

**UNIVERSITY OF  
KENTUCKY**

**DEPARTMENT OF  
AGRICULTURAL ECONOMICS**

**GRADUATE STUDENT**

**HANDBOOK**

## INTRODUCTION

Graduate education in Agricultural Economics represents a new and different learning experience for most students. Graduate education in the sciences, including Agricultural Economics, is defined by the research experience. It is qualitatively different from undergraduate education and different from postgraduate education in the professions, such as Law and Medicine. Specific, advanced skills and competencies must be acquired, and a conceptual framework developed through which analytical tools can be brought to bear and applied on the economic problems of agriculture and rural people. The primary role of teachers and advisors is to facilitate learning and the development of research capabilities that will help students attain their goals. Because interests usually are clearer to graduate students than to undergraduates, fewer areas of subject matter are covered, less reliance is placed on formal teaching processes, subjects are pursued in greater depth, and greater independent effort is expected and required, particularly in research.

The coursework requirements and other rules and procedures described in this handbook are current as of July 1, 2012. Students entering after July 1, 2012 are bound by these requirements. Students entering before that date are bound by the requirements existing at the time of their entry, or by the new requirements, whichever they prefer.

The department has both Master of Science and Ph.D. programs in agricultural economics. Students holding Bachelor's degrees are eligible to apply for admission to the Master's program. Students with a Master's degree are eligible to apply for admission to the Ph.D. program. Students can petition to enter the Ph.D. program after one year in the M.S. program. The decision on entering the Ph.D. program without an M.S. will be determined by the student's academic background and potential as documented by test scores and performance in M.S. level classes.

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## I. ADMISSION STANDARDS AND PROCEDURES

All applications for admission are made directly to the Graduate School. After determining that students meet the minimum standards for admission to the Graduate School (see the Graduate School website for these requirements, [www.research.uky.edu/gs/](http://www.research.uky.edu/gs/)), the application is passed on to the department for action. These applications are reviewed by the department's graduate program admissions committee. This committee also reviews applications for research assistantships. Assistantship applications are made directly to the department, not to the Graduate School. The admissions committee, which is appointed by the Chair of the Department of Agricultural Economics and director of graduate studies, makes recommendations to the director of graduate studies on admission applications and the granting of assistantships.

Applicants are eligible for admission to graduate work in agricultural economics at the Master's level only after they have completed an undergraduate degree at an accredited institution with a grade point average of at least 2.7 (4.0 basis) on all undergraduate work. Applicants for the Ph.D. program are eligible for admission if they hold a Master's degree from an accredited institution and have at least a 3.0 average on all graduate work. Students can be admitted to the Ph.D. program after one year in the M.S. program if they show great promise. Preference is given to Ph.D. applicants with Master's degrees in Agricultural Economics, Economics, or closely related fields and who have research experience through research and writing a Master's thesis. Mathematics preparation is extremely important.

Applicants are expected to include Graduate Record Examination (GRE) scores as a part of the application. Applicants who do not meet requirements of a 2.7 grade point standing but present high GRE scores may be considered for admission. Students may be admitted without GRE scores only under special circumstances and will be required to take the examination and furnish scores during their first semester in residence (as part- or full-time students).

The University of Kentucky requires a minimum score of 550 (paper-based) on the Test of English as a Foreign Language (TOEFL) for all applicants whose native language is not English (or who did not graduate from an accredited English-speaking College or University). The equivalent score on the computer version of the TOEFL is 213 and the internet-based test is 79. Applicants may also utilize the International English Language Testing System (IELTS) to satisfy the language requirement. A minimum mean band score of 6.5 is required. Submitted scores must be no more than two years old.

All applicants should have three letters of recommendation sent to the department's director of graduate studies (DGS).

Details on application procedures are available through e-mail from The Graduate School ([come2uk@uky.edu](mailto:come2uk@uky.edu)) or the Department of Agricultural Economics ([aecdgs@uky.edu](mailto:aecdgs@uky.edu)).

## II. ORIENTATION

An orientation program is provided which is designed to (1) improve understanding on the part of the new graduate student regarding student responsibilities and privileges and departmental procedures, (2) improve informal communications among faculty and graduate students. The orientation program runs throughout the semester.

The research program of the department and of individual faculty members, as well as research proposals of graduate students, will be outlined and presented to each new student. Opportunities to meet faculty members will be afforded new students at the beginning of their program. A list of research projects, objectives, and possible areas for graduate student research will be made available to all new graduate students during the first few weeks of the initial semester of enrollment. Students should also review faculty research credentials on the department's website ([www.ca.uky.edu/agecon/](http://www.ca.uky.edu/agecon/)) and visit with faculty members with whom they share common research interests.

All thesis-degree students are expected to undertake research programs during the initial semester. See Sections VI and VII below for more details.

## III. MASTER'S DEGREE PROGRAMS

Master's degree programs in the Department of Agricultural Economics qualify students for a degree as "Master of Science in Agricultural Economics."

### Types of Master's Programs

Currently two types of Master's degree programs are offered. One is the research Master's degree (Plan A), in which the student conducts research and writes a thesis. Three types of non-thesis (Plan B) Master's programs are offered.

### Master's Degree in Agricultural Economics (Plan A)

This program is designed to meet the needs of students who plan to pursue a Ph.D. degree or will occupy research positions following the completion of their degree. Students in this program will be expected to complete a thesis plus a minimum of 24 hours of course work, 12 hours of which must be at the 600 level and 12 hours of which must be in agricultural economics courses.

Requirements for the Plan A Master's degree in Agricultural Economics include the following:

### Preprogram Requirements

Calculus (MA 113 at UK)

Business and economic statistics (ECO 391 at UK)  
Intermediate macroeconomic theory (ECO 402 at UK)

### Required Courses

Price Theory and Applications, AEC 503  
Agricultural Price Analysis, AEC 531  
Advanced Quantitative Methods in Agricultural Economics, AEC 624

### Other Requirements

At least 12 credit hours in graduate Agricultural Economics courses (500- or 600-level courses)  
At least 12 credit hours in 600-level graduate courses.  
Total graduate course credit hours required: 24  
A thesis and final examination.  
Defense of the thesis at an oral examination.

The MS thesis research will be conducted under supervision of the student's major professor and advisory committee. Once the thesis is completed, the student's final oral examination can be scheduled. Details of the oral examination are given in Section V. below. In addition to the oral examination, students are encouraged to present seminars based on their work. They are also encouraged to write papers for presentation at professional meetings and for submission to professional journals.

### Master's Degree in Applied Agricultural Economics (Plan B Non-Thesis Master's)

There exists a continuing need for a Master's degree program which produces personnel skilled in the applied aspects of agricultural economics to fill jobs as farm managers, in farm finance, futures market analysts, etc. Academic work in this program concentrates on applied agricultural economics courses directed toward the special needs of the individual student. This program is not recommended for students who have any aspirations towards pursuing a Ph.D. Since students in this program are not engaged in research, *graduate research assistantships are not available*. This program does not require a thesis, but it does require 36 credit hours of graduate coursework, at least 15 hours of which must be at the 600 or higher level, and 18 hours of which must be in agricultural economics courses.

The following summarizes course requirements for the Plan B Master's degree in Agricultural Economics.

### Preprogram Requirements

Calculus (MA 113 at UK)  
Business and economic statistics (ECO 391 at UK)

Intermediate macroeconomic theory (ECO 402 at UK)

### Required Courses

Price Theory and Applications, AEC 503

Agricultural Price Analysis, AEC 531

Advanced Quantitative Methods in Agricultural Economics, AEC 624

### Other Requirements

At least 18 credit hours in graduate Agricultural Economics courses (500- or 600-level courses)

At least 15 credit hours in 600-level graduate courses

Total graduate course credit hours required: 36

Oral examination. See Section V. for details.

## **IV. THE PH.D. PROGRAM**

### Admission to the Ph.D. Program

Admission to the Ph.D. program is obtained upon recommendation of the graduate program committee and approval of the director of graduate studies. Ordinarily, students entering this program will have completed a Plan A Master's degree (thesis) program at UK or elsewhere. Students who are completing a Master's program in the department and desire to enter the doctoral program must file appropriate application materials with the director of graduate studies (DGS) and the graduate program committee to obtain approval for admission.

### Straight-Through Ph.D. Program

In exceptional cases, a student holding the B.S. degree may enter the doctoral program without first completing the M.S. degree, but only upon receiving special approval. To do so, formal request to by-pass a Master's degree shall be made by the student after the completion of 15 hours of graduate credit. Special approval may be obtained from the DGS upon the recommendation of the graduate program committee and the student's advisor. Should it be necessary, for any appropriate reason, that a student's "straight-through" Ph.D. program be terminated, the student may receive a M.S. or degree upon completion of the requirements for such degree and upon recommendation of the student's Advisory Committee and the DGS.

### Preprogram Requirements

It is not unusual for students to apply for admission to a Ph.D. program in Agricultural Economics without having adequate undergraduate courses in economic theory or mathematics, e.g., students who have previous education in some other area of agriculture or another social science. In such cases, the following preprogram requirements are viewed as minimal and must

be taken for credit:

At least two courses in calculus (MA 113, and MA 114 or MA 410 at UK)  
Matrix Algebra (MA 322 at UK)  
Introduction to Quantitative Economics I (AEC 590 at UK)  
Basic Probability and Distribution Theory (ECO 603 or STA 424G at UK)  
Principles of Operations Research (MA 416G at UK)

The DGS will determine whether it is necessary for the student to have such requirements at the time of admission. Some of these courses may be made up at the start of the student's program.

In cases where the student is entering with all previous coursework from an institution other than the University of Kentucky, the DGS and the student's advisor will decide which, if any, of the preprogram requirements have not been met.

### Coursework Requirements

Neoclassical Microeconomic Theory, ECO 701  
Advanced Macroeconomic Theory, ECO 702  
Introduction to Econometrics I, ECO 703  
Introduction to Econometrics II, ECO 706  
Four Courses from the AEC Core (AEC 606, AEC 620, AEC 640, AEC 645, AEC 661)  
Special Field Courses  
Seminar in Research Topics, AEC 796 (Candidates only)

### Special Fields

All Ph.D. students are required to complete a special field consisting of a minimum of six hours of 600 or 700 level courses beyond the AEC core. The two-course sequence must be approved by the major professor and advisory committee. Field courses can be directed, literature-based study as an AEC 780 Special Problems course. Students developing a special field of study are required to have taken the core course(s) most closely related to the field. Fields will not be approved for students who have neglected this preparation.

Core courses, courses that are meant primarily for Master's students, and the like, are not eligible for inclusion in a field. Specifically these courses are AEC 620, AEC 624, AEC 626, AEC 640, AEC 645, and AEC 691.

Particular special field offerings are contingent on the availability of research faculty willing to support the sequence. The field courses will normally be taken after the AEC core courses have been completed. Students normally complete their field before taking the Ph.D. qualifying examinations, but this is not absolutely required. The specialty should lead directly into the dissertation topic, reducing the time between the completion of the qualifying exams and the dissertation defense. Normally, AEC 796 will be the only course Ph.D. students will take after

completion of the qualifying exams, and it is open only to those students.

### Minors

No minor is required for a Ph.D., but Agricultural Economics students will normally exceed the requirements of a minor in the area of economic theory. The minimum requirement in this area can be met by a two-semester sequence in intermediate theory (at the undergraduate level or as a makeup after entering graduate school) plus the ECO 701, 702 sequence in micro- and macro-theory, plus at least two additional advanced graduate courses in Economics.

The student's advisor and advisory committee may recommend a formal minor area. Such minors might include, but not be limited to Statistics, Sociology, Anthropology, and Political Science.

### Qualifying Examinations

See Section V. below.

### Research Prospectus, Oral Examination and Seminar

All Ph.D. candidates are required to write a "Research Prospectus" that outlines the proposed dissertation research. This prospectus will serve as the basis for the preliminary oral examination and presentation of the Ph.D. seminar. The prospectus will be developed by the candidate in consultation with the candidate's major professor and advisory committee.

The research prospectus is to include the following:

1. Problem statement, including researchable objectives and hypotheses,
2. Relevance of problem,
3. Review of previous work,
4. Theoretical approach,
5. Empirical model,
6. Data sources and collection procedures,
7. Selected bibliography.

The prospectus should normally be 20-25 double-spaced, typed pages. The prospectus must be approved by a majority of the student's advisory committee (through the preliminary oral examination) and the Director of Graduate Studies. Once the prospectus is approved, a seminar will be scheduled, at which the student will present the prospectus to departmental faculty and fellow graduate students.

## **V. GRADUATE EXAMINATIONS**

### Master's Programs

Oral examinations are the concluding event of each Master's program. These examinations are conducted by the student's advisory committee. Oral examinations for Plan A programs normally concentrate on the student's thesis. The student is expected to "defend" the thesis. This entails being able to answer questions about how and why certain things were done in the thesis and to be able to interpret the results.

Oral examinations for Plan B programs are normally conducted in such a way as to determine if the student has been able to integrate the materials learned in courses so as to apply them to economic problems. Such questions may also be posed to Plan A students.

To take the oral examination, students must apply through the DGS to the Graduate School on a form obtainable from the Graduate School or Department website. This form must be completed and submitted to the Graduate School at least two weeks before the examination is scheduled to be held. In turn, the examination must be held no later than eight days before the last day of classes in which the degree is to be awarded.

### Ph.D. Programs

Ph.D. students take two sets of examinations in their programs. One set is the "Qualifying Examinations," which determine whether students are qualified to continue in the program. The Qualifying examinations consist of three parts, as follows:

1. The written microeconomic theory examination, administered by the Economics Department; the written macroeconomic theory examination, administered by the Economics Department, is only required if a student receives a "C" in either ECO 602 or ECO 702.
2. The Research Paper requirement;
3. The oral portion of the qualifying examination, administered by the student's advisory committee.

### Economic Theory Examinations:

Students are expected to take the microeconomics theory examination fairly early in their programs, upon completion of the ECO 601/701 advanced theory courses. The examination is based on the contents of those courses. The Economics Department schedules the theory examinations in January and June. Students are strongly advised to take the economics theory sequence within a given academic year and take the preliminary examination(s) in June. Examinations are graded by the Economics faculty and the results communicated to our department.

Students are not required to take the macroeconomics examination if they receive a "B" or better in ECO 602 and ECO 702. Students who fail any examination must retake it at the first available opportunity, essentially a semester later. Students who fail these examinations on the second round are dismissed from the program.

## Research paper

This requirement demonstrates the student's capacity to conduct original, independent research at the Ph.D.-level. This process will also help the student develop writing and presentation skills that will be useful during the dissertation preparation, the job search, and future research. The paper must be 20-30 pages in length (including figures and tables), double-spaced with one inch margins all around, written in AJAE style, and be within an agricultural economics specialization area. The research must include a problem statement, a literature review, relevant theory, and analysis. The topic must be original to the student and should be motivated by relevance to decision makers or previous work in the profession. The quality and depth of the analysis should be consistent with those of an AAEA Selected Paper (see AgEcon Search for examples). The student may use whatever methodological tools are deemed appropriate.

The paper must be solely authored by the student and be based on research that is largely performed by the student. Faculty members or fellow students may assist in minor aspects of the research, but the core material should be independent work of the student. The analysis cannot be written based on work begun prior to the student's entry into the Agricultural Economics Ph.D. program. University policies for academic integrity strictly apply. The student must submit a signed statement that the research paper is their work and has not been used to fulfill another requirement at the University of Kentucky. The student may be asked to submit supplemental material to assure originality of the paper.

The research paper must be finished within one year of the student's successful completion of the Economics Ph.D. theory sequence (ECO 601, 602, 701, and 702 and passage of the microeconomics and macroeconomics qualifying requirements). There is an annual cycle for submission of the research paper. Topics must be approved by the major professor and two other members of the student's advisory committee based on a proposal submitted by the student by May 15. A memorandum of transmittal from the major professor must have the signatures of the student, major professor, and two committee members stating that the topic is appropriate for the research paper. Completed papers are due September 1. Papers requiring minor revisions are resubmitted by November 1, while papers requiring major revisions are resubmitted by December 1. If any of these deadlines fall on a weekend, they move to the next business day.

## The Oral Examination:

The third phase of the qualifying examinations, the Oral Examination, has to be held at a time previously scheduled with the Graduate School. The dissertation prospectus normally serves as the focus of the oral examination, so its timing depends on student progress with the prospectus. The Oral Examination is administered by the student's advisory committee. After passage of the oral examination, the student is considered a Ph.D. candidate.

## The Final Examination:

A final oral examination on the candidate's dissertation and entire Ph.D. program is required. Application is made for this examination through the Graduate School (see the website for details).

## **VI. COURSE SCHEDULING AND COURSE LOADS**

Agricultural Economics course offerings have normally been scheduled as follows:

AEC 503, every fall semester  
AEC 510, every fall semester  
AEC 531, every spring semester  
AEC 532, every spring semester  
AEC 590, every fall semester  
AEC 606, every spring semester  
AEC 610, every fall semester  
AEC 620, every fall semester  
AEC 622, every spring semester  
AEC 624, every spring semester  
AEC 626, every spring semester  
AEC 640, every spring semester  
AEC 645, every spring semester  
AEC 661, every fall semester  
AEC 724, every fall semester

This sequence of offerings requires careful program planning on the part of each student and advisor. However, it can minimize last minute course offering cancellations due to lack of enough students desiring to take a course during any given term. Special problems will be offered periodically as needed to avoid delays in completion of course work programs.

The normal course load for students not on assistantship is 12 hours per regular semester (15 hours is the maximum allowed) and 6 to 9 hours during the summer terms. For students on half-time assistantships, nine (9) hours is considered the normal maximum course load during the fall and spring semesters. Three (3) hours is the normal maximum during the four-week summer term, and six (hours) is the maximum for the eight-week session.

Graduate School rules allow half-time teaching or research assistants to take 10 hours of graduate course work. However, those assistants in Agricultural Economics whose research responsibilities are reduced to 10 hours a week will be allowed to take up to 12 hours of graduate work. This must be approved through notification of the Dean of the Graduate School by the DGS.

## **VII. GRADUATE PROGRAM COMMITTEE AND DIRECTOR OF GRADUATE STUDIES**

The director of graduate studies (DGS) is appointed by the chairman of the Department of Agricultural Economics, subject to the approval of the dean of the Graduate School. The graduate program committee, also appointed by the chairman, is composed of members of the faculty who are members of the graduate faculty of the university. A graduate student selected by the graduate student body is a member of this committee. The committee is chaired by the DGS.

Duties of the graduate program committee and the DGS are as follows:

The Graduate Program Committee:

The graduate program committee establishes policies with respect to the graduate program regarding student recruitment, curriculum issues and graduate assistantships. It also initiates major program changes as needed. However, authorization for such changes requires approval of the faculty of the department and the graduate council of the university.

The graduate program operates through a series of subcommittees. These subcommittees may, and often do, have members who are not part of the program committee. Standing subcommittees and their functions are as follows.

Admissions. The admissions subcommittee advises the DGS as to student admissions and the award of research assistantships. All students admitted must meet the minimum standards established by the Graduate School, but the department is entitled to have more stringent standards. Assistantships are awarded in accordance with student qualifications, research priorities of the department, and funding availability. While the subcommittee operates as an advisory body to the DGS, final responsibility for admissions and assistantships lies with the DGS.

Research Paper. Each research paper is evaluated by a subset of the Graduate Program Committee. Each member makes specific comments on the research paper that must be addressed by the student in the second-round evaluation. An overall assessment of Pass or Fail is also made for each submission.

Director of Graduate Studies (DGS). The DGS is responsible for those functions set forth in the Graduate School Bulletin. These duties include:

1. Serving as recruiting and admissions officer for the department. These tasks are performed in conjunction with the appropriate subcommittees described above.
2. Working with the department chairman, the Associate Dean of the College of Agriculture, and the Associate Dean of the Graduate School for Academic Affairs in preparing the Department Assistantship and Fellowship budget. Assistantship and fellowship recommendations are made by the DGS to the department chairman and to the Graduate School dean.

3. Serving as the temporary advisor for incoming students who are not initially assigned an advisor. Customarily, advisors (major professors) will be selected by the student prior to or during the first (M.S.) or second (Ph.D.) semester of residence.
4. Assisting all new graduate students in the department in becoming oriented. Included is the responsibility for developing and implementing all group orientation activities.
5. Assisting students in selecting new committee members or a committee chairman in cases where (a) the student's research interests change substantially, (b) a committee member is unable to continue service until the thesis or program is completed, or (c) other valid reasons.
6. Serving as the resource person for students with problems that cannot be resolved by their advisors. In addition, the DGS office secretary can provide assistance to students on their records and with many paperwork requirements of the U.K. Graduate School.

## **VIII. ADVISORS AND ADVISING**

### **A. Advising Responsibilities**

The responsibility of advising in the graduate program is a shared responsibility, involving more than a single individual. The division of labor of the advising function is indicated below:

1. The Major Professor. Each graduate student will be supervised primarily by a major professor. Major Professors are expected to provide guidance as needed by students and to work directly with them in developing research proposals and programs. While all departmental faculty members are normally available for consultation with the student, the major professor provides continuity of counsel throughout the program of study. Any administrative matter which the student is unable to handle without assistance of the major professor should be taken up by the DGS. For M.S. students, the major professor must be either an associate or full member of the graduate faculty of the University of Kentucky. For Ph.D. students, the major professor must be a full member of the graduate faculty.
2. The Advisory Committee. The advisory committee consists of at least three faculty members for M.S. students. At least two of the three (including the major professor) must be members of the graduate faculty and one must be a full member. For Ph.D. students the committee consists of at least four faculty members, one of whom must be a member of another department. All Ph.D. advisory committee members must be members of the Graduate Faculty, and at least three (including the major professor) must be full members. Advisory committees are always chaired by the students' major professors. The DGS is an *ex officio* member of all advisory committees.

The advisory committee must approve the program of courses for the student and file this program with the DGS. The committee shall approve the student's research topic for the thesis

or dissertation, and shall approve a research outline which shall be filed with the DGS. Changes in the program of courses and substantive amendments to the research outline must be approved by the advisory committee and the DGS.

The advisory committee will make periodic reviews of the academic and research progress of the student and has the ultimate departmental authority to make recommendations regarding the granting of graduate degrees.

#### B. Students' Responsibilities Regarding Advising Committees

1. Appointment. Students must select major professor and advisory committee members early in their programs. Deadlines are as follows:

M.S. Students: no later than at the end of the first semester of course work.

Ph.D. Students: no later than at the end of the second semester of course work.

2. Changes in Programs and Advisory Committees. If any change in the student's program should appear desirable, the Advisory Committee will be consulted to approve the amendment to the program, and the change will be duly reported to the DGS. If the change is a minor one, the major professor may clear this informally with other members of the committee.

If a student's interests should change; or, if for other appropriate reasons the student's academic program would best be served by a change in major professor, a request for such a change may be made through the DGS. Except in unusual circumstances it will be desirable to indicate the concurrence of the student's present major professor in this change.

### **IX. GRADUATE ASSISTANTSHIPS AND SCHOLARSHIPS**

The basic assistantship in the department is a one-half time appointment. However, due to budget stringencies, new graduate students are sometimes offered quarter-time assistantships with the understanding that successful effort will qualify them for one-half time appointments as soon as possible. A half-time assistantship carries with it the obligation to devote at least 20 hours per week in research duties over the duration of the student's program. Quarter-time assistantships are obliged to work 10 hours per week. Acceptable completion of assigned research tasks, rather than simply working a specified number of hours per week, constitutes a fulfillment of the assistantship obligation. Research assignments will be made by the student's major professor.

Students receiving a one-half time appointment will remain at that level of assistance for the duration of their program, assuming acceptable performance. As a rule, graduate assistants will be placed on full-time assistantship pay only when doing field work on a faculty member's research project that is not connected with the student's thesis research and when the student can demonstrate to his major professor and the DGS that he or she is making satisfactory progress towards fulfilling the assistantship obligation. Once such projects are completed, the student will

revert to half-time status and stipend level.

Assistantships ordinarily are awarded on an annual basis. However, there is no guarantee that stipend payments will continue for the full year; acceptable performance of assistantship duties is always required. Each assistantship will be reviewed annually by the student's major professor and Advisory Committee, the Graduate Program Committee, and the Director of Graduate Studies. Annual renewal will be based upon acceptable performance of work responsibilities and academic progress. Subject to annual review, one-half time assistantships are renewable for a maximum total service of 24 months for M.S. students and 48 months for Ph.D. students when continuously enrolled at the University of Kentucky after initiating graduate study.

Half-time assistantship stipends are determined annually in each fiscal year and are paid on a 12-month basis. Rates are based on comparable salaries and are higher for Ph.D. students than for Masters students. Federal, state and city taxes are withheld from the pay of graduate assistants. All tuition and fees, along with health insurance, are paid for research assistants.

Whenever possible, research assistant personnel for special grant or contract projects shall be recruited from outside the present staff of graduate research assistants. However, in the event that this is not feasible owing to time requirements of the project, reassignment of assistants on intramural stipends may be made by voluntary arrangements among the project leader, the student, his major professor, and the DGS, subject to approval by the Department Chairman.

Each graduate assistant has a responsibility to the department to carry out assigned research work under the direction of her or his major professor and to complete such research. Each student is expected to undertake research during the first semester of his or her program, to complete it as quickly as possible, and to assist in publishing results. Work responsibilities during initial semesters will contribute to the student's understanding of the research that ultimately will be undertaken in the thesis or dissertation and in all cases will contribute to the student's research skills. A student is encouraged to submit contributed papers to professional associations and to publish the results of research prior to and after completion of the thesis or dissertation.

All Master's students on graduate assistantships, in partial fulfillment of the assistantship obligation, will write a Master's thesis. No Plan B coursework Master's students will be awarded research assistantships.

The primary responsibility of each research assistant is the completion of research projects that have been assigned. However, the student may be expected to undertake other tasks as assigned by his major professor, the DGS, or the Department Chairman.

An effort will be made to permit each graduate assistant to develop a thesis in the area of the student's greatest interest. It is necessary, however, that the thesis research fit into the department's overall research program. Since the department's research program covers a wide range of problem areas, an on-going, funded project in the student's area of interest will probably be available.

It should be understood that the development of the dissertation prospectus and seminar presentation discussed in Section IV is considered to be an integral portion of the Ph.D. students' research responsibilities. Failure to do so may result in interruption of stipend (if any) or enrollment status.

Masters degree students are encouraged to present seminars on their M.S. thesis prospectus or on their research work.

In addition to research assistantships, the Graduate School sometimes awards fellowships (equivalent to the basic stipend rate) to agricultural economics students. Such fellowships are taxable.

The Dr. John Redman Memorial Scholarship is an endowed scholarship for Kentucky resident graduate students in the department. Awards are made annually or as fund availability permits. When available, an announcement will be made and application forms provided.

## **X. MISCELLANEOUS**

The Department of Agricultural Economics abides by the rules of the Graduate School regarding scholastic probation and dismissal. If students have completed 12 or more semester hours of graduate course work with an average of less than 3.0, they will be placed on scholastic probation. Students will have one semester to remove the probation by attaining a 3.0 cumulative grade point average. If probation is not removed, students will be dismissed from the Graduate School.

Students who have been dismissed from The Graduate School may reapply for admission after two semesters or one semester and the eight week summer session.

University policy regarding sick leave, vacation time, and retirement limits such benefits to full-time employees. Consequently, graduate assistants are not eligible for these fringe benefits associated with University employment.

While vacation time cannot be accrued by graduate students, it has been the practice of the Department to permit graduate assistants to be away from their duties for up to three weeks each year, provided compensatory time arrangements can be made by the student with the advisor and the Department that will not impede the student's and Department's research program. The University normally is closed for New Year's Day, M. L. King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, and four days between Christmas and New Year's Day.

Graduate assistants may purchase employee (E-sticker) parking permits for on-campus parking. The cost of these permits can be deducted from paychecks.

Graduate students in Agricultural Economics are provided office space and desks for work/study

as space permits. Space is assigned according to the following priorities: First, holders of assistantships; second, holders of fellowships; third, graduate students not receiving financial aid. Specific assignments are made by the Agricultural Economics Graduate Student Organization.

The department furnishes to the graduate assistants those supplies necessary for the research effort in connection with the student's graduate study. Supplies associated with course work are the responsibility of the graduate student. Other services associated with the student's research are furnished by the department to the extent possible.

It is expected that the student will provide one electronic copy of the completed thesis or dissertation to the department and the Graduate School.

## APPENDIX A. CHECKLISTS FOR GRADUATE PROGRAMS

### MASTER'S PROGRAMS

- A. Select advisory committee (three members) by the end of the first semester.
- B. Complete course plan, have committee signatures, and file with the DGS by the end of the first semester.
- C. Application for degree cards need to be filed with the Graduate School at least 3 months prior to the expected graduation date. All "I" grades must be removed before applying. See your instructor!
- D. The final oral examination forms must be filed with the Graduate School at least two weeks prior to the examination. Forms can be obtained from the DGS secretary or from Appendix B. Note the following conditions:
  - 1. For Plan A students, the thesis approval sheet must be turned in with the final oral examination form.
  - 2. All advisory committee members must be given a complete copy of the thesis at the time the final oral is scheduled.
- E. Copies of the completed thesis must be signed by the Major Professor and DGS. Then:
  - 1. Obtain Graduate School approval of the thesis.
  - 2. Pay thesis fees at Billings and Collections.
  - 3. Present the thesis to the Graduate School within 60 days of final examination.
  - 4. Present a copy to the Department.

## **PH.D. PROGRAM**

- A. Select the advisory committee (four members) by the end of the second semester. One member must be from outside this department and three must be full members of the graduate faculty.
- B. Develop a course plan in consultation with your advisory committee and have it signed by the committee members. This form is to be filed with the DGS by the end of your second semester.
- C. Economic theory comprehensive examinations. You must take these at your earliest opportunity following the completion of the economic theory course sequence. Schedule these with the Economics Department.
- D. Research Paper. Complete the research paper by September 1 of the second year in the program.
- E. Complete the dissertation prospectus and take the preliminary oral examination. No incomplete grades are allowed, so all previous coursework must be finished.
- F. Candidates must register in AEC 767 for two credit hours each semester until the dissertation is completed and defended. The minimum requirement is two semesters of AEC 767 (post-qualifying residency).
- G. Degree completion:
  - 1. Application for degree must be filed at least three months prior to graduation.
  - 2. Notification of intent to schedule the final oral examination must be filed at least one month prior to the examination.
  - 3. Final examination request and the dissertation approval must be filed at least 2 weeks before the examination.
  - 4. Each advisory committee member must receive a copy of the dissertation at the time the final examination is scheduled.
  - 5. Copies of the completed dissertation must be signed by the Major Professor and the DGS.
  - 6. Obtain Graduate School approval of the dissertation before deposit is made.
  - 7. Pay dissertation fees at Billings and Collection.
  - 8. Present the dissertation to the Graduate School within 60 days of the final examination.

9. Present a copy to the Department.