Table of Contents

Master of Science (M.S.) ........................................................................................................................................ 2
Creative Component .................................................................................................................................................. 6
Master of Agriculture in Agribusiness .................................................................................................................. 8
Professional Internship ....................................................................................................................................... 11
Procedures for Enrolling in MBA classes ............................................................................................................. 11
Doctor of Philosophy (Ph.D.) ............................................................................................................................. 12
Graduate Minors in Agricultural Economics ........................................................................................................ 17
Preliminary and Qualifying Examinations and Admission to Candidacy for Ph.D. Students ......................... 18
Procedure for Obtaining a Major Advisor ............................................................................................................ 21
Student Progress Report ..................................................................................................................................... 22
Plan of Study ......................................................................................................................................................... 23
Graduate College Policies ..................................................................................................................................... 24
Research Involving Human Subjects/RCR/Retention ......................................................................................... 26
Graduate Assistantships ....................................................................................................................................... 27
Facilities, Resources, and Administration ............................................................................................................. 29
Policy for Allocation of Office Space ..................................................................................................................... 31
Plan of Study Checklist Form ............................................................................................................................. 34
Graduation Clearance Form ................................................................................................................................. 35
Reduced Continuous Enrollment Post-Candidacy Doctoral Student Opt-In Form ............................................. 36
Exit Checklist ........................................................................................................................................................ 37

2013-2014
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: http://gradcollege.okstate.edu/tdg. 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:
http://gradcollege.okstate.edu/sites/default/files/new_grad_handbook.pdf

**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: https://app.it.okstate.edu/gradcollege)

2. Successfully completing the courses included on an approved plan of study. (The electronic Plan of Study form is available online at: http://gradcollege.okstate.edu/planofstudy) 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 signed by the department head and submitted by April 1 for the spring and summer semester and November 1 for the fall semester in which the student intends to complete degree requirements. The graduation clearance form is available online at: http://gradcollege.okstate.edu/sites/default/files/grad_clearance_form.pdf. The latest version of the form will be on the website. **Do not copy the form from the back of this handbook.** The complete 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 by April 1 for the spring and summer semester and November 1 for the fall semester in which the student intends to complete degree requirements. A diploma application is at: http://registrar.okstate.edu
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 5101</td>
<td>Research Methodology (required for thesis students only)</td>
</tr>
<tr>
<td>AGEC 5103</td>
<td>Mathematical Economics</td>
</tr>
<tr>
<td>AGEC 5403</td>
<td>Production Economics or ECON 5133 Macroeconomic Theory I</td>
</tr>
</tbody>
</table>

6 hrs from

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 4043</td>
<td>Applied Regression Analysis or ECON 4213 Econometric Methods</td>
</tr>
<tr>
<td>AGEC 5213</td>
<td>Econometric Methods</td>
</tr>
<tr>
<td>AGEC 5113</td>
<td>Applications of Mathematical Programming</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 5123</td>
<td>Microeconomic Theory I for AGEC 5103</td>
</tr>
<tr>
<td>ECON 5243</td>
<td>Econometrics I for AGEC 5213</td>
</tr>
</tbody>
</table>

Six additional hours in agricultural economics at the 5000 or 6000 level (exclusive of AGEC 5000) are required, with a minimum of 3 hours in marketing or prices. A total of 21 credit hours at 5000 and 6000 level is required.

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, forestry, 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 5203</td>
<td>Advanced Agricultural Prices</td>
</tr>
<tr>
<td>AGEC 5233</td>
<td>Primary Data Analysis in Economic Research</td>
</tr>
<tr>
<td>AGEC 5311</td>
<td>Concepts and Tools</td>
</tr>
<tr>
<td>AGEC 5321</td>
<td>Marketing and Economic Development</td>
</tr>
<tr>
<td>AGEC 5331</td>
<td>Advanced Concepts (This is one class.)</td>
</tr>
<tr>
<td>AGEC 5423</td>
<td>Advanced Agribusiness Management</td>
</tr>
<tr>
<td>AGEC 5503</td>
<td>Economics of Natural and Environmental Resource Policy</td>
</tr>
<tr>
<td>AGEC 5603</td>
<td>Advanced Agricultural Finance</td>
</tr>
<tr>
<td>AGEC 5703</td>
<td>Economics of Agriculture and Food Policy</td>
</tr>
<tr>
<td>AGEC 5713</td>
<td>Rural Regional Analysis</td>
</tr>
<tr>
<td>AGEC 5723</td>
<td>Planning and Policy for Development</td>
</tr>
<tr>
<td>AGEC 5733</td>
<td>International Agricultural Policy and Development</td>
</tr>
<tr>
<td>ACCT 5113</td>
<td>Financial Accounting Research</td>
</tr>
<tr>
<td>LSB 5163</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>ECON 5133</td>
<td>Macroeconomic Theory I</td>
</tr>
<tr>
<td>ECON 5313</td>
<td>Monetary Economics I</td>
</tr>
<tr>
<td>ECON 5633</td>
<td>International Trade</td>
</tr>
<tr>
<td>ECON 5613</td>
<td>International Finance</td>
</tr>
</tbody>
</table>
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 5311 Concepts and Tools
      5321 Marketing and Economic Development
      5331 Advanced Concepts
      (This is one class.)
AGEC 5113 Applications of Mathematical Programming
AGEC 5203 Advanced Agricultural Prices
AGEC 5233 Primary Data Analysis in Economic Research
AGEC 5503 Economics of Natural and Environmental Resource Policy
FIN 5213 International Business Finance
FIN 5223 Investment Theory and Strategy
FIN 5053 Theory and Practice of Financial Management
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
ECON 5133 Macroeconomic Theory I
ECON 5623 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 5133 Macroeconomic Theory I
AGEC 5311 Concepts and Tools
      5321 Marketing and Econ
      5331 Advanced Concepts
      (This is one class.)
AGEC 5503 Economics of Natural and Environmental Resource Policy
AGEC 5733 International Agricultural Policy and Development

or
AGEC 5203 Advanced Agricultural Prices
AGEC 5703 Economics of Agriculture and Food Policy
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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 5103</td>
<td>Mathematical Economics</td>
<td>differential calculus; intermediate microeconomics</td>
</tr>
<tr>
<td>STAT 4043</td>
<td>Applied Regression Analysis</td>
<td>undergraduate statistics</td>
</tr>
</tbody>
</table>

One Elective

- AGEC 5311 Concepts and Tools
- AGEC 5321 Marketing and Economic Development
- AGEC 5331 Advanced Concepts
  (*This is one class.*)

AGEC 5723 Planning and Policy for Development

**Spring (year one)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 5403</td>
<td>Production Economics</td>
<td>AGEC 5103</td>
</tr>
<tr>
<td>AGEC 5213</td>
<td>Econometric Methods</td>
<td>AGEC 5103; STAT 4043 or ECON 4213</td>
</tr>
<tr>
<td>AGEC 5101</td>
<td>Research Methodology</td>
<td></td>
</tr>
</tbody>
</table>

One Elective

- AGEC 5203 Advanced Agricultural Prices (prereqs: AGEC 5103; STAT 4043) (odd years)
- AGEC 5713 Rural Regional Analysis (prerequisite: AGEC 5103)
- AGEC 5733 International Agricultural Policy and Development (even years)
- ECON 5123 Microeconomic Theory I (prerequisite: differential calculus; intermediate microeconomics)
- ECON 5133 Macroeconomic Theory I (prerequisites: differential calculus; intermediate macroeconomics)
- ECON 5243 Econometrics I (prerequisites: STAT 4043 or ECON 4213)

**Summer (year one)**

AGEC 5000 Thesis or Report in Agricultural Economics

**Fall (year two)**

AGEC 5000 Thesis or Report in Agricultural Economics

Two Electives

- AGEC 5113 Applications of Mathematical Programming
- AGEC 5503 Economics of Natural and Environmental Resource Policy (prerequisites: intermediate microeconomics or AGEC 4503; differential calculus)
- AGEC 5603 Advanced Agricultural Finance
- ECON 5033 Macroeconomic Analysis
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 http://gradcollege.okstate.edu/tdg). 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 http://gradcollege.okstate.edu/graduate_college_academic_calendar).

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 AGEC 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.
Master of Agriculture (M.Ag.)

Degree requirements include:

1. Admission to the program. (Apply online at: http://app.it.okstate.edu/gradcollege)

2. Successfully completing the course work contained on an approved plan of study. (The electronic plan of study form is at: http://gradcollege.okstate.edu/planofstudy). 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 signed by the department head and submitted by April 1 for the spring and summer semester and November 1 for the fall semester in which the student intends to complete degree requirements. The graduation clearance form is available online at: http://gradcollege.okstate.edu/sites/default/files/grad_clearance_form.pdf. The latest version of the form will be on the website. Do not copy the form from the back of this handbook. The complete 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 by April 1 for the spring and summer semester and November 1 for the fall semester in which the student intends to complete degree requirements. A diploma application is at: http://registrar.okstate.edu
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 of study 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 Major 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 Major 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 for a formal report, (2) 36 credit hours and a creative component, and (3) 36 credit hours including six hours of AGEC 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 Major

Minimum 12 hours in Agricultural Economics not including AGEC 5000 or 5010
AGEC 5423 Agribusiness Management
AGEC 4403 Advanced Farm and Ranch Management
AGEC 5603 Advanced Agricultural Finance
MGMT 5113 Management and Organization Theory
STAT 4043 Applied Regression Analysis
ECON 5113 Managerial Economics
AGEC 5103 Mathematical Economics

Agricultural Economics Major

Minimum 15 hours in Agricultural Economics not including AGEC 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
STAT 5013 Statistics for Experimenters I
FIN 5013 Business Finance
ECON 5113 Managerial Economics*
AGEC 5103 Mathematical Economics
Prerequisite course, if needed.

Spring
AGEC 4333 Commodity Futures Markets
AGEC 5423 Applied Agribusiness Management
MGMT 5113 Management and Organization Theory
STAT 4043 Applied Regression Analysis
Summer

AGEC 5010 Professional Experience in Agricultural Economics (six credit hours)

Fall

MKTG 5133 Marketing Management
AGEC 5311 Concepts and Tools
5321 Marketing and Economic Development
5331 Advanced Concepts
(This is one class.)

AGEC 5603 Advanced Agricultural Finance

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

Other Recommendations: Students with no background in accounting should take ACCT 5103 Financial Accounting and Analysis. Students with strong skills in mathematics and statistics should take STAT 4043 in the fall instead of STAT 5013 and then take AGEC 5213 Econometric Methods in the spring. The comprehensive final examination may be administered after the student has completed one year in the program.
**Professional Internship**

A professional internship may be included on a Master of Agriculture in Agribusiness Plan of Study. Students who plan to complete a professional internship should discuss their intentions with the department head during the academic advisor assignment process. When students meet with potential advisors they should inform them of their desire to complete an internship. The student’s advisor and the department’s internship committee may assist. However, the ultimate responsibility for arranging an internship lies with the student.

The department’s internship committee and the student’s advisory committee must approve the internship. The student should obtain a statement of the policy and procedures and necessary forms from the chair of the department’s internship committee. The internship is intended to be a supervised professional experience with approved public and private employers. Internship credit is awarded via AGEC 5010.

**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 the chair of the graduate committee to email the MBA program Assistant Director requesting enrollment. The email should include the student’s name, ID number, the prefix and class number in which the student wished to enroll.

(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 memos will be available for pickup at the MBA office, Gundersen 102.

(4) The permission memo and add card must be hand carried to sectioning, Student Union 321, for processing.
Doctor of Philosophy (Ph.D.)

Degree requirements include:

1. Admission to the program. (Apply online at: http://app.it.okstate.edu/gradcollege)

2. Satisfactory completion of courses on approved plan of study. (The electronic plan of study is available online at: http://gradcollege.okstate.edu/download/planofstudy). 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: http://gradcollege.okstate.edu/sites/default/files/doc_candidacy_form.pdf)

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 copies 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 signed by the department head and submitted by April 1 for the spring and summer semester and by November 1 for the fall semester in which the student intends to complete degree requirements. The graduation clearance form is available online at: http://gradcollege.okstate.edu/sites/default/files/grad_clearance_form.pdf. The latest version of the form will be on the website. **Do not copy the form from the back of this handbook.** The complete 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 by April 1 for the spring and summer semester and November 1 for the fall semester in which the student intends to complete degree requirements. A diploma application is at: http://registrar.okstate.edu
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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 6133</td>
<td>Microeconomic Theory II</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5133</td>
<td>(Macroeconomic Theory I)</td>
<td></td>
</tr>
<tr>
<td>ECON 6143</td>
<td>(Macroeconomic Theory II)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Quantitative Methods**

9 hrs (AGEC 6213 is required) from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 4203</td>
<td>Mathematical Statistics I</td>
<td></td>
</tr>
<tr>
<td>STAT 4213</td>
<td>Mathematical Statistics II</td>
<td></td>
</tr>
<tr>
<td>AGEC 5213</td>
<td>Econometric Methods</td>
<td></td>
</tr>
<tr>
<td>STAT 5000</td>
<td>or above</td>
<td></td>
</tr>
<tr>
<td>AGEC 6213</td>
<td>Advanced Econometrics</td>
<td></td>
</tr>
<tr>
<td>ECON 6243</td>
<td>Econometrics II</td>
<td></td>
</tr>
</tbody>
</table>

*Students without previous mathematical programming coursework must take*

AGEC 5113 Applications of Mathematical Programming

**Agricultural Economics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 6303</td>
<td>Advanced Agricultural Marketing (pre-requisite: AGEC5203 or AGEC5311, 5321, 5331)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGEC 6403</td>
<td>Advanced Production Economics</td>
<td>3</td>
</tr>
<tr>
<td>Additional 6000-level course in Agricultural Economics, Economics, or related field</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AGEC 5703</td>
<td>Economics of Agriculture and Food Policy</td>
<td></td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGEC 5733</td>
<td>International Agricultural Policy &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>AGEC 6102</td>
<td>Teaching Practicum in Agricultural Economics</td>
<td></td>
</tr>
</tbody>
</table>

The following substitutions are permissible:

- ECON 6223 Mathematical Economics II for ECON 6133
- ECON 6243 Econometrics II for AGE 6213
- ECON 5243 Econometrics I for AGEC 5213

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

A two-hour teaching practicum (AGEC 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 AGE 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 AGEC 5103 nor STAT 4043 can be included on a Ph.D. plan of study. Either AGEC 5213 or AGEC 5113 (but not both) can be included. AGEC 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 AGE 6000 dissertation hours.

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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 6133</td>
<td>Microeconomic Theory II</td>
</tr>
<tr>
<td>ECON 6143</td>
<td>Macroeconomic Theory II</td>
</tr>
<tr>
<td>AGEC 6213</td>
<td>Advanced Econometrics</td>
</tr>
<tr>
<td>STAT 4203</td>
<td>Mathematical Statistics I</td>
</tr>
<tr>
<td>STAT 4213</td>
<td>Mathematical Statistics II</td>
</tr>
<tr>
<td>AGEC 6403</td>
<td>Advanced Production Economics</td>
</tr>
<tr>
<td>AGEC 6303</td>
<td>Advanced Agricultural Marketing (pre-requisite: AGEC5203 or AGEC5311, 5321, 5331)</td>
</tr>
<tr>
<td>AGEC 5703</td>
<td>Economics of Agriculture and Food Policy</td>
</tr>
<tr>
<td>AGEC 6102</td>
<td>Teaching Practicum in Agricultural Economics</td>
</tr>
</tbody>
</table>
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
- AGEC 5233 Primary Data Analysis in Economic Research
- AGEC 5311 Concepts and Tools
- AGEC 5321 Marketing and Economic Development
- AGEC 5331 Advanced Concepts
  
  \textit{(This is one class.)}

AGEC 5733 International Agricultural Policy and Development
AGEC 6303 Advanced Agricultural Marketing (pre-requisite: AGEC5203 or AGEC5311, 5321, 5331)

**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 5713 Rural Regional Analysis
- AGEC 5723 Planning and Policy for Development
- ECON 5623 Economic Development I
- ECON 5643 Economic Development II

**Resources**
- ECON 5013 Contemporary Environmental Policy
- 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 4203</td>
<td>Mathematical Statistics I (prerequisites: differential and integral calculus)</td>
<td></td>
</tr>
<tr>
<td>ECON 6133</td>
<td>Microeconomic Theory II (prerequisite: ECON 5123 – Welfare Economics)</td>
<td></td>
</tr>
<tr>
<td>One Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fall Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 5113</td>
<td>Applications of Mathematical Programming</td>
</tr>
<tr>
<td>AGEC 5311</td>
<td>Concepts and Tools</td>
</tr>
<tr>
<td>5321</td>
<td>Marketing and Economic Development</td>
</tr>
<tr>
<td>5331</td>
<td>Advanced Concepts</td>
</tr>
<tr>
<td>AGEC 5503</td>
<td>Economics of Natural and Environmental Resource Policy (prerequisites: intermediate microeconomics or AGEC 4503; differential calculus)</td>
</tr>
<tr>
<td>AGEC 5603</td>
<td>Advanced Agricultural Finance (prerequisite: AGEC 3603 or FIN 3113)</td>
</tr>
<tr>
<td>AGEC 5723</td>
<td>Planning and Policy for Development</td>
</tr>
<tr>
<td>AGEC 6303</td>
<td>Advanced Agricultural Marketing (prerequisite: AGEC 5203 or AGEC 5311, 5321, 5331 (odd years)</td>
</tr>
<tr>
<td>AGEC 6403</td>
<td>Advanced Production Economics (prerequisite: AGEC 5403) – even years</td>
</tr>
<tr>
<td>ECON 6243</td>
<td>Econometrics II (prerequisites: AGEC 5213; STAT 4203)</td>
</tr>
<tr>
<td>MATH 3013</td>
<td>Linear Algebra</td>
</tr>
</tbody>
</table>

**Spring (year one)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 5101</td>
<td>Research Methodology (for students who have not written a M.S. thesis)</td>
</tr>
<tr>
<td>AGEC 5203</td>
<td>Advanced Agricultural Prices (prerequisites: AGEC 5103; STAT 4043)</td>
</tr>
<tr>
<td>AGEC 5213</td>
<td>Econometric Methods (prerequisites: AGEC 5103; STAT 4043 or ECON 4213)</td>
</tr>
<tr>
<td>AGEC 5403</td>
<td>Production Economics (prerequisite: AGEC 5103)</td>
</tr>
<tr>
<td>AGEC 5703</td>
<td>Economics of Agriculture and Food Policy (prerequisites: AGEC 4703; AGEC 5103)</td>
</tr>
<tr>
<td>AGEC 5713</td>
<td>Rural Regional Analysis (prerequisite: AGEC 5103)</td>
</tr>
<tr>
<td>AGEC 5733</td>
<td>International Agricultural Policy and Development</td>
</tr>
<tr>
<td>AGEC 6103</td>
<td>Advanced Applications of Mathematical Programming (prerequisites: AGEC 5103; AGEC 5113) – even years</td>
</tr>
<tr>
<td>ECON 5133</td>
<td>Macroeconomic Theory I</td>
</tr>
<tr>
<td>STAT 4213</td>
<td>Mathematical Statistics II (prerequisite: STAT 4203 and MATH 3013)</td>
</tr>
</tbody>
</table>

**Summer (year one)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC 6000</td>
<td>Research Problems</td>
</tr>
</tbody>
</table>

**Fall (year two)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 6143</td>
<td>Macroeconomic Theory II (prerequisite: ECON 5133)</td>
</tr>
<tr>
<td>Fall Electives, see Fall (year one)</td>
<td></td>
</tr>
</tbody>
</table>

15
Spring (year two)

AGEC 6213  Advanced Econometrics (prerequisites: AGEC 5213 or ECON 5243; STAT 4203 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 4203 (Mathematical Statistics I) or STAT 4113 (Probability) and either STAT 4213 (Mathematical Statistics II) or STAT 4223 (Inference). The 12 additional hours may be selected from STAT 4043 (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

Procedures for administration of the minors:
The chair of the Department of Agricultural Economics Graduate Admissions Committee will be responsible for coordinating the minor and certifying that the student has met the requirements.

Minor Name: Agribusiness

Requirements for admission to minor in Agribusiness: 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 is available only to students in a Master’s program.

The requirements for a minor in agribusiness include:
- 9 hours of graduate credit in agricultural economics with at least 6 hours at the 5000 level or above
- Must include AGEC 5423 Agribusiness Management
- AGEC 3333, 4990, 5000, 5010, 5990, and 6000 may not be included on the minor
- Students enrolling in 4000 level courses must enroll in the G-section of the course
- The student must have a minimum GPA of 3.0 in the courses used for the minor

Recommended courses include:
- AGEC 4213 Quantitative Methods in Agricultural Economics
- AGEC 4333 Commodity Futures Markets
- AGEC 4403 Advanced Farm and Ranch Management
- AGEC 4513 Farm Appraisal
- AGEC 4703 American Agricultural Policy
- AGEC 5113 Applications of Mathematical Programming
- AGEC 5213 Econometric Methods
- AGEC 5343 International Markets and Trade
- AGEC 5463 Advanced Agricultural Cooperatives
- AGEC 5603 Advanced Agricultural Finance

Minor Name: Agricultural Economics

Requirements for admission to minor in Agricultural Economics: 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 is available only to students in a doctoral program.

Requirements: The requirements for a graduate minor in agricultural economics include:
1. 12 hours of graduate credit in agricultural economics with at least 8 hours at the 5000 level or above
2. AGEC 3333, 4990, 5000, 5010, 5990, and 6000 may not be included on the minor
3. At least 3 hours must be at the 6000 level
4. Students enrolling in 4000 level courses must enroll in the G-section of the course
5. The student must have a minimum GPA of 3.0 in the courses used for the minor.
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 and (2) a dissertation proposal or outline approved by the student’s graduate advisory committee. As part of fulfilling degree completion requirements, a Ph.D. student must successfully complete (grades of ‘SR’) at least 10 hours of dissertation (6000) coursework after being admitted to candidacy. If a student is admitted to candidacy prior to the end of the eighth week of a regular semester or prior to the end of the fourth week of an eight-week summer session, one-half of the dissertation credits taken that term can be counted toward this minimum hour requirement. Students may take two credit hours per semester if they complete the opt-in form for reduced continuous enrollment. Please see form on page 38. 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/forms. The results of the examination are reported to the Graduate College on the Application for Admission to Candidacy form (available at http://gradcollege.okstate.edu/sites/default/files/AdmDocCandidacy2013.pdf). 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. Copies of the form are available online at http://gradcollege.okstate.edu/forms.

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: http://gradcollege.okstate.edu/download/default.htm.

**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 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 AGEC 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 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 http://gradcollege.okstate.edu/tdg. 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. These could be one-fourth, three-eighths, or one-half time teaching appointments.

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 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 the department head, Ag Hall 308. Inform him/her that you would like to begin the process for acquiring a major advisor. Be prepared to discuss your educational goals, objectives, and specialty area (marketing, production, management of agricultural enterprises, price analysis, land and water use and development, rural development and planning, agricultural finance, international trade, agricultural policy, or other). The department head will request that you meet with specific faculty members.

3. Meet with all faculty members recommended by the department head. Explain to them that you are in the process of selecting a major advisor and that the department head has asked you to meet with them. For some faculty members, it may be necessary to call prior to the meeting to arrange a time. The department head's administrative assistant can provide information regarding phone numbers and secretaries for faculty members. In some cases it will be necessary to make an appointment with the faculty member's secretary. You may meet with other faculty members in addition to those suggested by the department head.

4. Schedule a second meeting with the department head. Inform him/her of the results of your meetings with faculty members, and indicate any preferences that you may have. (S/he may contact the faculty on the original list to see if you have met with each of them.) Hopefully, during your meetings with faculty you found several that would be acceptable. The department head will consider prior assignments, current work, and research projects of faculty as well as your preferences. He will then consult with the faculty member prior to making the official assignment.

5. 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 him, you have not been officially assigned and do not have an official major advisor.)

6. 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.

7. All funded M.S. students should be assigned by the middle of 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 of the department. 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.

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 online at: http://gradcollege.okstate.edu/planofstudy. 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.

A (partial) plan of study for a Master of Agriculture student follows.

<table>
<thead>
<tr>
<th>Overa</th>
<th>Marge</th>
<th>N 00000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Surname)</td>
<td>First Name</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>Degree (Check one):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Master of Arts</td>
<td>☐ Master of Science</td>
<td>☒ Master of Agriculture</td>
</tr>
<tr>
<td>Major subject for the degree</td>
<td>Major Department</td>
<td></td>
</tr>
<tr>
<td>Agribusiness (or Ag Econ)</td>
<td>Agricultural Economics</td>
<td></td>
</tr>
<tr>
<td>Option or Specialization</td>
<td>Minor (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Will your research involve the use of human subjects? (Check one)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐YES</td>
<td>☒NO</td>
<td></td>
</tr>
<tr>
<td>Option (Check one):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Thesis</td>
<td>☒ Creative Component</td>
<td>☐ Report</td>
</tr>
</tbody>
</table>

After the student completes the electronic plan of study, all committee members, the department head, and the Graduate College approve the plan of study electronically by email. The student, advisor, and graduate coordinator may track the POS online.

You may also revise the plan of study online. When the changes are completed, the revised plan will be electronically submitted to all committee members, the department head, and the Graduate College. The plan should be revised and resubmitted only once, at the beginning of the semester of graduation.

Online Plan of Study

The online plan of study is available at: http://gradcollege.okstate.edu/planofstudy - online plan of study form – student login:

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. Once the Graduate College has approved the POS, the student will be able to see the approval online.
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:

<table>
<thead>
<tr>
<th>Employment</th>
<th>Minimum Hours Fall/Spring</th>
<th>Minimum Hours Summer</th>
<th>Maximum Hours Fall/Spring*</th>
<th>Maximum Hours Summer*</th>
</tr>
</thead>
<tbody>
<tr>
<td>.50 FTE or more</td>
<td>6</td>
<td>2+</td>
<td>10</td>
<td>5</td>
</tr>
</tbody>
</table>

*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 http://www.okstate.edu/registrar.okstate.edu then choose Available Courses)
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.

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 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 suspended 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. Doctoral students must complete at least 30 hours at OSU if they have already completed a master’s degree or at least 60 hours at OSU if they are in a 90-hour doctoral program.

F. Plan of Study

1. The electronic Plan of Study is available online at: [http://gradcollege.okstate.edu/planofstudy](http://gradcollege.okstate.edu/planofstudy)
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 [http://compliance.vpr.okstate.edu](http://compliance.vpr.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. **Do not copy the form from the back of this handbook.**
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: [http://gradcollege.okstate.edu/forms](http://gradcollege.okstate.edu/forms), 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.

**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 [http://www.vpr.okstate.edu](http://www.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: [http://gradcollege.okstate.edu/faculty/RCR_grad_students.htm](http://gradcollege.okstate.edu/faculty/RCR_grad_students.htm)

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+.

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. It is necessary to pick up an "Agricultural Economics Application for Leave/Notification of Travel" form from the program specialist, 417A Ag Hall. This form must be signed and submitted to your major advisor prior to taking leave. This form helps to ensure that an accurate record of vacation days may be kept.

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 will 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.

<table>
<thead>
<tr>
<th>Degree Held at Start of OSU Support</th>
<th>Degree to be Completed at OSU</th>
<th>Maximum Recommended Period of Financial Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S.</td>
<td>M.S.</td>
<td>24 months</td>
</tr>
<tr>
<td>M.S.</td>
<td>Ph.D.</td>
<td>36 months</td>
</tr>
</tbody>
</table>

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: http://prodosu.okstate.edu/. 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: http://www.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. A full text library of agricultural and applied economics scholarly literature is available at: http://agecon.lib.umn.edu/
Copy Machine and Supplies

**Contact Person: Staff (744-6166), 310 Ag Hall**

The department's copy machine is located in room 310. 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. You may obtain your own account number for the departmental photocopier with the written permission of your advisor.

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

Paper, pencils, and other supplies are available in room 310 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 Friday 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.

**Vacation**

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

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. It is necessary to pick up an "Agricultural Economics Application for Leave/Notification of Travel" form from 417A Ag Hall. This form must be signed and submitted to your immediate supervisor prior to taking leave. This form helps to ensure that an accurate record of vacation days may be kept.

**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., American Agricultural Economics Association, Southern Agricultural Economics Association, Western Agricultural Economics Association, and American Economics Association). Membership application forms are available in the department head's office.
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.
GRADUATE DEGREE PLAN OF STUDY CHECKLIST

TO THE ACADEMIC ADVISOR: A Plan of Study (POS) serves as a contract between a student and the university; it is a key element in assisting a student to identify and successfully complete degree requirements. The Graduate College has designed this checklist to serve as a guide in ensuring that a student’s POS meets departmental, Graduate College, and university requirements. Please use this form to check the various elements of a student’s POS prior to submission to the Graduate College.

In cases where the POS deviates from departmental (but not Graduate College) requirements (e.g., number of credits in zero-ending courses), the signature of the department head signifies a waiver of those requirements. Nevertheless, to clearly indicate intent we ask that any variation of departmental requirements be initialed by the department head in the margin, next to the course(s) concerned.

### GENERAL PLAN OF STUDY CHECKS

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>All committee members are members of the OSU Graduate Faculty.</td>
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<tr>
<td>The committee chair and research advisor hold the appropriate level of graduate faculty status at OSU.</td>
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</tr>
<tr>
<td>All signatures are on the form (committee members, student, department head, etc.). When a committee member is also the department head, s/he should sign as a committee member AND as the department head (two signatures).</td>
<td></td>
</tr>
<tr>
<td>The research/human subjects section has been addressed and is completed.</td>
<td></td>
</tr>
<tr>
<td>All coursework on the POS reflects grades that will be less than 10 years old at the time of expected degree completion (including meeting thesis/dissertation deadlines).</td>
<td></td>
</tr>
<tr>
<td>The anticipated graduation date is within 7 years (MS) or 9 years (Ed.S., Ed.D., Ph.D) of the date of admission to the program (if not, a petition for an extension of time must be made with the Graduate College).</td>
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</tr>
<tr>
<td>All courses are accurate in course number, title, credit hours, and semester taken (check SIS).</td>
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</tr>
<tr>
<td>All courses are eligible for graduate credit (check SIS to verify graduate credit for .3000* and 4000* level courses).</td>
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<tr>
<td>The number of credit hours from courses with a number ending in a zero is within departmental limits.</td>
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</tr>
<tr>
<td>Transfer courses are identified (NOTE: The Graduate College does not accept correspondence courses for graduate credit) and are noted on the student’s OSU transcript (check SIS).</td>
<td></td>
</tr>
<tr>
<td>All transfer courses have a grade of B or better.</td>
<td></td>
</tr>
<tr>
<td>Any variations in departmental requirements have been initialed in the margin next to the applicable course(s).</td>
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</table>

### MASTERS DEGREE PLAN OF STUDY

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>POS shows a thesis option and has at least 24 hours of coursework and 6 hours of thesis/research listed, OR POS shows a non-thesis option and has at least 32 hours listed. If POS shows a Report option, 2 hours of research are listed; if it includes a creative component, the associated course is identified with an asterisk.</td>
<td></td>
</tr>
<tr>
<td>No more than 9 hours of transfer credits are listed.</td>
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</tr>
<tr>
<td>At least 21 hours of coursework on the POS are at the 5000 level or higher.</td>
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</tbody>
</table>

### SPECIALIST DEGREE PLAN OF STUDY

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The POS lists at least 33 hours beyond the master’s degree OR at least 60 hours beyond the bachelor’s degree.</td>
<td></td>
</tr>
<tr>
<td>The POS has no more than 10 hours of practicum listed.</td>
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</tbody>
</table>

### DOCTORAL PLAN OF STUDY

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>The outside member is from outside the student’s home department.</td>
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</tr>
<tr>
<td>The POS lists the correct number of dissertation hours for this program—at least 10 hours for an Ed.D. / at least 15 hours for a Ph.D. (check program for additional dissertation requirements).</td>
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</tr>
<tr>
<td>The POS lists at least 30 hours of coursework from OSU.</td>
<td></td>
</tr>
<tr>
<td>If applicable, the POS lists at least 30 hours beyond the Ed.S. degree.</td>
<td></td>
</tr>
<tr>
<td>Student is in a 90 hour doctoral program (student does not hold a master’s degree in a related field); at least 90 hours are listed on the POS, OR the student is in a 60 hour doctoral program; at least 60 hours are listed on the POS.</td>
<td></td>
</tr>
<tr>
<td>The POS lists no more than 9 transfer hours from non-doctoral granting institution(s).</td>
<td></td>
</tr>
<tr>
<td>At least 75% of the coursework on the POS is at the 5000 level or above.</td>
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</tbody>
</table>
GRADUATION CLEARANCE for GRADUATE STUDENTS

STUDENT: Complete this form in consultation with your advisor. Use one form per degree program. Please be advised that to allow for any necessary schedule changes, this form should be completed by the end of the second week of the semester (first week in summer) in which you anticipate completing degree requirements. However, you are encouraged to complete this form as soon as practical (e.g., in the semester prior to graduation). See the web for all deadlines [http://gradcollege.okstate.edu/student/calendar2.htm]. Return the signed and completed form to: Oklahoma State University Graduate College 202 Whitehurst Hall • Stillwater • OK • 74078 • FAX: 405-744-0355

GRADUATE STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>INITIAL</th>
<th>SID NUMBER</th>
<th>EMAIL ADDRESS</th>
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<tbody>
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</tbody>
</table>

PRINT ADVISOR NAME ADVISOR PHONE Circle one: FALL SPRING SUMMER [ANTICIPATED GRADUATION TERM] YEAR

STUDENT: Obtain a copy of your Plan of Study (from your department) and your most recent unofficial OSU transcript. Using those two documents, place a checkmark in each box (as appropriate) indicating that you have met the listed requirement. You may wish to propose amendments to your POS to reflect courses actually taken. Once this form is complete please take it to your graduate advisor for approval. Submit the signed, completed form (this form ONLY—no transcripts required) to the Graduate College. Keep a copy for your records.

☐ I will be enrolled in at least two hours my final semester, and in enough hours to complete my POS.
☐ I have checked my Plan of Study (POS) (see list to the right) and it meets departmental and Graduate College requirements.
☐ I should complete all departmental requirements by the end of my graduation term.
☐ My Creative Component, Formal Report, or thesis/dissertation should be submitted by all deadlines.
☐ A revised POS (if needed) is attached to this form.
☐ I have filed a diploma application with the Registrar.

- Plan of Study course GPA will be ≥ 3.00 (excluding research)
- Courses are accurate in title, number, and semester taken; all courses are for graduate credit.
- Level (e.g., 5000, 6000) of courses on the POS is correct for the degree sought (21 credit hours for masters; 75% of credit hours for doctorate at 5000 level or above, inclusive of research hours).
- POS matches my transcript, all accepted transfer courses have a grade of B or better.
- If necessary, approved variations from department requirements have been initiated on the POS by the Advisor and approved by the Department Head.
- No course on my POS will be older than 10 years at the time of graduation.

GRADUATES

☐ I have checked my transcript and grades—all courses required for graduation should be completed by the time final grades are due (courses where I have ‘I’ or ‘R’ grades will be completed and grade changes requested).

ADVISOR, PLEASE COMPLETE THE FOLLOWING SECTIONS

REQUISITE EXAMS

☐ Formal exams (e.g., comprehensive, qualifying) are not required for this degree plan.
☐ Student will take all required exams (e.g., comprehensive, qualifying) by the Graduate College deadlines.

☐ SPECIALIST AND DOCTORAL STUDENTS: Paperwork reporting successful completion of qualifying exam has been submitted to the Graduate College by the deadline. Student has been admitted to candidacy.

THESIS/DISSertation [See deadlines on the web at: http://gradcollege.okstate.edu/student/calendar2.htm]

☐ The student is making progress and should meet Graduate College deadlines for draft copy of thesis/dissertation.
☐ The student is making progress and should meet the Graduate College final defense deadlines.
☐ The student’s defense date is/will be scheduled with enough time for the student to make corrections and meet Graduate College deadlines for final submission of thesis/dissertation (all corrections made).

DEPARTMENTAL ACTION

☐ I approve further action toward graduation clearance for this student.

Advisor/Committee Chair Signature: ____________________________

DATE: ____________________________

Other Department Official (optional): ____________________________

DATE: ____________________________

* If you previously completed a Clearance form, are reapplying for your diploma and have not changed your Plan of Study, it is not necessary to complete this form. Simply sign at the top and return this form to the Graduate College (202 Whitehurst/FAX: 405-744-0355).
Reduced Continuous Enrollment for Post-Candidacy Doctoral Students
Opt-In for Current/Returning Graduate Students

Starting Fall Semester 2013, graduate students newly admitted to OSU doctoral programs have the following post-candidacy enrollment requirements, and current/returning graduate students may opt into the Reduced Continuous Enrollment Policy noted below:

Doctoral Candidacy Enrollment Requirements. Doctoral students who have completed the requirements for admission to doctoral candidacy and had their “Admission to Doctoral Candidacy” form accepted by the Graduate College may enroll for a minimum of two credit hours and be considered full-time. This post-candidacy reduced enrollment option includes GTAs, GRAs and international students. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy.

Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credits per semester is required for every semester of a student’s candidacy (summer session excluded) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement.

Reduced continuous enrollment post-candidacy doctoral students are defined as “full-time” for purposes such as, visa status and Federal financial aid and assistantship eligibility. Students who do not maintain continuous enrollment post-candidacy will be required to seek reinstatement to their doctoral program, which is not guaranteed. If reinstated, conditions and fees may apply. Grades of “withdraw” do not meet the continuous enrollment requirement, and courses must be on the Plan of Study. OSU has a “Leave of Absence” policy to assist graduate students who need to interrupt their enrollment for reasons beyond their control, such as medical, personal, employment and military service (http://gradcollege.okstate.edu/leave-of-absence-policy).

The Reduced Continuous Enrollment Policy does not negate other OSU graduate student enrollment requirements. For example, summer enrollment is required when a student is using the physical or faculty resources of the University; final semester enrollment is required, even if it is a summer session.

Reduced continuous enrollment commences the semester/term/session after receipt and Graduate College approval of the “Admission to Doctoral Candidacy” form. Beginning Fall Semester 2013, candidacy determination and form submission to the Graduate College for approval must occur prior to the end of the semester/term/session. After the start of the Fall Semester 2013, students whose candidacy forms are received between semesters/terms/sessions are not eligible for reduced continuous enrollment the following semester – candidacy must be established by the close of the previous semester/term/session.

I understand that I am choosing to opt into the Reduced Continuous Enrollment Policy outlined here. I realize that by opting into the new policy as a current student I must maintain continuous enrollment as detailed by the Policy. I understand and agree to the consequences should I not maintain my enrollment.

___________________________________________ CWID: ____________________________
Student Signature and Date

_______________________________________________________________
Departmental Representative (Graduate Coordinator/Staff Contact/Unit Head) Signature and Date

Please return to the Graduate College (202 Whitehurst) prior to the semester that you are electing to opt into the reduced continuous enrollment
Exit Checklist

1. □ File a diploma application online and a graduation clearance form the semester in which you expect to graduate. The department head should sign the graduation clearance form. If you fail to graduate during that semester, a new diploma application and graduation clearance must be filed. 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 (typically on CD-ROM) 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, submit a letter of resignation to the department head two weeks prior to termination. Also, see the program specialist in 417A Ag Hall to fill out and sign the separation form.

5. □ Return office and other university keys to 308 Ag Hall.

6. □ Return all borrowed books and materials. This includes books and other materials borrowed from the department's library, 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.

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.