULTURAL ECONOMICS**

Ferguson College of Agriculture

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**2023-2024**

The purpose of this handbook is to present departmental graduate program policy and procedures. The information is intended to supplement that provided in the *OSU Catalog* and the *Graduate College Thesis/Dissertation Guidelines*.

The *OSU Catalog* includes the policy and administrative procedures of the Graduate College. The Graduate College Calendar included in the catalog lists graduate program deadlines for each semester. The catalog also contains a list of course offerings and graduate faculty of the various departments on campus. The *OSU Catalog* is available online at <http://registrar.okstate.edu>. Students are encouraged to use it for reference.

The *Graduate College Thesis/Dissertation Guidelines* is published by and available from the Graduate College, 202 Whitehurst. It is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). Students are encouraged to use the guidelines to assist with preparation of term papers, reports, and a thesis or dissertation. In addition, reference software is available at the library free of charge to OSU faculty, staff and students to assist with preparation.

The new *Graduate Student Handbook* is available at:  
[gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)

## **Degree Requirements**

Graduate study in Agricultural Economics at Oklahoma State University provides intensive training in the application of economic theory and quantitative methods to the economic problems of food and agricultural industries, natural resources and environmental issues. The program of study includes a core of courses for the M.S., M.Ag., and Ph.D. to assure that all students obtain a satisfactory background in the various areas of the field. The broad background enables students to consider a wide variety of jobs upon completion of the degree as well as in future years. The desired specialization is normally obtained through the selection of electives and a thesis/dissertation topic.

All students beginning a degree program must comply with departmental graduate program requirements outlined in the M.S., M.Ag., and Ph.D. degree sheets.

## Master of Science (M.S.)

### Degree requirements include:

1. Admission to the program. (Apply online at: [grad.okstate.edu/apply/](http://grad.okstate.edu/apply/))
2. Successfully completing the courses included on an approved plan of study. (The electronic Plan of Study form is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)) The plan of study for a master's candidate must be filed prior to the completion of the 17th graduate credit hour of enrollment.
3. Conducting the research necessary to prepare a M.S. thesis, creative component, or report
4. Passing a final oral examination in defense of the thesis, creative component, or report.
5. Preparing a draft of at least one publication based on the thesis research.
6. A **graduation clearance** form should be completed in the semester the student intends to complete degree requirements, signed by the department head, and submitted by the deadline as indicated in the academic calendar for that semester. See the Graduate College website for specific deadline dates at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The graduation clearance form is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The completed/signed form should be submitted to the Graduate College, 202 Whitehurst Hall. This form guides students through the process of verifying that degree requirements will be met. An extremely important step in this process is checking that courses listed on the Plan of Study have been taken and that the course prefix and number match those on the transcript exactly. This form must be received by the Graduate College before a graduate student can apply for a diploma application.
7. A **diploma application** should be submitted online for the semester in which the student intends to complete degree requirements. A diploma application is at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html).



# OKLAHOMA STATE UNIVERSITY

## AGRICULTURAL ECONOMICS DEPARTMENT

### MASTER OF SCIENCE DEGREE

Advanced study leading to the master of science degree in the field of agricultural economics prepares students for such professional careers as (1) commodity outlook analyst/ trader, (2) management specialist in business firms, (3) loan analyst or bank officer, (4) government planner, (5) economic analyst or research coordinator in various branches of local, state, and federal governments, (6) market analyst, (7) strategic planner, (8) international marketing manager, (9) business forecasting specialist, and (10) research analyst or extension specialist at land-grant universities and agricultural colleges.

Three alternatives exist for satisfying requirements for the M.S. degree: (1) 30 credit hours, including six credit hours for a thesis; (2) 33 credit hours of course work and a creative component; (3) 32 credit hours, including two credit hours for a formal report. Students holding an assistantship are required to write a thesis.

The primary opportunity for differentiation and specialization by the M.S. degree student on assistantship is through development of a research project and choice of electives. Students not writing a thesis will have more hours of electives and will be able to specialize through their selection of courses.

The candidate's ability to understand the concepts and to use the tools of the agricultural economist is more important than mastery of factual details. Students must take a final oral examination. This examination tests the student's understanding of economic principles and methods, as well as their application to real-world situations.

#### Core Requirements

The core requirements for M.S. degree candidates assure breadth and competence in key areas of knowledge and professional activity. The following courses constitute the core of the general M.S. program.

AGEC 5101	Research Methodology (required for thesis students only)
AGEC 5103	Mathematical Economics
AGEC 5403	Production Economics or ECON 5033 Macroeconomic Analysis
<i>6 hrs from</i>	
STAT 5543	Applied Regression Analysis
AGEC 5213	Econometric Methods
AGEC 5113	Applications of Mathematical Programming

The above courses are preferred, but the following substitutions are permissible:

ECON 5043	Microeconomic Analysis for AGECE 5103
ECON 6213	Econometrics I for AGECE 5213

Six additional hours in agricultural economics at the 5000 or 6000 level (exclusive of AGECE 5000), with a minimum of 3 hours in marketing or prices. *A total of 21 credit hours must be from graduate courses that are not cross listed as undergraduate courses. All courses must be at the 5000 and 6000 level.*

The department encourages M.S. degree candidates to broaden their training by taking courses in fields related to or in support of agricultural economics. Electives in such fields as economics, statistics, accounting, finance, marketing, management, plant and soil science, animal science, horticulture, operations research, mathematics, sociology, and philosophy may be selected to complete the student's program, illustrating the flexibility of M.S. degree programs in agricultural economics.

*Some suggested elective courses for M.S. degree programs follow. However, the student should select courses that best fit his or her goals in consultation with his or her advisory committee.*

#### Suggested Elective Courses

AGECE 5203	Advanced Agricultural Prices (odd years)
AGECE 5233	Primary Data Analysis in Economic Research
AGECE 5303	Agricultural Market Policy and Organization
AGECE 5423	Agribusiness Management
AGECE 5503	Economics of Natural and Environmental Resource Policy
AGECE 5603	Advanced Agricultural Finance
AGECE 5723	Planning and Policy for Development
AGECE 5733	International Agricultural Policy and Development (even years)
ACCT 5113	Financial Accounting Research
AGIN 5723	Participation Systems Modeling
AGIN 5313	Global Food Security and Sustainability
ECON 5033	Macroeconomic Analysis
ECON 5173	Energy Economics
ECON 5603	Global Economics
FIN 5223	Investment Theory and Strategy
FIN 5763	Derivative Securities and the Management of Financial Price Risk
IEM 5023	Optimization Applications
SOIL 5213	Precision Agriculture

### **Agribusiness Specialization**

The agribusiness specialization is designed to insure development of analytical skills and the capacity to cope with a broad expanse of agribusiness-oriented problems and decision situations. The agribusiness specialization is noted on the student's transcript.

#### ***Electives***

AGEC 5113	Applications of Mathematical Programming
AGEC 5203	Advanced Agricultural Prices (odd years)
AGEC 5233	Primary Data Analysis in Economic Research
AGEC 5303	Agricultural Market Policy and Organization
AGEC 5423	Advanced Agribusiness Management
AGEC 5503	Economics of Natural and Environmental Resource Policy
FIN 5053	Theory and Practice of Financial Management
FIN 5213	International Business Finance
FIN 5223	Investment Theory and Strategy
MGMT 5113	Management and Organizational Theory
MKTG 5133	Marketing Management
MKTG 5553	International Marketing Strategy
MKTG 5613	Seminar in Consumer Behavior
MSIS 5313	Production Operations Management

### **International Agricultural Development Emphasis**

The international agricultural development emphasis is designed to prepare students for positions as (1) agricultural program advisors in international development organizations, (2) rural project and area administrators in foreign governments, (3) technical personnel in national and regional planning agencies for agricultural development, and (4) foreign agricultural experts in private corporations.

#### ***Electives***

AGEC 5503	Economics of Natural and Environmental Resource Policy
AGEC 5723	Planning and Policy for Development
AGEC 5733	International Agricultural Policy and Development (even years)
ECON 5033	Macroeconomic Analysis
ECON 6623	Economic Development I

### **Preparation for Ph.D. in Ag Econ**

Students wishing to prepare for a Ph.D. program may wish to select electives from the following.

#### ***Electives***

ECON 5033	Macroeconomic Analysis
AGEC 5203	Advanced Agricultural Prices (odd years)
AGEC 5303	Agricultural Market Policy and Organization
AGEC 5503	Economics of Natural and Environmental Resource Policy
AGEC 5733	International Agricultural Policy and Development (even years)

All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries.

## **Example M.S. Plan of Study** (thesis option)

Plans of study are customized to meet the needs of the student. The student prepares the plan with input from the student's advisor and advisory committee. All members of the advisory committee and the department head must sign the plan. A typical M.S. plan of study includes eight three-hour courses, a one-hour research methodology course, and six hours for the thesis research. The following sketch of courses is provided as an example.

### **Fall (year one)**

AGEC 5103 Mathematical Economics (prerequisites: differential calculus; intermediate microeconomics)  
STAT 5543 Applied Regression Analysis (prerequisite: undergraduate statistics)

One Elective

AGEC 5303 Agricultural Market Policy and Organization

### **Spring (year one)**

AGEC 5403 Production Economics (prerequisite: AGECE 5103)  
AGEC 5213 Econometric Methods (prerequisites: AGECE 5103; STAT 5543 or ECON 4213)  
AGEC 5101 Research Methodology

One Elective

AGEC 5203 Advanced Agricultural Prices (prereqs: AGECE 5103; STAT 5543) (odd years)  
AGEC 5603 Advanced Agricultural Finance  
AGEC 5713 Rural Regional Analysis (prerequisite: AGECE 5103)  
AGEC 6222 Spatial Econometrics (even years)

### **Summer (year one)**

AGEC 5000 Thesis or Report in Agricultural Economics

### **Fall (year two)**

Two Electives

AGEC 5113 Applications of Mathematical Programming  
AGEC 5233 Primary Data Analysis in Economic Research  
AGEC 5423 Agribusiness Management  
AGEC 5503 Economics of Natural and Environmental Resource Policy (prerequisites: intermediate microeconomics or AGECE 4503; differential calculus)  
ECON 5033 Macroeconomic Analysis

### **Spring (year two)**

AGEC 5000 Thesis or Report in Agricultural Economics

## **M.S. Thesis or Report**

Students who plan to write a thesis or report are encouraged to obtain a copy of the *Thesis and Dissertation Guidelines*, published by and available from the Graduate College (available at [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)). A thesis or report must conform to the format specifications set forth in these guidelines. The style of the document is to be determined by the Academic Advisory Committee and should be reflective of publications in the student's discipline. The style of a creative component need not conform to the format of the guidelines.

Since a report must conform to the same format and other requirements as specified by the Graduate College, and since the report option requires two additional hours, use of the report option is not encouraged.

After completing the research, the student prepares a complete and legible final draft of the proposed thesis or report and submits a copy to each member of the examining committee. Theses and reports must be signed by the advisor and be submitted to the Graduate College no later than the stated deadline date (available at [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)).

If the thesis or report option is used, the student arranges for the final examination after the draft copy of the thesis or report has been filed at the Graduate College and/or distributed as described in the preceding section. A draft of a publication from the thesis or report must be submitted to your major professor before the final draft is signed.

## **Creative Component**

A creative component is a scholarly product that does not qualify as a research thesis or report. Examples of creative components are software, experiment station bulletins, extension publications, and journal articles. The creative component is an alternative to writing an M.S. thesis or report. This M.S. degree requirement is designed to enable the student to demonstrate a level of maturity beyond that of successfully taking courses and examinations. The student should exhibit such qualities as creativity and good judgment, as well as independence, clarity, depth, and breadth of thought. This alternative permits students to demonstrate their mastery of theory and skills in an applied fashion through the process of creating original work. Each creative component must be presented and defended by the student before his or her graduate committee. A one-page summary of the report, along with a form obtained from the program specialist, 417A Ag Hall, should be submitted to the program specialist to be kept in the student file.

## **Final Examination**

All M.S. students are required to complete a final examination. The final examination is primarily a defense of the thesis, creative component, or report. If the defense is judged inadequate, a decision on whether to permit re-examination will be made by the Academic Advisory Committee. Examinations are open to all members of the graduate faculty, and may be attended by anyone else who obtains the permission of the committee. The student is responsible for arranging with the specialist to announce the defense at least two weeks in advance to faculty and graduate students in AGECE and other appropriate departments in the University. (Typically, these will include some or all of the departments in Spears School of Business and in the Division of Agricultural Sciences and Natural Resources).

The committee will notify the Graduate College immediately of results of the final examination. Following satisfactory completion of the final examination, the candidate will make changes in the thesis, report or creative component as required by the committee and by the Graduate College.



# Accelerated M.S. Program

## Graduate College Admission and Academic Policies:

The Department of Agricultural Economics (AGEC) Master of Science (M.S.) degree program can be completed in combination with the Bachelor of Science (B.S.) in the Ferguson College of Agriculture. The B.S. with a major in Agricultural Economics (AGEC) or Agribusiness (AGBU) requires 120 credit hours. The M.S. in Agricultural Economics non-thesis option requires 33 credit hours and the thesis option requires 30 hours. The B.S. and M.S. degrees are permitted to share up to 9 college credit hours. To do so, students must be admitted to the graduate program prior to the beginning of the term that the shared courses are taken.

### 1. *Eligible Students*

- Students must be enrolled in the AGEC or AGBU undergraduate degree program.
- Students must complete 90 credit hours or more toward their B.S. degree by the end of the term of application.
- Students must have completed ECON 3113, a calculus course, and a statistics course by the end of the term of application.

### 2. *Program Admission Procedures*

- Students should apply in the semester they will complete 90 credit hours toward their B.S. degree.
- Students should submit their official transcripts showing a minimum of 3.0 GPA on coursework completed at OSU and official GRE scores.
- Once admitted to the M.S. AGEC program, students will continue to meet with their undergraduate advisors to enroll in dual-credit courses prior to completion of the undergraduate degree.
- Up to 9 graduate credit hours applicable toward the B.S. AGEC or AGBU degree and the M.S. AGEC degree can be taken at the graduate level over the course of one's senior year.

### 3. *Coursework Taken After Admission into the accelerated MS AGEC Program*

- After admission, a student may enroll concurrently in graduate level coursework applicable to the M.S. AGEC degree.
- A student will remain an undergraduate student and not be fully admitted into the Graduate College until completion of the undergraduate degree. \*
- The dual enrollment form must be completed. It is available at [registrar.okstate.edu/forms.html](http://registrar.okstate.edu/forms.html)

### 4. *Classification Prior to Regular Admission to Graduate College*

- A student enrolled in AGEC graduate courses will be classified as an undergraduate student until he or she is fully admitted to the OSU Graduate College and shall retain the same rights and privileges granted all OSU undergraduate students, including classification as an undergraduate student for purposes of receiving financial aid.
- Students must receive advance approval from AGEC advisement to dually apply up to 9 hours of graduate level coursework towards requirements applicable to the undergraduate degree.

\* *There will be two matriculations. The primary matriculation will be undergraduate and the secondary matriculation will be graduate until a student has earned enough hours for the B.S. degree.*

## **Admission to Graduate College:**

A student enrolled in M.S. AGEC courses will be fully admitted to the Graduate College following undergraduate degree completion assuming a grade of B or better is obtained in the graduate coursework.

### ***5. Classification on Admission to Graduate College.***

- After completion of the undergraduate degree, a previously admitted accelerated AGEC student, will be classified as a graduate student and will be granted all rights and privileges normally granted to OSU graduate students. +
- Conversely, it is a student's responsibility to satisfy all Graduate College and M.S. AGEC program requirements. A student will not qualify for classification as an undergraduate for any purpose after regular admission to the Graduate College.

### ***6. Awarding of Degrees***

The B.S. degree must be awarded prior to matriculation into the full-time M.S. AGEC program regardless of prior enrollment in the Accelerated M.S. AGEC program. The M.S. AGEC degree will be awarded upon completion of all curricular program requirements.

### ***7. Non-Performance***

Admission to the graduate college requires successful completion of graduate level coursework with a grade of B or better.

+ *Undergraduate credit hours in excess of B.S. degree requirements are subject to Graduate College policy for tuition purpose.*

## Master of Agriculture (M.Ag.)

### Degree requirements include:

1. Admission to the program. (Apply online at: [grad.okstate.edu/apply/](http://grad.okstate.edu/apply/))
2. Successfully completing the course work contained on an approved plan of study. (The electronic plan of study form is at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)). The plan of study for a master's candidate must be filed prior to the completion of the 17th graduate credit hour of enrollment.
3. Successfully completing either a creative component or an internship that fulfills the creative component requirement, approved by the student's Academic Advisory Committee.
4. Successfully completing a comprehensive final examination administered by the students' advisory committee.
5. A **graduation clearance** form should be completed in the semester the student intends to complete degree requirements, signed by the department head, and submitted by the deadline as indicated in the academic calendar for that semester. See the Graduate College website for specific deadline dates at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The graduation clearance form is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The completed/signed form should be submitted to the Graduate College, 202 Whitehurst Hall. This form guides students through the process of verifying that degree requirements will be met. An extremely important step in this process is checking that courses listed on the Plan of Study have been taken and that the course prefix and number match those on the transcript exactly. This form must be received by the Graduate College before a graduate student can apply for a diploma application.
6. A **diploma application** should be submitted online for the semester in which the student intends to complete degree requirements. A diploma application is at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html).

# OKLAHOMA STATE UNIVERSITY

## AGRICULTURAL ECONOMICS DEPARTMENT

### MASTER OF AGRICULTURE IN AGRIBUSINESS

#### Agribusiness/Agricultural Economics

The Master of Agriculture in Agribusiness degree is intended for students with a B.S. degree in a field other than agricultural economics such as animal science, agricultural communications, horticulture, or plant science. The program is more flexible than a typical MBA program and is directly related to agriculture. The Master of Agriculture degree is a nonresearch degree and does not prepare students for advanced study at the Ph.D. level. Students with a B.S. in agricultural economics or a related field or students who plan to pursue a Ph.D. should enroll under the Master of Science option.

Two majors are available within the degree:

The Agribusiness option provides the economics and business training needed to enter a management position in agricultural or related industries. These include agricultural cooperatives, commodity merchandisers, banks, and farm consultants.

The Agricultural Economics option is the most flexible of the two options permitting students to tailor the degree to specialties in natural resources, animal science, agricultural communications, horticulture, plant science or others.

#### Degree Requirements

Three alternatives exist for satisfying the Master of Agriculture requirements: (1) 32 credit hours, including two credit hours of AGECE 5010 for a formal report, (2) 36 credit hours and a creative component, and (3) 36 credit hours including six hours of AGECE 5010 for a professional internship. A minimum of 21 credit hours must be earned at the 5000 level or above. A comprehensive final examination is required of all Master of Agriculture candidates.

The prerequisites include one course in statistics, a working knowledge of computers, and nine additional semester credit hours in agricultural economics and economics.

#### Agribusiness Option

AGECE	5423	Advanced Agribusiness Management <i>or</i>
AGECE	5043	Advanced Farm and Ranch Management
AGECE	5603	Advanced Agricultural Finance
MGMT	5113	Management and Organization Theory
STAT	5543	Applied Regression Analysis
ECON	5113	Managerial Economics <i>or</i>
AGECE	5103	Mathematical Economics

Minimum 12 hours in Agricultural Economics not including AGECE 5000 or 5010

#### Agricultural Economics Option

Minimum 15 hours in Agricultural Economics not including AGECE 5000 or 5010.

At least 9 hours outside of Agricultural Economics including at least 3 hours of Statistics.

An example plan of study for the Master of Agriculture degree with a major in Agribusiness under the internship alternative is:

#### Fall

AGECE	5423	Advanced Agribusiness Management
STAT	5013	Statistics for Experimenters I <i>or</i>
STAT	5543	Applied Regression Analysis
AGECE	5033	Commodity Futures Markets
ECON	5113*	Managerial Economics* <i>or</i>
AGECE	5103	Mathematical Economics (Prerequ.)

#### Spring

AGECE	5023	Quantitative Supply Chain Management in Agribusiness <i>or</i>
AGECE	5043	Advanced Farm and Ranch Management <i>or</i>
AGECE	5513	Farm Appraisal
AGECE	5603	Advanced Agricultural Finance
MGMT	5113	Management and Organization Theory

\*Students with no background in accounting should take ACCT 5183 MBA Financial Reporting. Students with strong skills in mathematics and statistics should take STAT 5543 in the fall instead of STAT 5013 and then take AGECE 5213 Econometric Methods in the spring.

\*Students with no upper division training in microeconomics should take ECON 3113 Intermediate Microeconomics before taking ECON 5113 or AGECE 5103. Students who have had calculus should take AGECE 5103 instead of ECON 5113.

#### Summer

AGECE	5010	Professional Experience in Agricultural Economics (six credit hours)
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#### Fall

MKTG	5133	Marketing Management
AGECE	5303	Agricultural Market Policy and Organization
AGECE	5343	International Agricultural Markets and Trade
EEE	5333	Launching a Business: First 100 Days

\*The comprehensive final examination may be administered after the student has completed one year in the program.

## Professional Internship

Students are responsible for finding the internship. Students enroll in AGECE 5010. Enrollment will require permission of the instructor (Dr. Holcomb) as well as the student's committee. Students turn in monthly progress reports, a final report, and an evaluation form. Their supervisor also turns in an evaluation form.

Internships are variable hours courses. OSU's way of handling that is to auto-enroll you for 1 credit hour when you add that class. However, once you are enrolled, click on "Schedule and Options" and change the "1" to a "6" and save. You should see the number of enrolled credit hours change accordingly.

## Procedures for Enrolling in MBA Classes

Procedures for enrolling in MBA classes such as MGMT 5113, MKTG 5133, ACCT 5103, and FIN 5013 are as follows:

1. The student must request program permission to enroll in MBA courses. An email can be directed to MBA program manager Rodrigo Tello, [rodrigo.tello@okstate.edu](mailto:rodrigo.tello@okstate.edu), which should include the student's name, ID number, the prefix and class number.
2. The student will be put on a waiting list until it is determined whether space is available in the class.
3. After it has been determined that space is available, permission to enroll will be communicated to the student.

## Certificate in Entrepreneurship

A certificate in entrepreneurship can be obtained by completing 12 hours of coursework in Entrepreneurship.

Required courses (6 credit hours)

EEE 5233 Ideation, Creativity & Innovation

EEE 5333 Launching a Business. The First 100 Days

Suggested Electives (6 credit hours)

EEE 5653 Venture Capital

EEE 5993 Preparing an Effective Business Plan

See [go.okstate.edu/graduate-academics/programs/certificates/entrepreneurship.html](http://go.okstate.edu/graduate-academics/programs/certificates/entrepreneurship.html) for other course options.



## Doctor of Philosophy (Ph.D.)

### Degree requirements include:

1. Admission to the program. (Apply online at: <https://grad.okstate.edu/apply/>).
2. Satisfactory completion of courses on approved plan of study. (The electronic plan of study is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)). Doctoral candidates must file a plan of study prior to the completion of the 28th graduate credit hour of enrollment.
3. Passing written preliminary examinations.
4. Passing an oral qualifying examination. (Admission to doctoral candidacy form is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)).
5. Conducting the research and writing necessary for a Ph.D. dissertation.
6. Passing a final examination or defense of the dissertation.
7. Submitting official electronic version of the dissertation to the Graduate College.
8. Preparing and submitting drafts of one or more articles written from the dissertation research.
9. A **graduation clearance** form should be completed in the semester the student intends to complete degree requirements, signed by the department head, and submitted by deadline as indicated in the academic calendar for that semester. See the Graduate College website for specific deadline dates at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The graduation clearance form is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The completed/signed form should be submitted to the Graduate College, 202 Whitehurst Hall. This form guides students through the process of verifying that degree requirements will be met. An extremely important step in this process is checking that courses listed on the Plan of Study have been taken and that the course prefix and number match those on the transcript exactly. This form must be received by the Graduate College before a graduate student can apply for a diploma application.
10. A **diploma application** should be submitted online for the semester in which the student intends to complete degree requirements. A diploma application is at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html).

# OKLAHOMA STATE UNIVERSITY

## AGRICULTURAL ECONOMICS DEPARTMENT

### DOCTOR OF PHILOSOPHY DEGREE

The program of study for the Ph.D. degree in agricultural economics develops professional competence in agricultural economics, economics, and statistics. In addition to the general prerequisites specified as minimum background for advanced study, a sufficient mathematical background (including differential and integral calculus) is a prerequisite. If course work is needed to satisfy any prerequisite to the program, it is not included as part of the student's plan of study.

#### Core Requirements

#### Semester Credit

##### Economic Theory

ECON 6033 Microeconomic Theory I 3

*One of the following courses:*

ECON 5033 Macroeconomic Analysis

ECON 6033 Macroeconomic Theory I 3

ECON 6043 Macroeconomic Theory II 3

##### Quantitative Methods

*9 hrs (AGEC 6213 is required) from:*

STAT 5253 Mathematical Statistics I 9

STAT 5263 Mathematical Statistics II

AGEC 5213 Econometric Methods

STAT 5000 or above

AGEC 6103 Advanced Applications of Math  
Programming

AGEC 6213 Advanced Econometrics

ECON 6243 Econometrics II

*Students without previous mathematical*

*programming coursework must take*

AGEC 5113 Applications of Mathematical  
Programming

##### Agricultural Economics

AGEC 6303 Advanced Agricultural Marketing  
(odd years) *or*

AGEC 6403 Advanced Production Economics 3  
Additional 6000-level course in  
Agricultural Economics, Economics,  
or related field 3

AGEC 5733 International Agricultural Policy and  
Development (even years) 3

AGEC 6102 Teaching Practicum in Agricultural  
Economics 2

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*The following substitutions are permissible:*

ECON 6213 Econometrics I for AGECE 5213

ECON 6243 Econometrics II for AGECE 6213

The Ph.D. in agricultural economics has no foreign language requirement.

A two-hour teaching practicum (AGECE 6102) is required of all Ph.D. candidates. The teaching practicum is designed to give candidates classroom teaching experience. The practicum usually involves classroom lectures, leadership in handling laboratory sections of courses, or major teaching responsibility. Credit may be earned by enrolling in AGECE 6102 under the professor responsible for the course or subject matter area.

The number of credit hours included in the plan of study depends on the advisory committee's evaluation of the course work and research needed to provide depth and breadth of preparation. A minimum of 90 semester credit hours is required (60 if student has M.S. or equivalent). As many as 30 of these hours (24 if student has M.S.) may be earned for thesis research. Courses equivalent to those taken as part of a master's program cannot be included in a Ph.D. Plan of Study. Thus, neither AGECE 5103 nor STAT 5543 can be included on a Ph.D. plan of study. Either AGECE 5213 or AGECE 5113 (but not both) can be included. AGECE 5101 can be included and is required if the student has not written a M.S. thesis. A Ph.D. student must take at least 14 hours of 6000-level courses in addition to AGECE 6000 dissertation hours. At least 75% of course work on the plan of study must include 5000 and 6000 level courses that are defined as mutually exclusive to 4000 courses. A minimum of 15 dissertation hours (AGECE 6000) is required for doctoral students.

Minimum core requirements for the Ph.D. degree can be met by such combinations of courses as the following.

Other combinations are possible and should be considered in line with the student's interests.

#### Sample Ph.D. Core

ECON 5033	Macroeconomic Analysis
ECON 6033	Microeconomic Theory I
AGECE 6213	Advanced Econometrics
STAT 5253	Mathematical Statistics I
STAT 5263	Mathematical Statistics II
AGECE 6403	Advanced Production Economics
AGECE 6303	Advanced Agricultural Marketing
AGECE 5703	Economics of Agriculture and Food Policy
AGECE 6102	Teaching Practicum in Agricultural Economics

The desirability of both depth and breadth of preparation is recognized and the department encourages broadening of the student's background by including courses in philosophy, law, psychology, political science, history, sociology, foreign languages, computer science, and engineering. If a student, with the advice of his or her committee, chooses to receive 24 credit hours for thesis research, then 36 hours of course work are required to accumulate 60 credit hours. Twenty-six of the 36 hours are used to meet core requirements, leaving 10 hours available to broaden the student's training.

The following examples illustrate electives that may be chosen. However, students are encouraged to design programs to meet their own goals.

### **Sample Ph.D. Electives**

#### **Marketing**

AGEC 5203	Advanced Agricultural Prices (odd years)
AGEC 5233	Primary Data Analysis in Economic Research
AGEC 5303	Agricultural Market Policy and Organization
AGEC 5733	International Agricultural Policy and Development (even years)
AGEC 6303	Advanced Agricultural Marketing (odd years)

#### **Production**

AGEC 5403	Production Economics
AGEC 5603	Advanced Agricultural Finance
AGEC 6103	Advanced Applications of Mathematical Programming
AGEC 6403	Advanced Production Economics

#### **Rural Development**

AGEC 5723	Planning and Policy for Development
ECON 6623	Economic Development I
ECON 6643	Economic Development II

#### **Natural Resources**

AGEC 5503	Economics of Natural and Environmental Resource Policy
AGEC 6103	Advanced Applications of Mathematical Programming

Written examinations for doctoral students test the student's comprehensive understanding and use of tools, concepts and basic principles developed in the graduate program. Written comprehensive examinations are administered and evaluated by the Departmental Graduate Examination Committee after the completion of core requirements. The examinations are given two times each year, one in Economic Theory, and one in Quantitative Methods.

The oral qualifying examination is completed as soon as possible after the written comprehensive examination has been successfully completed. The oral qualifying examination which may cover the entire area of the student's graduate study, including the specialty area, is administered and evaluated by the student's advisory committee. In certain cases, the student and the advisory committee may choose to replace this with a thesis proposal seminar.

The final oral examination, which is administered by the student's advisory committee, concludes the doctoral program and is given on completion of the student's doctoral thesis.

## Example Ph.D. Plan of Study

Plans of study are customized to meet the needs of the student. The student prepares the plan with input from the student's advisor and advisory committee. All members of the advisory committee and the department head must sign the plan. A typical plan of study includes twelve three-hour courses and 24 hours of research problems. The following sketch of courses is provided as an example.

### Fall (year one)

STAT 5253	Mathematical Statistics I (prerequisites: differential and integral calculus)
ECON 5033	Macroeconomic Analysis

#### *One Elective*

#### Fall Electives

AGEC 5113	Applications of Mathematical Programming
AGEC 5303	Agricultural Market Policy and Organization
AGEC 5503	Economics of Natural and Environmental Resource Policy (prerequisites: intermediate microeconomics or AGEC 4503; differential calculus)
AGEC 5723	Planning and Policy for Development
AGEC 6303	Advanced Agricultural Marketing (prerequisite: AGEC 5203 or AGEC 5311, 5321, 5331) – odd years
AGEC 6403	Advanced Production Economics (prerequisite: AGEC 5403) – even years
ECON 6243	Econometrics II (prerequisites: AGEC 5213; STAT 4203)

### Spring (year one)

ECON 6033	Microeconomic Theory I (odd years)
STAT 5263	Mathematical Statistics II (prerequisite: STAT 5253 and MATH 3013)

#### *One elective*

#### Spring Electives

AGEC 5101	Research Methodology (for students who have not written a M.S. thesis)
AGEC 5203	Advanced Agricultural Prices (prerequisites: AGEC 5103; STAT 5543) (odd years)
AGEC 5213	Econometric Methods (prerequisites: AGEC 5103; STAT 5543 or ECON 4213)
AGEC 5403	Production Economics (prerequisite: AGEC 5103)
AGEC 5733	International Agricultural Policy and Development (even years)
AGEC 6103	Advanced Applications of Mathematical Programming (prerequisites: AGEC 5103; AGEC 5113) – even years
AGEC 6222	Spatial Econometrics

### Summer (year one)

AGEC 6000	Research Problems
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### Fall (year two)

AGEC 5233	Primary Data Analysis in Economic Research
AGEC 6403	Advanced Production <i>or</i>
AGEC 6303	Advanced Marketing
Fall Electives, see Fall (year one)	

### Spring (year two)

AGEC 6213	Advanced Econometrics (prerequisites: AGEC 5213 or ECON 6213; STAT 5253 and STAT 4213 recommended) – odd years
AGEC 6102	Teaching Practicum in Agricultural Economics
Spring Elective, see Spring (year one)	

### **Summer (year two)**

Ph.D. written qualifying exams  
AGEC 6000      Research Problems

### **Fall (year three)**

AGEC 6000      Research Problems

### **Spring (year three)**

AGEC 6000      Research Problems

## **Minor in Statistics for Ph.D. Students**

Agricultural Economics doctoral students may earn a minor in Statistics by completing a minimum of 18 hours in statistics with no more than six transfer hours. The following courses are required, either STAT 5253 (Mathematical Statistics I) or STAT 5123 (Probability) and either STAT 5263 (Mathematical Statistics II) or STAT 5223 (Inference). The 12 additional hours may be selected from STAT 5543 (Applied Regression Analysis) and from STAT 5000-6000 level courses excluding STAT 5013 (Statistics for Experimenters I).



## **Graduate Minors in the Department of Agricultural Economics**

### **Minor Name: Agribusiness**

Requirements for admission: Admission to a Master's degree program

There will be no formal course requirements for admission, but students without previous undergraduate training in economics and business will not be able to meet the course prerequisites. The Agribusiness minor would be available only to students in a Master's program. The minor can be nine to eighteen hours, see graduate minors at [catalog.okstate.edu](http://catalog.okstate.edu).

The requirements for a minor in agribusiness include:

Must include AGEC 5423 Agribusiness Management

(AGEC 3333, 4990, 5000, 5010, 5990, and 6000 may not be included on the minor)

Students enrolling in courses that are listed as both the 4000 and 5000 level must enroll in the 5000 level version of the course.

Minimum GPA: The student will need a minimum GPA of 3.0 in the courses used for the minor

Recommended courses include:

- AGEC 5013 Advanced Quantitative Methods in Agricultural Economics
- AGEC 5023 Quantitative Supply Chain Management in Agribusiness
- AGEC 5033 Commodity Futures Markets
- AGEC 5043 Advanced Farm and Ranch Management
- AGEC 5053 Environmental Economics and Resource Development
- AGEC 5073 Rural Economic Development
- AGEC 5113 Applications of Mathematical Programming
- AGEC 5213 Econometric Methods
- AGEC 5463 Advanced Agricultural Cooperatives
- AGEC 5513 Farm Appraisal
- AGEC 5603 Advanced Agricultural Finance
- AGEC 5703 Economics of Agriculture and Food Policy
- AGEC 5733 International Agricultural Policy and Development (even years)

### **Minor Name: Agricultural Economics**

Requirements for admission: Admission to a doctoral program

There will be no formal course requirements for admission, but students without previous undergraduate training in economics or agricultural economics will not be able to meet the course prerequisites. The Agricultural Economics minor would be available only to students in a doctoral program.

Requirements: The requirements for a graduate minor in agricultural economics include:

At least 3 hours must be at the 6000 level

(AGEC 3333, 4990, 5000, 5010, 5990, and 6000 may not be included on the minor)

Students enrolling in courses that are listed as both the 4000 and 5000 level must enroll in the 5000 level version of the course.

Minimum GPA: The student will need a minimum GPA of 3.0 in the courses used for the minor.

Courses that a student may use for the minor include:

- AGEC 5013 Advanced Quantitative Methods in Agricultural Economics
- AGEC 5033 Commodity Futures Markets
- AGEC 5043 Advanced Farm and Ranch Management
- AGEC 5053 Environmental Economics and Resource Development
- AGEC 5073 Rural Economic Development
- AGEC 5101 Research Methodology
- AGEC 5103 Mathematical Economics
- AGEC 5113 Applications of Mathematical Programming
- AGEC 5203 Advanced Agricultural Prices (odd years)
- AGEC 5213 Econometric Methods

- AGECE 5233 Primary Data Analysis in Economic Research
- AGECE 5311 Agricultural Marketing: Concepts and Tools
- AGECE 5321 Agricultural Marketing and Economic Development
- AGECE 5331 Agricultural Marketing: Advanced Concepts
- AGECE 5403 Production Economics
- AGECE 5423 Agribusiness Management
- AGECE 5463 Advanced Agricultural Cooperatives
- AGECE 5513 Farm Appraisal
- AGECE 5503 Economics of Natural and Environmental Resource Policy
- AGECE 5603 Advanced Agricultural Finance
- AGECE 5703 Economics of Agriculture and Food Policy
- AGECE 5713 Rural Regional Analysis
- AGECE 5723 Planning and Policy for Development
- AGECE 5733 International Agricultural Policy and Development (even years)
- AGECE 6103 Advanced Applications of Mathematical Programming
- AGECE 6213 Advanced Econometrics
- AGECE 6300 Agricultural Marketing Seminar
- AGECE 6303 Advanced Agricultural Marketing (odd years)
- AGECE 6400 Seminar in Farm Management and Production Economics
- AGECE 6403 Advanced Production Economics
- AGECE 6700 Agricultural Policy and Rural Resource Development Seminar

# **Preliminary and Qualifying Examinations and Admission to Candidacy for Ph.D. Students**

The department requires a written Preliminary Examination and an oral Qualifying Examination for all students seeking admission to candidacy for the Ph.D. degree.

## **A. Purpose**

The major purpose of the Preliminary Examination is to test the student's:

1. Ability to understand the various tools, concepts, and basic principles developed in the central core of courses;
2. Ability to integrate the tools, concepts, and basic principles as may be required to analyze and to develop solutions to economic problems; and,
3. Ability to apply the appropriate integrated set of tools, concepts, and basic principles to analyze economic problems in a clear and concise written form.

## **B. Structure and Content**

The written portion of the Preliminary Examination shall consist of separate four-hour (4-hour) examinations in two major areas as follows:

1. The general area of "Economic Theory" covering such basic concepts as the theory of the firm, the theory of consumer choice, the theory of market price with emphasis on applications to the field of agriculture, and basic concepts of the theory of income and employment, monetary theory, theory of economic growth and development, economic policy and the history of economic thought with emphasis on application to the field of agriculture.
2. The general area of "Quantitative Methods" covering mathematical programming, methodology, statistics, econometrics, and primary data analysis with emphasis on applications to the field of agriculture.

## **C. Administration**

The Departmental Graduate Examination Committee shall administer the written Preliminary Examination. This committee shall consist of at least three members of the Department of Agricultural Economics appointed by the head of the department. This committee may be assisted by other members of the department and faculty members of complementary departments in preparing and grading the examinations, either in part or in their entirety.

The Preliminary Examinations shall be administered twice each year with the two exam portions offered in one-week intervals. The first portion of the examination shall be administered on the Friday before spring semester classes begin and again on the Friday before summer session classes begin, with the remaining portion offered on the next Friday. Students must obtain approval from their major advisor to take the exams, and should notify the chair of the Graduate Examination Committee of their intention to participate. Students are ordinarily required to write both of the scheduled examinations within one of the regularly scheduled examination periods. However, a student may be required to retake in a subsequent examination period any examinations that were previously failed.

The chair of the Graduate Examination Committee should solicit faculty members for exam questions, and should post notices and in other ways inform faculty and students of the time and place of the exams several weeks in advance.

## **D. Grading and Reporting**

The Graduate Examination Committee will evaluate each written examination and report grades of Pass with Distinction, Pass, or Fail for each of the two exams. The chair of the Graduate Examination Committee will send a letter to the student (and a copy to the student's major advisor) advising the student of the committee's evaluation of each exam and other pertinent information.

A student who fails either portion of the exam three times, fails to qualify for a Ph.D. degree in agricultural economics. A student will not be permitted to take either of the two portions more than three times. However, an appeals process, designed to allow appropriate discretion in deserving cases, is afforded to students who believe that extraordinary personal circumstances significantly contributed to the failure. Such events must be highly unusual such as the death of immediate relative, a serious illness, severe financial distress, or personal crisis. A student who wishes to petition to

take an exam for a fourth time will be given one week after notification of a third failure to submit the request. The student's written appeal to the committee must provide evidence showing how this circumstance was a factor in his/her performance on the exam. The Graduate Examination Committee will review and rule on the petition.

### E. Qualifying Examination for Ph.D. Students

After the student has received a grade of Pass or Pass with Distinction on each of the two exams, the student's Academic Advisory Committee will administer an oral Qualifying Examination. The Qualifying Examination is comprehensive, covering the entire area of the student's graduate study. To be admitted to candidacy, a doctoral student must have (1) an approved Plan of Study on file with the Graduate College, (2) a dissertation proposal approved by the student's graduate advisory committee and, if required, (3) successful completion of comprehensive or qualifying examinations. A doctoral student (either Ph.D. or Ed.D.) must be admitted to candidacy no less than six months prior to graduation. Once admitted to doctoral candidacy a student will be on reduced continuous enrollment. Reduced continuous enrollment has two elements. (1) the candidate must be enrolled in every fall and spring semester until graduation. (2) Two graduate credit hours qualifies as full-time enrollment for doctoral candidates if **candidacy is approved by the graduate college deadline. See academic calender at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)**. Upon fulfillment of the above criteria, and any other criteria appropriate to the specific program, the advisory committee chair should submit the form to the Graduate College. The form is at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). The results of the examination are reported to the Graduate College on the Application for Admission to Candidacy form (available at [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html)). Before taking the Qualifying Examination, the student must have an approved plan of study on file in the Graduate College, and have the approval of their Academic Advisory Committee.

It is the responsibility of the student's Academic Advisory Committee to evaluate the student's "frontier" level of competency and familiarity with the literature in what is perceived to be the specialty areas of the student. It may be appropriate for faculty members who are not on the student's Academic Advisory Committee, but who have a similar specialty area, to participate in the oral examination. For students who have demonstrated strong performance in the written Preliminary Examination, the Academic Advisory Committee may choose to focus the oral qualifying examination on the dissertation proposal. The verdict of this evaluation must be reported to the Graduate College. The form is available online at [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html).

In case of failure to pass any part of this examination, the student will be notified in writing of the conditions under which another examination can be taken. A second examination may not be given earlier than four months after a failure.

If the results of the second examination are unsatisfactory, no other examination may be given without the approval of the Graduate Council.

### F. Admission to Candidacy

A student must be admitted to candidacy at least six months before the commencement in which the Doctor of Philosophy degree will be received. Before being admitted to candidacy, the student must have passed the Qualifying Examination, and have an approved plan of study filed in the Graduate College. The form is available online at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html).

## **Ph.D. Dissertation and Final Examination**

A dissertation (doctoral thesis) is required of each doctoral candidate. The student's Academic Advisory Committee must approve the subject of the dissertation and the dissertation is prepared under the direction of members of the committee or a special dissertation committee approved by the Academic Advisory Committee chair.

After completing the research, the student prepares a final draft copy (complete and legible) of the proposed dissertation and submits a copy, along with the abstract, to each member of the committee and to the Graduate College. The student's dissertation adviser must approve the copy submitted to the Graduate College. The final draft copy must be submitted to the Graduate College no later than the stated deadline date.

The final examination is primarily a defense of the dissertation. If the defense is judged inadequate, the Academic Advisory Committee will make a re-examination decision. Examinations are open to all members of the faculty and may be attended by anyone else who obtains the permission of the committee. The student is responsible for arranging with the specialist to announce the defense at least two weeks in advance to faculty and graduate students in AGECE and other appropriate departments in the University.

The committee will notify the Graduate College immediately of results of the final examination. Following satisfactory completion of the final examination, the candidate will make any changes required by the committee and by the Graduate College and submit the dissertation in final form signed by the committee to the Graduate College.

The dissertation must follow specifications in the *Thesis and Dissertation Guidelines*, available online at [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html). All dissertation copies must have the necessary approval signatures before submission to the Graduate College.

A draft of a publication from the dissertation must be submitted to your major professor before the final draft is signed.



## Procedure for Obtaining a Major Advisor

The Chair of the Graduate Admissions Committee will be the temporary advisor for graduate students. The temporary advisor is responsible for helping first-semester students schedule course work and fulfill assistantship obligations until a permanent advisor is selected.

Funded Ph.D. and M.S. students with ability and interest in teaching may be assigned as teaching assistants their first semester.

The department strives to provide individualized and personal one-on-one working relations for students in their research effort. An overt policy of maintaining a limited number of students per professor is followed to permit individualized, quality supervision and guidance of graduate research.

1. All assigned and unassigned students or students without major advisors or committees should **attend orientation sessions** at which faculty will present summaries of their research.
2. **Meet with faculty member after the final faculty orientation session.** Explain to them that you are in the process of selecting a major advisor. For some faculty members, it may be necessary to email them prior to the meeting to arrange a time. The graduate coordinator or the department head may make suggestions on which faculty members to visit. You may meet with other faculty members in addition to those suggested.
3. Email a list to the department head and copy the graduate coordinator with rankings of top three faculty and projects. The department head will talk with those faculty and make final decisions on projects and faculty advisor assignments.
4. **The department head will make the official assignment** and convey this information to you in a letter or email. (If you have not received a letter from the department head, you have not been officially assigned and do not have an official major advisor.)
5. Meet with your major advisor after receiving the official letter. Work with your major advisor to develop an Academic Advisory Committee and plan of study.
6. All funded M.S. students should be assigned during their first semester. All funded Ph.D. students should be assigned by the end of their first semester.

## Student's Academic Advisory Committee

The student's Academic Advisory Committee is responsible for: a) assisting the student in developing a quality program of study; b) assisting and guiding the student in his or her research work and completion of the informal/formal report, thesis, or dissertation; c) examination of the quality of the student's research work; and d) in the case of Ph.D. candidates, testing orally the candidate's general professional competence and competence within the student's area of specialization.

The Academic Advisory Committee consists of three to four Agricultural Economics faculty members and, in the case of Ph.D. students, at least one graduate faculty member from outside the department. The M.S. committee will consist of three Agricultural Economics faculty members. The student's major advisor chairs the committee. The major advisor must be a member of the graduate faculty. In the case of a Ph.D. committee, a dissertation supervisor is appointed who may or may not be the major advisor. This committee is also charged with developing and approving the student's official plan of study. The official electronic plan of study must be signed by each member of the committee and the department head prior to submission to the Graduate College.

In the case of theses and dissertations, the student must submit to the Academic Advisory Committee a draft of a paper, based on his/her thesis or dissertation research, suitable for publication as a refereed journal article, Experiment Station research bulletin, or suitable for submission for presentation at a disciplinary professional society meeting. Approval of the student's thesis or dissertation will not be granted until the Academic Advisory Committee has reviewed a professional quality paper.

**Also, see: OSU Guidelines for Best Practices in Graduate Education**

### **Best Practices for These and Dissertations and Graduate Advisory Committee Membership**

*gradcollege.okstate.edu/resources/student-resources.html.*

### **Graduate Advisory Committee Members**

Selection of Advisory Committee Members: Recommendation of Advisory Committee members should be a collaborative activity between the graduate student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. The student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an Advisory Committee member.

## Student Progress Report

At the end of each semester, the program specialist in 417A Ag Hall will email the Student Progress Report form to all graduate students. All graduate students should complete the form, have the advisor sign it, and return to the specialist by the designated date. The department head reviews each form and it is filed in the student file. If a form is not completed, a note will be added to the student file for future reference for the department head and others. This report is an expected part of the student's continued participation in the department's graduate program.

## Plan of Study

The electronic plan of study is available at: *gradcollege.okstate.edu/resources/student-resources.html.*

The plan of study for a master's student must be filed prior to the completion of the 17th graduate credit hour of enrollment. Doctoral candidates must file a plan of study prior to the completion of the 28th graduate credit hour of enrollment.

Log in with the o-key account and create a plan of study. There is a guide to help students through the form. When complete the student can submit online. All committee members, the department head, and the Graduate College approve the plan of study. Once the Graduate College has approved the POS, the student will be able to see the approval online. The student, advisor, and graduate coordinator may track the POS online. The student should track the POS to make sure it is received by the Graduate College.

You may also revise the plan of study online. The plan should be revised and resubmitted **only once, at the beginning of the semester of graduation.**

# Graduate College Policies

## A. Enrollment Requirements

1. Graduate students must complete a minimum of six hours in a 12-month period to be continuously enrolled.
2. Failure to maintain continuous enrollment requires reapplication and admission to the program.
3. Graduate students must be enrolled in at least two hours during any semester in which they are using university resources, including the semester in which they graduate.
4. Graduate assistants must enroll as follows:

Employment	Minimum Hours Fall/Spring	Minimum Hours Summer	Maximum Hours Fall/Spring*	Maximum Hours Summer*
.50 FTE ore more	6	2+	10	5

\*Except by permission

All students on assistantship should be enrolled in 2+ credit hours for the summer semester. For graduate students not on assistantship to be considered full time, they must be enrolled in 9 hours in the Fall and Spring semesters and 2+ hours in the Summer. Continuing international students who do not hold an assistantship do not need to be enrolled in the summer unless they are graduating.

5. All students (including those enrolling in research hours only) must be enrolled by the deadlines listed in the Class Schedule. (Available online at [registrar.okstate.edu/academic\\_calendar/](http://registrar.okstate.edu/academic_calendar/))
6. International students on F1 and J1 type visas are required to be enrolled full time in the fall/spring to maintain their BCIS status.
7. Reduced Continuous Enrollment – a doctoral student must be admitted to candidacy no less than six months prior to graduation, and must maintain continuous enrollment in every fall and spring semester until graduation. Two graduate credit hours qualify as full time enrollment for doctoral candidates, including international students, under this option.

## B. Time Limits

1. All requirements must be completed within the following periods calculated from initial enrollment in the program:  
*Masters Candidates 7 years*  
*Doctoral Candidates 9 years*
2. No course on the plan of study may be more than 10 years old at the time of graduation.
3. Students must follow deadlines for submission of theses/dissertations and for completing final examinations as listed in the OSU Catalog. (Available online at [registrar.okstate.edu](http://registrar.okstate.edu))
4. All requirements for the doctorate must be completed within four years of passing the qualifying exam.

## C. Grade Point Requirements

1. Students whose cumulative graduate GPA falls below 3.0 are subject to being placed on Strict Academic Probation (SAP).
2. Students on SAP may be dismissed if they receive any grade below a B.
3. To graduate, a student must have a minimum of a 3.0 GPA in all course work (excluding research and creative component hours) and also a minimum of a 3.0 GPA in research (or creative component) hours. Grade point averages for course work and research are calculated independently.

## D. Grades and Enrollment Requirements

### 1. Change in Grading Model for Thesis/Dissertation Hours.

For thesis or dissertation courses (5000/6000) a grade of “SR” (for satisfactory research) or “UR” (for unsatisfactory research) will be given. These grades are given in real time and are permanent.

### 2. Change in Incomplete Grade Policy.

Faculty members are asked to submit a default grade when assigning “I” grades. This default grade will be the grade given to the student should they not complete any incomplete work prior to one year from the assignment of the “I” grade.

### 3. Enrollment Requirements.

Graduate students should be aware that there are many factors that determine what the minimum number of hours of enrollment should be. Among these factors are assistantships, visa status, financial aid, and graduation requirements. Students and faculty should note that semester enrollment deadlines are strictly enforced, and thesis, dissertation, special

readings or independent study courses cannot be added after this deadline passes. Students wishing to graduate should also be aware that they are required to enroll in at least 2 hours in their last semester and at least 6 hours in the last year (last three semesters/sessions, including summer).

## E. Transfer Hours

1. Masters students may transfer a maximum of nine hours from another university or special student status at OSU.
2. A doctoral student may transfer more than nine hours if the courses in question were housed in a department or program that offers a Ph.D. degree. Doctoral students must include a minimum of 30 hours of OSU credit on their plan of study.

## F. Plan of Study

1. The electronic Plan of Study is available online: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html).
2. The plan of study for a master's candidate must be filed prior to the completion of the 17th graduate credit hour of enrollment.
3. Doctoral candidates must file a plan of study prior to the completion of the 28th graduate credit hour of enrollment.
4. All students must indicate on their plans of study whether or not their research will involve human subjects.
5. **If human subjects are to be used, approval must be obtained from the IRB prior to the beginning of the research.** (*IRB forms are available online at <https://compliance.okstate.edu>*)
6. **Failure to obtain IRB approval for use of human subjects will result in the rejection of the thesis or dissertation by the Graduate College.**

## G. Graduation

1. Students must file a diploma application online and a graduation clearance form available online the semester in which they are expect to graduate. If they fail to graduate during that semester, a new diploma application must be filed. The latest version of the graduation clearance form will be on the website.
2. Students who need to submit a **revised plan of study** (POS) should submit an electronic revision. If the only revision on the POS is a change in committee member(s), then submit a "Committee Change Request" form available at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html), rather than a new or revised POS. It is imperative that a POS be revised and resubmitted to the Graduate College **only once**, at the beginning of the student's semester of graduation. Submitting more than one revised POS is a waste of time for students, departmental faculty, and staff, as well as an unnecessary drain on GC resources. To avoid graduation check problems that could delay a student's graduation, all students should be advised to compare their plans of study to their transcripts to be sure that all course prefixes, numbers, and credit hours correspond exactly to their transcripts and, if not, revise their plans accordingly. It is not necessary to revise the POS if the only change is the semester courses were taken. Also, if the original POS in the student's GC file is accurate, there is no need to submit another POS in the semester of graduation.
3. Published deadlines for theses and dissertation submissions are strictly enforced.
4. Students should use the digital submission format. The Graduate College will offer a workshop on how to submit the thesis/dissertation.

## H. Advisor/ Student Conflict

Student-Advisor Relationship: When it is determined that a graduate student and advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide the student a new advisor. If a new advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

## I. Dismissal from the Graduate Program

Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal. (Refer to University Policy, [gradcollege.okstate.edu](http://gradcollege.okstate.edu)) If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

## Research Involving Human Subjects

Oklahoma State University follows federal guidelines that require a review of any research involving human subjects. All such research must be approved by the Institutional Review Board (IRB) before human subjects are involved. Guidelines for obtaining IRB approval are available online at [vpr.okstate.edu](http://vpr.okstate.edu)

Because University policy requires prior approval of all research involving human subjects, the letter from the IRB granting approval of the research must be included in the appendix of any thesis or dissertation submitted to the Graduate College in fulfillment of degree objectives. Failure to obtain approval for use of human subjects means that the thesis or dissertation cannot be accepted.

## Responsible Conduct of Research (RCR)

A new OSU policy requires all graduate students to complete, on a one-time-only basis, an online module about responsible conduct of research (RCR). A link to the online module is provided at the following site:  
[compliance.okstate.edu](http://compliance.okstate.edu)

All graduate students in the Department of Agricultural Economics are required to complete the RCR module. After completion, give to the program specialist, room 417 AGH for filing.

Education and training in the ethical and responsible conduct of research is an essential element of training for individuals who will be engaged in research in any field. The purpose of this policy is to establish minimum responsible conduct of research (RCR) training requirements for students.

## Retention

- A. **Criteria:** Minimum retention standards are set by the Graduate College. These standards are described in the Graduate College Academic Regulations section in the OSU Catalog.
- B. **Procedures:** Students who fail to maintain the University's retention standards will be dismissed by the Graduate College.
- C. **Students Admitted on Provisional Status:** Students admitted on "provisional status" must meet all terms of their provisional enrollment, including grades, course completion, TOEFL score, etc. Failure to meet any of the terms of the provisional enrollment will result in dismissal from the degree program.



# Graduate Assistantships

## Work Requirements

All graduate students receiving financial assistance through the department have a corresponding work responsibility. They are employees of Oklahoma State University, and report to the Department of Agricultural Economics. The graduate assistant will assist his or her major advisor as directed relative to the advisor's total program. These work requirements may or may not be related to the student's thesis/dissertation, and could include assistance with teaching, data collection, or other departmental-related activities, as well as research. Research activities, whether related to a thesis/dissertation or not, often lead to an opportunity to publish. Publications (as well as teaching experience) have real value and become an asset to the student when interviewing for full-time employment.

At a minimum, graduate assistants employed on a half time basis are expected to work an average of 20 hours per week. The work schedule can be flexible and the student and his/her advisor should mutually agree on a work schedule that best helps to accomplish the student's objectives as well as the requirements of the advisor and any granting agencies. To facilitate effective coordination with advisors, students should maintain reasonable office hours. Any substantial change in schedule that affects accessibility of the student must be cleared with the student's major advisor.

For full consideration for renewal of assistantships and for consideration for departmental scholarships, an evaluation form provided by the department must be completed by the student, signed by the advisor and submitted to the program specialist, 417A Ag Hall, at the end of each semester. Students on one-half time graduate assistantships may not enroll in more than ten hours of course work in the fall or spring semesters and may not enroll in course work during the summer semester. Students on one-half time graduate assistantships are not permitted to hold outside employment. The student's major advisor and the department head must approve exceptions to these policies. Students who are sufficiently employed as a teaching or research assistant and are sufficiently enrolled receive resident tuition waivers. Students employed .50 FTE receive a resident tuition waiver for Fall/Spring/Summer of 9+/9+/2+. The waiver form is online at: [grad.okstate.edu/register/tuitionwaiver](http://grad.okstate.edu/register/tuitionwaiver).

## Vacation

Students receiving assistantships on a 12-month basis are entitled to two weeks (10 work days) paid leave each year. Graduate assistants are expected to work during those times in which classes are not in session. To take leave, it is necessary to obtain a Graduate Student Request for Leave form from the program specialist, 417A Ag Hall. This form must be signed by the student, the major advisor, and the department head prior to taking leave. This form helps to ensure that an accurate record of vacation days may be kept. The OSU holiday schedule is at [hr.okstate.edu/holiday-and-leave.html](http://hr.okstate.edu/holiday-and-leave.html)

## Retention and Renewal of Graduate Assistantships

Assistantships may be renewed for subsequent years provided the student's performance is satisfactory with respect to both scholastic record and research accomplishment. The following criteria and procedures will be used in judging performance.

### A. Criteria

1. Scholastic Record: It is expected that grades will average 3.0 or higher (4.0=A). Thesis, seminars, and special problem courses are excluded for the purpose of making this determination.
  2. Research Accomplishment: Research accomplishment, particularly in the early phases of the graduate program, will be evaluated by the major advisor on the basis of the diligence and industriousness of the student in work on the research topic or other work program.
- Renewal of assistantships shall not be automatic for students with grades averaging less than 3.0 as defined under Scholastic Record and/or a work performance rating of SR (satisfactory research) or UR (unsatisfactory research) as defined under Research Accomplishment.

### B. Procedures

1. The student's major advisor shall be responsible for furnishing work performance ratings to the department head.
2. At the completion of the first two semesters of course work and each June thereafter, an overall evaluation and recommendation relative to renewal of assistantships shall be made by the head of the department and in cooperation with

the student's major advisor.

3. The final decision for renewal shall be made by the head of the department in consultation with the major advisor.

## Maximum Period of Financial Assistance

Financial assistance obtained through the department (assistantship, fellowship, instructorship or a combination of the three) is evaluated annually and is typically renewed if the student is making satisfactory progress in both course work and research. However, financial assistance shall be terminated after the indicated period of support unless the head of the department notifies the student that financial assistance is being continued. This period of financial support may be increased when extenuating circumstances justify the additional assistance. A contribution to the teaching, research, or extension program requiring more time than usually provided by students receiving financial support, an unusually rigorous course program, as well as other circumstances may justify a brief period of additional support. The length of this extension and the level of support shall be set by the head of the department in consultation with the student's major advisor.

Degree Held at Start of OSU Support	Degree to be Completed at OSU	Maximum Recommended Period of Financial Support
B.S.	M.S.	24 months
M.S.	Ph.D.	36 months

## Graduate Student Health Insurance

Information about graduate Student Health Insurance is at [ubs.okstate.edu](http://ubs.okstate.edu). A graduate student who meets the requirements is eligible and automatically enrolled in the Student Health Insurance Plan.

## Tuition Waivers

All students on graduate assistantship must complete the GSSI (Graduate Student Support Issues) Waiver Program form before each semester begins. The form can be completed online at: [grad.okstate.edu/register/tuitionwaiver](http://grad.okstate.edu/register/tuitionwaiver). Enrollment requirements are included on the form.

As of Spring 2014, Tuition waivers are limited to the number of hours in the degree program as approved by the OSRHE. The Ten Percent Rule: Graduate Programs **may approve** additional hours up to 10% (e.g., one additional three credit hour course on a typical 30 hour Master's degree). Any hours above 10% require approval of the graduate Dean.

## Resignation

Students receiving assistantship funds have a responsibility to write a letter of resignation to the department head two weeks before they plan to leave.

## Facilities, Resources, and Administration

### Semester Evaluations

For full consideration for renewal of assistantships and for consideration for departmental scholarships, an evaluation form provided by the department must be completed by the student, signed by the advisor and submitted to the program specialist, 417A Ag Hall, at the end of each semester.

### Scholarships

Several scholarships are awarded to outstanding graduate students every year. To be considered for these awards, a current student progress report form must be in the student's file. (see above paragraph). Most of these scholarships require an additional application form.

### Desk and Mailbox

#### ***Contact Person: Graduate Student Representative***

Desks are allocated by the Graduate Student Association. Students who are employed on assistantships have priority. Desks are a scarce resource, and may be assigned to another student if the student to whom it was originally assigned is not using it. To obtain a key, contact the department head's administrative assistant in 308 Ag Hall. **Keys must be returned and offices cleaned prior to severance.**

Mailbox assignments will be made by the program specialist. Mail for all graduate students will be delivered to 505 Ag Hall. Departmental information is often conveyed via messages placed in your mailbox. Check your mailbox daily.

### E-mail

All students have an OSU e-mail account. New students may obtain their user ID and password from 113 MSCS. Alternatively, the information may be obtained online at the CIS web site: [go.okstate.edu/admissions/okey.html](http://go.okstate.edu/admissions/okey.html). It is important that you check your OSU e-mail frequently. You may have your OSU e-mail automatically forwarded to another e-mail address.

### Computer Information Services

#### ***Contact Person: Staff (744-8796), Computer Information Services, 406 Ag Hall***

To have access to the departmental server you must sign in with Computer Information Services. The staff is trained to do computing and to assist in programming requested by staff and graduate assistants. This does not include work for a student that is essential to his/her own training and development or work required in courses. Graduate assistants must clear their proposed work requests through the professor with whom they work and with the supervisor of Computer Information Services. Students unfamiliar with a specific application may ask a staff member to explain and demonstrate.

Students may develop computer skills in the computer lab in 409 Ag Hall. Staff members and tutorials are available to provide introductory training in the use of common software.

### Library Online

The library online site at: [library.okstate.edu](http://library.okstate.edu) provides online access to a vast amount of information including (a) the OSU Library Catalog, (b) Full-Text Periodical Titles, and (c) Indexes & Databases.

### Copy Machine and Supplies

The department's copy machine is located in room 315 Ag Hall. A per-page charge is made for copying materials that are not part of graduate assistant research or teaching responsibilities. In general, private firms off campus charge less for copying. Any copying of materials for work on a research project or for use in teaching a class must be cleared with your major advisor. Your advisor may have the copying done for you or give you permission to charge the department for the work.

Theses and dissertations should be submitted online to the Graduate College. The rules are available at: [gradcollege.okstate.edu/resources/student-resources.html](http://gradcollege.okstate.edu/resources/student-resources.html) and must be carefully followed.

Paper, pencils, and other supplies are available in room 315 for use by staff and graduate research and teaching assistants. These supplies are to be used in conducting research or teaching responsibilities by graduate assistants and others employed by the department. Students are expected to purchase pens, pencils, paper, and other supplies necessary to complete courses. The department does not provide materials for this purpose.

## **Payroll**

**Contact Person:** *Program Specialist (744-6084), 417A Ag Hall*

All incoming graduate students awarded departmental support should report as soon as possible to the program specialist in Room 417A to complete the necessary forms. This must be done as soon as you arrive on campus or during Graduate Student Orientation, usually the Monday before classes start each semester, so that your first check will not be delayed. Also notify the program specialist when you expect to graduate so that payroll may be terminated.

## **Travel in Connection with Research Projects**

**Contact Person:** *Student's Major Advisor*

When reimbursement for travel is expected, it is necessary to submit the "Agricultural Economics Application/Notification for Travel" form. This form must be signed by the applicant and approved by your supervisor and the department head prior to traveling. The use of a university vehicle may be approved. A valid driver's license must be carried when operating a university-owned vehicle. Mileage will be paid for travel in personal vehicles only if prior approval has been received. State employees in Oklahoma may be reimbursed for some travel expenses. Airfare, lodging, turnpike tolls, and parking receipts must be submitted with the appropriate travel reimbursement request form.

## **Membership in Professional Associations**

**Contact Person:** *Administrative Assistant (744-6161), 308 Ag Hall*

Graduate students are encouraged to become members in professional agricultural economics and economics associations (e.g., Agricultural & Applied Economics Association, Southern Agricultural Economics Association, Western Agricultural Economics Association, and American Economics Association). Membership application forms are available online at: [aaea.org](http://aaea.org).

# Policy for Allocation of Office Space

## 1. Definitions

### A. Graduate Student

Any person accepted and enrolled in the Graduate Program of the Agricultural Economics Department of Oklahoma State University, Stillwater, Oklahoma.

### B. Funded Graduate Student

Any graduate student who holds any kind of assistantship from money appropriated (OAES, CASNR) to the Department of Agricultural Economics or any graduate student employed to work on a grant or contract administered by a faculty member of the Department of Agricultural Economics.

### C. Non-funded Graduate Student

Any graduate student not described under B (above).

### D. Graduate Student Office Space

Any department-controlled facility, space, or area allocated to graduate student research or other academic activities.

## 2. Objective of these Procedures

The Department of Agricultural Economics has limited office space for graduate students; therefore, it reserves the right to assign offices to graduate students based on guidelines serving the best interests of the Department. The following guidelines are current Department procedures and are subject to change as conditions warrant.

## 3. Administrative Authority

The Head of the Department is in charge of graduate student office space allocation and has assigned to the Graduate Student Association (GSA) responsibility for implementing policies for the use of allocated space.

## 4. General Policies

By entering the Graduate Program of the Department of Agricultural Economics at Oklahoma State University, the student accepts the responsibility for compliance with all local, state and federal laws and University policies. A student alleged to have engaged in any misconduct, be it academic or nonacademic, shall have the right of due process and appeal as delineated in student Rights and Responsibilities Governing Student Behavior. The University expects students to show respect for the rights of others and for authority, represent themselves truthfully and accurately at all times, respect private and public property, fulfill contractual obligations including those which are financially made with the University, and take responsibility for their own actions and the actions of their guests.

## 5. Graduate Student Classification

Only for the purpose of office space allocation and based on University regulations, the Department of Agricultural Economics classifies Graduate Students on funded and non-funded basis.

## 6. Office Allocation Criteria

Students working for a state agency must have a work space assigned to carry out their duties in accordance with State Law. Therefore, the Department of Agricultural Economics will assign office space to all funded Graduate Students. After all funded students are granted an office, the department will decide whether or not other available office space will be allocated among the eligible non-funded graduate students. However, once non-funded students have been assigned an office, funded students may not displace them unless the Department Head requires that space to provide the appropriate work environment for funded students.

### A. Priority by Seniority

Students are assigned office space on a seniority basis. Seniority is determined by length of time in the Agricultural Economics graduate program. Students receive one priority point for each semester enrolled and

in residence (Stillwater). No distinction is made between M.S. and Ph.D. If a student leaves the program or residence in Stillwater, the student must vacate his/her office immediately. If the student returns to complete the degree program (in residence) or an additional degree program (i.e. M.S. returning for Ph.D.), seniority continues from the last semester enrolled and in residence. In general, Master of Agriculture students do not qualify for office space. However, if space is available, a Master of Agriculture student may be provided access to a desk.

**B. Enhancing Priority for Funded Students**

To assure that the priority system meets the compliance requirement of State Law, funded (1. B) students will be assigned a one-time addition of two priority points in determining total points. To earn these additional priority points, a student must receive one-fourth time or greater funded assistance for a minimum of one semester. Once these points are assigned, the student retains the points even though funded assistance terminates for whatever reason.

**C. Priority Within Equal Number of Total Priority Points**

1. **Priority of Funded over Non-funded Students.** Priority will be given to funded over non-funded students with same number of points.

2. **Funded Students.** Date of acceptance of the offered assistance will determine priority within the same number of priority points.

3. **Non-funded Students.** Date of admission notice from the Graduate College will determine priority within the same number of priority points.

**D. Implementation Procedure**

The program specialist will maintain a priority list based on semesters completed for funded students and date of admission notice for non-funded students. This list will be updated once a semester and given to the GSA Vice President. The GSA Vice President (or designee) will be responsible for allocating space in accordance with these Policy Guidelines. The GSA Vice President (or designee) will be responsible for explaining the Policy Guidelines to graduate students and providing a copy of the current Priority List.

**7. Office Space Holder Responsibilities**

Any student accepting an office space in the Department of Agricultural Economics accepts the responsibility to comply with all University regulations regarding University property. The student is also assumed to be familiar with the Student Rights and Responsibilities Governing Student Behavior.

**8. Office Space Holder Rights**

Office space is to provide a suitable work environment to conduct graduate assistantship responsibilities and/or research related to creative component, thesis, or dissertation requirement. Because graduate students are also pursuing academic degrees, offices may be used to perform normal activities related to the Graduate Student's academic obligations.

**9. Office Space Equipment and Furniture**

Limited equipment and furniture is allocated with the office space. This equipment and furniture is University property and all University regulations apply to its use. Graduate Students assigned to an office will be responsible for the appropriate use and normal maintenance of the equipment.

**10. Revoking Office Privileges**

Any Graduate Student who is in violation of number 7 (Office Space Holder Responsibilities) and/or is not using the office space for research or academic activities as stated in number 8 (Office Space Holder Rights) will have office privileges revoked. In this case, the Department Head in conjunction with the Chair of the Graduate Admissions Committee and the President (or designee) of the GSA will inform the student of the pending situation and will proceed to revoke office privileges.



## **11. Completion of Graduate Program**

### **A. Vacating Office**

Students are expected to vacate their office upon completion of their graduate program. A funded student may maintain the assigned office space as long as funding continues.

### **B. Special Circumstances**

Funded or non-funded students may retain their office even after degree completion and/or ending of funding if it is to the benefit of the department and/or the student's advisor. These exceptions will be considered by the Department Head in conjunction with the student's advisor.

## Survival Skills for Graduate Students

Graduate school represents a new educational experience and can be a stressful experience for students. PhDs.org Succeeding in Graduate School:

What Predicts Graduate School Success?:

<http://www.apa.org/gradpsych/2012/09/cover-success.aspx>

Your First Year in a Ph.D. Program:

<http://chronicle.com/article/Your-First-Year-in-a-ph-d-program/>

Graduate School Survival Guide:

<https://grad.ucla.edu/asis/library/survivalguide.pdf>

The Successful Graduate Student: A Review of the Factors for Success:

<http://aabri.com/manuscripts/10569.pdf>

## Exit Checklist

- ☐ 1. File a **diploma application** online and a **graduation clearance** form the semester in which you expect to graduate. If you fail to graduate during that semester, contact the Graduate College. If your next position is not in the United States, make arrangements with the Registrar (Student Union 321) for disposition of your diploma and copies of your official transcript.
- ☐ 2. **All graduate students are required to pass a final exam.** M.S. students who complete a creative component are required to pass an oral exam that is primarily a defense of the creative component. Master of Agriculture students must successfully complete a written comprehensive final examination administered by the students' advisory committee.
- ☐ 3. Provide a digital copy of the **final version** of your thesis, report, dissertation, or creative component to your major advisor and the program specialist in 417A Ag Hall. Also provide a digital copy of all data and computer files to your major advisor.
- ☐ 4. If you have been receiving a departmental assistantship, complete and sign the payroll **separation form** and give to program specialist in 417A Ag Hall.
- ☐ 5. Return office and other university **keys** to program specialist, 417A Ag Hall.
- ☐ 6. Return all **borrowed books** and materials. This includes books and other materials borrowed from the department, data services, the OSU library, faculty, and other students.
- ☐ 7. Remove all personal items, including books, papers, and **trash** from your area in your office.
- ☐ 8. Leave a **forwarding address and email address** with the program specialist in 417A Ag Hall. The address may be e-mailed to [agecgrad@okstate.edu](mailto:agecgrad@okstate.edu).
- ☐ 9. At the end of the semester, **schedule an appointment with the department head** for the graduate student **exit interview**.
- ☐ 10. **Sit** on a bench near Theta Pond for at least three minutes.



417 AGRICULTURAL HALL | STILLWATER, OK 74078 | 405-744-6084 | [AGECON.OKSTATE.EDU/GRAD/](http://AGECON.OKSTATE.EDU/GRAD/) | [AGECGRAD@OKSTATE.EDU](mailto:AGECGRAD@OKSTATE.EDU)

