

2026-2027 GRADUATE HANDBOOK

Doctor of Philosophy | Master of Science
Master of Agriculture in Agribusiness



DEPARTMENT OF
AGRICULTURAL ECONOMICS

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GO BEYOND YOUR BACHELOR DEGREE.



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 Graduate College's policies and administrative procedures. 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.

Students are encouraged to use the guidelines to assist in preparing term papers, reports, theses, or dissertations. 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

Degree Requirements

Graduate study in Agricultural Economics at Oklahoma State University provides intensive training in applying economic theory and quantitative methods to the economic problems of the food and agricultural industries, natural resources, and environmental issues. The program of study includes a core of courses for the M.S., Master's in Agriculture with a specialization in agribusiness M. Ag., and Ph.D. to ensure 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 completing the degree and in the years ahead. 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.

OKLAHOMA STATE UNIVERSITY

AGRICULTURAL ECONOMICS DEPARTMENT

MASTER OF SCIENCE DEGREE

The Master of Science program in Agricultural Economics develops professional competence in applied economics, quantitative analysis, and decision-making related to agriculture, food systems, natural resources, agribusiness, and rural development. The program prepares students for careers in agribusiness firms, commodity markets, banking and finance, government agencies, policy analysis, consulting, Extension, and applied research. Students receive training in economic theory, applied econometrics, marketing, finance, risk management, and policy analysis while working closely with faculty engaged in research, teaching, and Extension activities consistent with Oklahoma State University's land-grant mission. The program also provides preparation for advanced graduate study in agricultural economics and related fields.

Degree requirements include:

1. Admission to the program. (Apply online at: grad.okstate.edu/apply/)
2. Successfully completing the courses included in an approved plan of study. (The electronic Plan of Study form is available online at: 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 an MS thesis, creative component, or formal report
4. Passing a final oral examination in defense of the thesis, creative component, or formal report.
5. Preparing a draft of at least one publication based on the thesis research.
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.

Core Courses:

AGEC 5101	Research Methodology (spring)
AGEC 5103	Mathematical Economics (fall)
AGEC 5403	Production Economics (spring)
6 hours from:	
STAT 5543	Applied Regression Analysis (fall)
AGEC 5213	Econometric Methods (spring)
AGEC 5113	Applications of Mathematical Programming (fall)

Total: 13 hours

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

Two alternatives exist for satisfying requirements for the MS degree: (1) 30 credit hours, including six credit hours for a thesis; (2) 32 credit hours, including two credit hours for a formal report. Students holding an assistantship are required to write a thesis.

The primary opportunities for differentiation and specialization for an MS degree student on an assistantship are developing a research project and choosing electives. Students who do not write a thesis will have more

elective hours and can specialize through their course selection.

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.

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 levels. 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 MS degree programs in agricultural economics. Some suggested elective courses for MS degree programs are listed below. However, the student should select courses that best fit his or her goals in consultation with his or her advisory committee.

Four-digit numbers identify all courses. 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.

Electives

Students typically take 11 elective hours. Typical electives are listed below. Other electives not listed below may be used to fulfill the requirement.

AGEC 5203	Advanced Agricultural Prices (spring, odd yrs)
AGEC 5423	Agribusiness Management
AGEC 5233	Primary Data Analysis in Economic Research (fall, odd yrs)
AGEC 5043	Advanced Farm and Ranch Management (spring)
AGEC 5033	Commodity Futures Markets (spring, fall)
AGEC 5073	Rural Economics Development (spring)
AGEC 5053	Environmental Economics and Resource Development (fall)
AGEC 5023	Quantitative Supply Chain Management in Agribusiness (spring)
AGEC 5990	Advanced Ag. Finance (spring, odd)
AGEC 5303	Agricultural Market Policy & Organization (fall, even yrs)
AGEC 5403	Production Economics (spring)
AGEC 5603	Advanced Agricultural Finance (spring)
AGEC 5723	Planning & Policy for Development (fall)
ACCT 5113	Financial Accounting Research
AGIN 5723	Participation Systems Modeling
AGIN 5313	Global Food Security & Sustainability
ECON 5033	Macroeconomic Analysis
ECON 5173	Energy Economics
ECON 5603	Global Economics
FIN 5223	Investment Theory & Strategy
FIN 5763	Derivative Securities & the Management of Financial Price Risk
IEM 5023	Optimization Applications

Example MS Plan of Study (thesis option)

Plans of study are customized to meet each student's needs. 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 MS plan of study includes eight three-hour courses, a one-hour research methodology course, and six hours for the thesis research. Thirteen (13) credit hours are core courses, and 11 credit hours are electives. The following outline is an example.

Fall (year one)

AGEC 5103	Mathematical Economics (prerequisites: Differential Calculus & Intermediate Microeconomics)
STAT 5543	Applied Regression Analysis (prerequisite: undergraduate statistics)

Plus 1 elective:

AGEC 5423	Agribusiness Management
AGEC 5303	Agricultural Market Policy & Organization
AGEC 5723	Planning & Policy for Development

Spring (year one)

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

Plus 1 elective:

AGEC 5990	Advanced Ag. Finance
AGEC 5203	Advanced Agricultural Prices (prerequisites: AGEC 5103; STAT 5543) (odd years)
AGEC 5603	Advanced Agricultural Finance
AGEC 5713	Rural Regional Analysis (prerequisite: AGEC 5103)
AGEC 6222	Spatial Econometrics (even years)

Summer (year one)

AGEC 5000	Thesis or Report in Agricultural Economics
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Fall (year two)

Two Electives:

AGEC 5113	Applications of Mathematical Programming
AGEC 5233	Primary Data Analysis in Economic Research (fall, odd years)
AGEC 5303	Agricultural Market Policy & Organization (fall, odd years)
AGEC 5423	Agribusiness Management
AGEC 5723	Planning & Policy for Development
AGEC 5203	Advanced Agricultural Prices (prerequisites: AGEC 5103; STAT 5543) (odd years)

Spring (year two)

AGEC 5000	Thesis or Report in Agricultural Economics
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Agribusiness Concentration

The agribusiness specialization is designed to develop analytical skills and the capacity to address a broad range of agribusiness-oriented problems and decision-making situations. The agribusiness specialization is noted on the student's transcript.

AGEC 5113	Applications of Mathematical Programming
AGEC 5203	Advanced Agricultural Prices (fall, odd years)
AGEC 5233	Primary Data Analysis in Economic Research (fall, odd years)
AGEC 5603	Advanced Agricultural Finance
AGEC 5423	Advanced Agribusiness Management
FIN 5053	Theory and Practice of Financial Management
FIN 5223	Investment Theory & Strategy
MGMT 5113	Management & Organizational Theory
MKTG 5133	Marketing Management
MKTG 5553	International Marketing Strategy
MKTG 5613	Seminar in Consumer Behavior
MSIS 5313	Production Operations Management
LSB 5163	Legal Environment of Business

International Agricultural Development Concentration

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.

AGEC 5723	Planning & Policy for Development
AGIN 5723	Participations Systems Modeling
AGIN 5313	Global Food Security & Sustainability
ACCT 5113	Financial Accounting Research
EEE 5223	Entrepreneurial Marketing
ECON 5033	Macroeconomic Analysis
ECON 5173	Energy Economics
ECON 5603	Global Economics
ECON 6623	Economic Development I
FIN 5053	Theory & Practice of Financial Management
FIN 5763	Derivative Securities & Management of Financial Price Risk
IEM 5203	Facility Location, Warehousing & Transportation
LSB 5163	Legal Environment of Business

Preparation for Ph.D. in Ag Econ

Students preparing for a Ph.D. program may select electives from the following.

ECON 5033	Macroeconomic Analysis
AGEC 5203	Advanced Agricultural Prices (fall, odd yrs)
AGEC 5303	Advanced Market Policy & Organization

MS 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). A thesis or report must conform to the format specifications outlined in these guidelines. The document's style should be determined by the Academic Advisory Committee and reflect publications in the student's discipline. The style of a creative component need not conform to the guidelines' format.

Since a report must conform to the same format and other requirements as specified by the Graduate College, and since the report option requires 2 additional hours, its use is not encouraged.

Students must meet with their graduate committee before the third full semester of courses begins to have their thesis topic approved. After completing the research, the student prepares a final, legible 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).

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 MS thesis or report. This MS degree requirement is designed to enable the student to demonstrate maturity beyond that required to complete courses and examinations successfully. The student should exhibit such qualities as creativity and good judgment, as well as independence, clarity, depth, and breadth of thought. This alternative allows students to demonstrate their mastery of theory and skills by 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 Academic Program Coordinator, 227 Ag Hall, should be submitted to the Academic Program Coordinator for placement in the student's file.

Final Examination

All MS 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 deemed inadequate, the Academic Advisory Committee will decide whether to permit re-examination. Examinations are open to all members of the graduate faculty and may be attended by anyone who obtains the committee's permission. The student is responsible for arranging with the Academic Program Coordinator to announce the defense at least two weeks in advance to faculty and graduate students in AGEC and other appropriate departments in the University. (Typically, these will include some or all of the departments in the Division of Agricultural Sciences and Natural Resources.)

The committee will notify the Graduate College immediately of the final examination results. Following satisfactory completion of the final examination, the candidate will make any required changes to the thesis, report, or creative

component as determined by the committee and the Graduate College.

Accelerated MS Program (4 + 1 Sequence)

Graduate College Admission and Academic Policies:

The Department of Agricultural Economics (AGEC) Master of Science (MS) 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 MS in Agricultural Economics non-thesis option requires 33 credit hours, and the thesis option requires 30 hours. The B.S. and MS degrees may share up to 9 college credit hours. To do so, students must be admitted to the graduate program before the start of the term in which they take the shared courses.

1. Eligible Students

- Students must be enrolled in the AGECE 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.
- A minimum of a B in ECON 3023 or 3113, a minimum of a B in a calculus course, and a minimum of a B in all AG ECON undergraduate courses.

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 GPA of 3.0 for coursework completed at OSU, and their official GRE scores.
- Once admitted to the MS AGECE program, students will continue to meet with their undergraduate advisors to enroll in dual-credit courses before completing the undergraduate degree.
- Up to 9 graduate credit hours applicable toward the B.S. AGECE or AGBU degree and the MS AGECE 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 AGECE Program

- After admission, a student may enroll concurrently in graduate-level coursework applicable to the MS AGECE 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

4. Classification Prior to Regular Admission to Graduate College

- A student enrolled in AGECE 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, regardless of classification as an undergraduate student for purposes of receiving financial aid.
- Students must receive advance approval from AGECE advisement to dually apply up to 9 hours of graduate-level coursework toward requirements for 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 MS AGECE courses will be fully admitted to the Graduate College upon completion of the undergraduate degree, provided 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 AGECE 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 MS AGECE 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 MS AGECE program, regardless of prior enrollment in the Accelerated MS AGECE program. The MS AGECE 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 the Graduate College policy for tuition purposes.

Typical MS 4+1 Gateway

Fall (Senior Year)

- STAT 5543 (Applied Regression)
- AGECE 5103 (Mathematical Economics) or a 4000/5000 AGECE course

Spring (Senior Year)

- AGECE 5213 (Econometrics)
- AGECE 5101 (Research Methodology)

In extenuating circumstances, students may take other courses with approval from their faculty advisor and the graduate coordinator.

OKLAHOMA STATE UNIVERSITY
AGRICULTURAL ECONOMICS DEPARTMENT
MASTER OF AGRICULTURE IN AGRIBUSINESS
Agribusiness/Agricultural Economics

Degree requirements include:

1. Admission to the program. (Apply online at: grad.okstate.edu/apply/)
2. Successfully completing the coursework contained in an approved plan of study. (The electronic plan of study form is at: 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 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.

MASTER OF AGRICULTURE IN AGRIBUSINESS

Agribusiness/Agricultural Economics

The Master of Agriculture in Agribusiness (M. Ag.) 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 non-research 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 specializations 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 options permit students to tailor the degree to emphasize natural resources, animal science, agricultural communications, horticulture, plant science, or other areas.

Degree Requirements:

Two alternatives exist for satisfying the Master of Agriculture requirements: (1) 32 credit hours, including two credit hours of AGECE 5990 for a creative component, (2) 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 5043	Advanced Farm & Ranch Management
AGECE 5603	Advanced Agricultural Finance
MGMT 5113 or MGMT 5533	Individual & Organization Theory OR Ideation, Creativity, and Innovation/Leadership Dynamics
STAT 5543 or REMS 5953	Applied Regression Analysis OR Statistical Methods in Education
ECON 5113 or AGECE 5103	Managerial Economics OR Mathematical Economics
AGECE 5423	Agribusiness Management

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

Agricultural Economics Option

Fall

AGEC 5423	Advanced Agribusiness Management
STAT 5013 or STAT 5543 or REMS 5953	Statistics for Experiments I OR Applied Regression Analysis OR Stat Methods in Economics
AGEC 5033	Commodity Futures Markets
ECON 5113 or AGECE 5103	Managerial Economics OR Mathematical Economics (prereq.)

Spring

AGEC 5023 or AGECE 5043 or AGECE 5513	Quantitative Supply Chain Management In Agribusiness OR Advanced Farm & Ranch Management OR Farm Appraisal
AGEC 5603	Advanced Agricultural Finance
MGMT 5113 or EEE 5233	Individual & Organization Theory OR Entrepreneurial Marketing

Summer

AGEC 5010	Professional Experience in Agricultural Economics (6 credit hours)
AGEC 5000	Creative Component (2 credit hours)

Fall

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

*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:

*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.

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

Professional Internship or Creative Component

Students who elect to pursue an internship are responsible for finding the internship. Students enroll in AGECE 5010. Enrollment will require permission from both the instructor and 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-hour courses. OSU's approach is to auto-enroll you in 1 credit hour when you add that class. However, once you are enrolled, click on "Schedule and Options," change the "1" to a "6," and save. You should see the number of enrolled credit hours change accordingly.

Students who elect to pursue a creative component are responsible for identifying a topic under an advisor's guidance. Examples of creative components include writing a report, developing software, completing a case study, developing a marketing plan, creating fact sheets, implementing workshops, or other topics. The advisor must approve the topic. Students choosing this option must enroll in AGEC 5990.

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, 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. See go.okstate.edu/graduate-academics/programs/certificates/entrepreneurship.html for other course options.

Required Courses(6 credit hours)	Suggested Electives(6 credit hours)
EEE 5233 Ideation, Creativity, & Innovation	EEE 5653 Venture Capital
EEE 5333 Launching a Business: The First 100 Days	EEE 5993 Preparing an Effective Business Plan

OKLAHOMA STATE UNIVERSITY

AGRICULTURAL ECONOMICS DEPARTMENT

DOCTOR OF PHILOSOPHY DEGREE

The Doctor of Philosophy program in Agricultural Economics at Oklahoma State University Department of Agricultural Economics prepares students for careers in research, teaching, Extension, policy analysis, and leadership in academia, government, agribusiness, and related industries. The program emphasizes rigorous training in agricultural economics, applied economics, quantitative methods, and statistics, while fostering interdisciplinary research addressing challenges in agriculture, food systems, natural resources, rural communities, and economic development. Consistent with Oklahoma State University's land-grant mission, faculty engage in nationally and internationally recognized research, classroom instruction, and Extension programming designed to generate practical, research-based solutions for producers, agribusinesses, policymakers, and rural communities. Students are expected to possess sufficient preparation in mathematics, including differential and integral calculus. Coursework required to satisfy prerequisite deficiencies is not included in the student's plan of study. The Ph.D. program has no foreign language requirement.

Degree requirements include:

1. Admission to the program. (Apply online at: <https://grad.okstate.edu/apply/>).
2. Satisfactory completion of courses on the approved plan of study. (The electronic plan of study is available online at: 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).
5. Conducting the research and writing necessary for a Ph.D. dissertation.
6. Passing a final examination or defense of the dissertation.
7. Submitting the official electronic version of the dissertation to the Graduate College.
8. 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.

Core Courses:

ECON 6013	Microeconomic Theory I (fall, even years)
STAT 5253	Mathematical Statistics I (fall)
AGEC 6403	Advanced Production Economics (fall, even years)
AGEC 5303	Agricultural Market Policy & Organization (fall, odd years)
AGEC 6103	Advanced Applications of Math Programming (spring, even years)*
AGEC 6303	Advanced Agricultural Marketing (spring, odd years)
AGEC 5233	Primary Data Analysis (fall, odd years)
AGEC 6213	Advanced Econometrics (spring, odd years)
AGEC 5990	Advanced Ag. Finance (spring, odd years)
AGEC 6102	Teaching Practicum in Agricultural Economics

Total: 29 hours. *Prerequisite: a previous course in math programming. If none, AGECE 5113 is a prerequisite.

A two-hour teaching practicum (AGEC 6102) is required of all Ph.D. candidates. The practicum is designed to provide candidates with classroom teaching experience. It typically involves classroom lectures, leadership in course laboratory sections, or major teaching responsibilities. Credit may be earned by enrolling in AGEC 6102 with the professor responsible for the course or subject-matter area.

The number of credit hours in the Plan of Study depends on the advisory committee's evaluation of the coursework and research needed to provide depth and breadth of preparation. A minimum of 93 semester credit hours is required (63 if the student has an M.S. or equivalent). Up to 30 of these hours (24 if the student has an M.S.) may be earned through dissertation research. Courses equivalent to those taken in a master's program cannot be included in a Ph.D. Plan of Study. Either AGEC 5213 or AGEC 5113 (but not both) may be included if the M.S. degree was earned in the department. AGEC 5101 may be included and is required if the student has not written an M.S. thesis.

A Ph.D. student must complete at least 14 hours of 6000-level courses in addition to AGEC 6000 dissertation hours. At least 75% of the coursework in the plan of study must be 5000- and 6000-level courses, mutually exclusive of 4000-level courses (typically, 27 of 36 hours). A minimum of 15 dissertation hours (AGEC 6000) is required for doctoral students. If, with the committee's advice, a student chooses to receive 24 credit hours for thesis research, then 39 hours of coursework are required to reach 63 credit hours. Twenty-nine (29) of the 39 hours are used to meet core requirements, leaving 10 or more hours available to broaden the student's training.

Written examinations for doctoral students assess the student's comprehensive understanding and application 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 offered twice each year: once in Theory and once in Quantitative Methods.

A dissertation proposal is completed as soon as possible after the written comprehensive examination is completed. The student presents the proposal to the dissertation committee for approval.

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

Example Ph.D. Plan of Study

Plans of study are customized to meet each student's needs. 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.

Year	Begin Fall, Odd Year	Begin Fall, Even Year
1	Fall Semester (Odd Year): STAT 5253 Mathematical Statistics I (C) AGECE 5233 Primary Data Analysis (C) AGECE 5303 Agricultural Market Policy & Organization (C) Spring Semester (Even Year): AGECE 6103 Advanced Applications of Math Prog. (C) AGECE 6303 Advanced Agricultural Marketing (C) Elective (STAT 5263 recommended) Summer Session (Even Year): AGECE 6000 Research Problems (R)	Fall Semester (Even Year): STAT 5253 Mathematical Statistics I (C) ECON 6013 Microeconomic Theory I (C) AGECE 6403 Advanced Production Economics (C) Spring Semester (Odd Year): AGECE 6213 Advanced Econometrics (C) AGECE 5990 Advanced Ag. Finance (C) Elective (STAT 5263 recommended) Summer Session (Odd Year): AGECE 6000 Research Problems (R)
2	Fall Semester (Even Year): ECON 6013 Microeconomic Theory I (C) AGECE 6403 Advanced Production Economics (C) Elective Spring Semester (Odd Year): AGECE 6213 Advanced Econometrics (C) AGECE 5990 Advanced Ag. Finance (C) Elective Summer Session (Odd Year): AGECE 6000 Research Problems (R)	Fall Semester (Odd Year): AGECE 5233 Primary Data Analysis (C) AGECE 5303 Agricultural Market Policy & Organization (C) Elective Spring Semester (Even Year): AGECE 6103 Advanced Applications of Math Prog. (C) AGECE 6303 Advanced Agricultural Marketing (C) Elective Summer Session (Even Year): AGECE 6000 Research Problems (R)
3	Fall Semester (Odd Year): AGECE 6000 Research Problems (R) AGECE 6102 Teaching Practicum (C) Elective Spring Semester (Even Year): AGECE 6000 Research Problems (R) Elective	Fall Semester (Even Year): AGECE 6000 Research Problems (R) AGECE 6102 Teaching Practicum (C) Elective Spring Semester (Odd Year): AGECE 6000 Research Problems (R) Elective

Notes: C = core course; R = research hours. Examples of electives are found on the next page and in the section covering Graduate Minors in Agricultural Economics (next page).

Ph.D. Electives

There is overlap with the electives suggested for M.S. students. Refer to them in the Master's Degree section of this handbook. Typical electives include, but are not limited to:

AGEC 6222	Spatial Econometrics (spring, even yrs)
AGEC 5703	Economics of Agricultural and Food Policy (spring)
AGEC 5303	Agricultural Market Policy & Organization (fall, even yrs)
AGEC 5403	Production Economics (spring)
AGEC 5043	Advanced Farm and Ranch Management (spring)
AGEC 5033	Commodity Futures Markets (spring, fall)
AGEC 5073	Rural Economics Development (spring)
AGEC 5053	Environmental Economics and Resource Development (fall)
AGEC 5023	Quantitative Supply Chain Management in Agribusiness
AGEC 5303	Agricultural Market Policy & Organization (fall, even yrs)
AGEC 5203	Advanced Agricultural Prices (odd years)
AGEC 5423	Agribusiness Management (fall)
AGEC 5603	Advanced Agricultural Finance (spring)
AGEC 5723	Planning & Policy for Development (fall)
ECON 5033	Macroeconomic Analysis
ECON 6643	Economic Development I
ECON 6623	Economic Development II
ECON 6903	Regional Economic Analysis and Policy
ECON 6233	Time Series Econometrics
STAT 5263	Mathematical Statistics II (spring)
STAT 5063	Statistical Machine Learning with R
STAT 5303	Experimental Designs
STAT 5073	Categorical Data Analysis
STAT 5053	Time Series Analysis
STAT 5213	Bayesian Analysis
STAT 5023	Statistics for Experimenters II
FIN 5223	Investment Theory & Strategy
FIN 5763	Derivative Securities & the Management of Financial Price Risk
IEM 5023	Optimization Applications

Graduate Minors in the Department of Agricultural Economics

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) and STAT 5123 (Probability), or STAT 5263 (Mathematical Statistics II) and 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)

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 prior undergraduate training in economics and business will be unable 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.

The requirements for a minor in agribusiness include:

Must include AGECE 5423 Agribusiness Management

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

Students enrolling in courses listed at both the 4000 and 5000 levels must take the 5000-level version.

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

Recommended courses include:

- AGECE 5013 Advanced Quantitative Methods in Agricultural Economics
- AGECE 5023 Quantitative Supply Chain Management in Agribusiness
- AGECE 5033 Commodity Futures Markets
- AGECE 5043 Advanced Farm and Ranch Management
- AGECE 5053 Environmental Economics and Resource Development
- AGECE 5073 Rural Economic Development
- AGECE 5113 Applications of Mathematical Programming
- AGECE 5213 Econometric Methods
- AGECE 5463 Advanced Agricultural Cooperatives
- AGECE 5513 Farm Appraisal
- AGECE 5603 Advanced Agricultural Finance
- AGECE 5703 Economics of Agriculture and Food Policy
- AGECE 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 prior undergraduate training in economics or agricultural economics will be unable to meet the course prerequisites. The Agricultural Economics minor would be available only to students in a doctoral program. The minor can be nine to eighteen hours, see graduate minors at catalog.okstate.edu

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

At least 3 hours must be at the 6000 level (AGECE 3333, 4990, 5000, 5010, 5990, and 6000 may not be included in the minor). Students enrolling in courses listed at both the 4000 and 5000 levels must take the 5000-level version. Minimum GPA: The student must have a GPA of 3.0 or higher in the courses used for the minor.

Courses that a student may use for the minor include:

- AGECE 5013 Advanced Quantitative Methods in Agricultural Economics

- AGECE 5033 Commodity Futures Markets
- AGECE 5043 Advanced Farm and Ranch Management
- AGECE 5053 Environmental Economics and Resource Development
- AGECE 5073 Rural Economic Development
- AGECE 5101 Research Methodology
- AGECE 5103 Mathematical Economics
- AGECE 5113 Applications of Mathematical Programming
- AGECE 5203 Advanced Agricultural Prices (odd years)
- AGECE 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 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, again on the Friday before summer session classes begin, with the remaining portion administered 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 any examinations that were previously failed during a subsequent examination period.

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 portion 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 an immediate relative, a serious illness, severe financial distress, or a 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 both 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 qualify as full-time enrollment for doctoral candidates if candidacy is approved by the graduate college deadline. See the academic calendar at: 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. 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). Before taking the Qualifying Examination, the student must have an approved plan of study on file with the Graduate College and approval from 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 the student's perceived specialty areas. 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.

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 at which the Doctor of Philosophy degree will be received. Before being admitted to candidacy, the student must have passed the Qualifying Examination and filed an approved plan of study with the Graduate College. The form is available online at: 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 (complete and legible) of the proposed dissertation and submits it, along with the abstract, to each member of the committee and the Graduate College. The student's dissertation adviser must approve the copy submitted to the Graduate College. The final draft must be submitted to the Graduate College no later than the stated deadline.

The final examination is primarily a defense of the dissertation. If the defense is deemed inadequate, the Academic Advisory Committee will decide on re-examination. 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 Academic Program Coordinator 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 the 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. 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 serve as the temporary advisor to graduate students. The temporary advisor is responsible for helping first-semester students schedule coursework and fulfill assistantship obligations until a permanent advisor is selected.

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

The department strives to provide individualized, one-on-one working relationships for students in their research efforts. 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 a 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 the 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, for 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 Theses 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 before recommending them to better understand their experience, availability, mentoring style, and willingness to serve.

Student Progress Report

At the end of each semester, the program specialist in 227 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 it to the Academic Advisor Committee by the designated date. The department head reviews each form, and it is filed in the student's file. If a form is not completed, a note will be added to the student's 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 or 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 an 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/)
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)
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 coursework (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 coursework 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 given to the student if they do not complete any incomplete work within one year of the assignment of the "I" grade.

3. **Enrollment Requirements.**

Graduate students should be aware that many factors determine the minimum number of hours of enrollment. 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. Master's 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 at least 30 hours of OSU credit in their plan of study.

F. Plan of Study

1. The electronic Plan of Study is available online: 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 the 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 expected 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, 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 graduation semester. Submitting more than one revised POS is a waste of time for students, departmental faculty, and staff, and 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 that 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 at conflict resolution within the program have been exhausted, it is the student's responsibility 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 with 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) If a student appeals the decision to dismiss, she/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 appropriate appeals panel makes its decision, 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

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 the 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 an online module on the responsible conduct of research (RCR) on a one-time-only basis. A link to the online module is provided at the following site: 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 in room 227, AGH, for filing.

Education and training in the ethical and responsible conduct of research are essential for individuals who will engage 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 term 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 in the advisor's overall 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 assets to students 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 the student's accessibility must be cleared with the student's major advisor.

For full consideration for renewal of assistantships and for departmental scholarship consideration, the student must complete an evaluation form provided by the department, have it signed by the advisor, and submit it to the Academic Program Coordinator at 227 Ag Hall at the end of each semester. Students on one-half-time graduate assistantships may not enroll in more than ten hours of coursework in the fall or spring semesters and may not enroll in coursework 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 employed as teaching or research assistants 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.

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 when classes are not in session. To take leave, it is necessary to obtain a Graduate Student Request for Leave form from the program specialist, 227 Ag Hall. This form must be signed by the student, the major advisor, and the department head prior to taking leave. This form helps ensure that an accurate record of vacation days is kept. The OSU holiday schedule is at 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 coursework 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 coursework and research. However, financial assistance shall be terminated after the indicated period of support unless the head of the department notifies the student that it will be continued. This period of financial support may be extended when extenuating circumstances warrant 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 uhs.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. 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 are responsible for writing 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 assistantship renewal and departmental scholarship consideration, the student must complete the department-provided evaluation form, have it signed by the advisor, and submit it to the Academic Program Coordinator at 227 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 on file (see the paragraph above). 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 and the Academic Program Coordinator. Students who are employed on assistantships have priority. Desks are a scarce resource and may be reassigned to another student if the student to whom they were originally assigned is not using them. Mail for all graduate students will be delivered to the main office. Departmental information is often conveyed via email.

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 website: 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

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. Staff members and tutorials are available to provide introductory training in the use of common software.

Library Online

The library's online site at: 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 the departmental office. A per-page charge applies to copying materials that are not part of graduate assistants' 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 and must be carefully followed.

Paper, pencils, and other supplies are available in room 215 for use by staff and graduate research and teaching assistants. These supplies are to be used for research or teaching by graduate assistants and other department employees. 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: Academic Program Coordinator (405-744-6084), 227 Ag Hall

All incoming graduate students awarded departmental support should report as soon as possible to the Academic Program Coordinator in Room 227 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 Academic Program Coordinator 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, the "Agricultural Economics Application/ Notification for Travel" form must be submitted. 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 with prior approval. 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 (405-744-6161), 228 Ag Hall

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

Policy for Allocation of Graduate Student Office Space

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

A. Funded Graduate Student

Any graduate student who holds any kind of assistantship from money appropriated (OAES, Ferguson College of Agriculture) 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.

B. Non-funded Graduate Student

Any graduate student not described under B (above).

C. Graduate Student Office Space

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

1. 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.

2. Administrative Authority

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

3. 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, always represent themselves truthfully and accurately, 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.

4. 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 a funded and non-funded basis.

5. Office Allocation Criteria

Students working for a state agency must have a workspace 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 to allocate any remaining available office space among 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.

6. 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. If a student leaves the program or residence in Stillwater, they must vacate their office immediately. If the student returns to complete the degree program (in residence) or an additional degree program (e.g., an M.S. returning for a Ph.D.), seniority continues from the last semester in which the student was 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.

A. Enhancing Priority for Funded Students

A student must receive one-fourth time or more funded assistance for a minimum of one semester.

B. 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 the same number of points.
2. **Funded Students.** The date of acceptance of the offered assistance will determine priority within the same number of priority points.
3. **Non-funded Students.** The date of admission notice from the Graduate College will determine priority within the same number of priority points.

C. Implementation Procedure

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 for graduate students.

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 provided to support graduate assistantship responsibilities and/or research related to the creative component, thesis, or dissertation requirements. Because graduate students are also pursuing academic degrees, offices may be used for routine activities related to their academic obligations.

9. Office Space Equipment and Furniture

Limited equipment and furniture are allocated to the office space. This equipment and furniture are University property, and all University regulations apply to their 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 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 the end 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:

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 in 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 227 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 it to the Academic Program Coordinator, 227 Ag Hall.
5. Return office and other university keys to the program specialist, 227 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 227 Ag Hall. The address may be e-mailed to 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.



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