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P Graduate PROGRAM POLICIES & PROCEDURES



DEPARTMENT OF
AGRICULTURAL ECONOMICS
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

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GRADUATE PROGRAM POLICIES AND PROCEDURES

Department of Agricultural Economics
(Including Rural Sociology)
University of Illinois

I. Introduction and Purpose

The full potential of a graduate program can be realized only if students and faculty understand the policies and procedures established through the written rules at the University, College, and Departmental levels, as well as unwritten customs and practices. The purpose of this publication is to identify the current policies and procedures generally followed in the graduate program of the Department of Agricultural Economics. Additional information is available from other publications including:

- a. Graduate Programs bulletin of the University of Illinois at Urbana-Champaign
- b. Handbook for Advisers of Graduate Students
- c. Departmental brochure; University of Illinois Graduate Study in Agricultural Economics and Rural Sociology
- d. Financial Aid for Students
- e. Code on Campus Affairs and Regulations Applying to All Students
- f. Instructions for Preparation of Theses

II. Degrees and Areas of Study Offered

The Department of Agricultural Economics offers two degrees: Master of Science in Agricultural Economics and Doctor of Philosophy in Agricultural Economics. Official designation of the degree does not indicate any further specialization, but students may focus on a particular area through the selection of their course program and research topic. For the Ph.D. Degree, further specialization is obtained through the selection of the two specialty areas in Agricultural Economics in which preliminary examinations will be written and the selection of a minor field, in addition to Economics, if desired.

Within the Department, groupings have been established for purposes of research and graduate studies planning. These groupings are as follows and provide areas of specialization for graduate study:

1. Agricultural Finance
2. Agricultural and Food Policy
3. Farm Management and Production Economics
4. International Agricultural Economics
5. Marketing and Agricultural Prices
6. Natural Resource Economics
7. Quantitative and Research Methods
8. Rural Community Development

Agricultural Economics students interested in Rural Sociology normally supplement their required programs with substantial study in Sociology and related fields, perhaps to the extent of a minor. A student interested primarily in Rural Sociology ordinarily enrolls for a degree in the Department of Sociology. Degree requirements for such students are those described in Sociology rather than in Agricultural Economics. Applications for admission to graduate work in Sociology submitted to the Department of Agricultural Economics will be forwarded to the Department of Sociology for review and action.

Specialized training in the subdiscipline of Rural Sociology is offered in the Department of Agricultural Economics. In addition, the academic adviser will usually be one of the Rural Sociology staff in the Department of Agricultural Economics (who also holds an appointment in Sociology). Thesis research will ordinarily be conducted under the supervision of this same adviser. Students interested in Rural Sociology may apply for a research assistantship in the Department of Agricultural Economics.

Although not required, the applicant for admission and/or financial aid is encouraged to submit his or her Graduate Record Examination score(s). If submitted, it will be used along with the required information in evaluating the application.

III. Academic Advising

The most important advisory function is to assist the student in planning his/her graduate program, while permitting sufficient flexibility to make changes if new interests or courses develop. Planning is necessary to ensure that desired courses are preceded by proper prerequisites and that logical course sequences are maintained. This counseling is emphasized by the need for the doctoral student to properly sequence those courses, some of which are not offered each year, which adequately prepare him/her for the written preliminary examinations in two speciality areas in Agricultural Economics.

The various committees described in this section serve in an advisory capacity. The final responsibility lies with the graduate student and adviser for building his/her individual program within the framework of the particular degree requirements.

Initial Program Planning Committee. A temporary committee, composed of two faculty members plus one post-preliminary examination doctoral student, is appointed by the Department Head in consultation with the chairperson of the Graduate Programs Committee for all students prior to initial registration. This single committee, or parallel committees if number of students warrant, will serve all students for initial counseling. The function of the committee(s) is to assist the student in selecting the program and course sequence that best meets his/her individual objectives and requirements. Once the student has selected his/her program for the first semester of study, the Assistant Head for Teaching will assist the student in completing the Program Request Form and will sign this form. The official responsibilities of the committee are fulfilled prior to advance enrollment for the second semester, although the student may continue to seek their advice.

Major Adviser. All graduate students have an official major adviser, who serves as the representative of the Graduate College and the Department in helping the student fulfill his/her program objectives and meet minimum degree requirements. Prior to advance enrollment during the first semester of study, each new student, in consultation with administration, must select a major adviser. The new doctoral student will select the two specialty areas in which the student expects to write Agricultural Economics preliminary examinations and, from one of these areas, a major adviser will be selected.

Such initial selections, and any subsequent changes, are recorded on an appropriate form to be filed with the administration, the adviser, and the student. The adviser (who must be a member of the Graduate Faculty to advise Ph.D. candidates) is designated by the Head of the Department after consideration of the student's preferences, interests, and experiences. If interests and program objectives evolve differently than anticipated, the major adviser may be changed at any time during the program by the Head of the Department, in consultation with the student and the faculty members involved.

Advisory Committee. The advisory committee, composed of the major adviser and at least two additional faculty members, guides the student throughout his graduate career. The members of this committee are appointed as soon as practicable by the Head of the Department, after consultation with the student and his major adviser, and, for doctoral students, must include faculty from both specialty areas in which the student expects to write preliminary examinations. Selection of the members or changes in the committee membership may be initiated by the student, the major adviser, or the Department Head.

In the case of the Master's candidate, the advisory committee administers the final examination. In the case of the Ph.D. candidate, the advisory committee

normally develops into the official, final Ph.D. committee appointed by the Dean of the Graduate College.

Students are encouraged to seek counsel and information as needed from any member of the faculty.

Oral Preliminary Ph.D. Committee. The oral preliminary doctoral committee is composed of at least three, customarily five, faculty members with at least a majority, including the chairperson, being members of the Graduate Faculty. Departments are encouraged to recommend appointment of members from other universities. A letter of recommendation describing the person's particular qualifications to serve on the committee as well as a commitment of resources to defray the necessary expenses should accompany a recommendation of an off-campus member of a committee. Emeritus members of the UIUC Graduate Faculty are eligible to serve.

This committee is appointed by the Dean of the Graduate College upon recommendation of the Head of the Department. The committee is appointed according to procedures described under "Preliminary (oral)" in Section VI, and is responsible for conducting the preliminary oral examination.

Final Ph.D. Committee. The final doctoral committee is composed of at least three, customarily five faculty members with at least a majority, including the chairperson, being members of the Graduate Faculty. The committee, usually representing staff competencies relevant to the thesis research, is appointed by the Dean of the Graduate College upon recommendation of the Head of the Department. He, in turn, solicits suggestions from the major adviser. Departments are encouraged to recommend appointment of members from other universities. A letter of recommendation describing the person's particular qualifications to serve on the committee as well as a commitment of resources to defray the necessary expenses, should accompany a recommen-

dation of an off-campus member of a committee. Emeritus members of the UIUC Graduate Faculty are eligible to serve.

The major adviser serves as chairperson of this committee, which is responsible for conducting the final examination after the dissertation is completed. Although a faculty member who is not a member of the Graduate Faculty may assist a member of the Graduate Faculty in advising doctoral students and in directing doctoral theses, and be so designated by the Graduate College, only members of the Graduate Faculty shall be assigned the final responsibility for advising doctoral students and directing doctoral theses.

Grade Reports. Each of the student's instructors in Agricultural Economics is invited to report the student's grade and his rank in class for the course to the Department Head on a form obtained from the Departmental Office. The report includes a statement concerning the performance, progress, and potential of the student. The information from these reports will be entered on a master record for each student which is open to the student being reported on. The Department Head may seek similar information from instructors in other departments. After the Department receives the grades for its graduate students, the departmental secretary will enter on this master record any credit/no credit grades appearing on the student's grade report for that course.

Course Changes. The "Graduate College Calendar" specifies the latest dates for adding and for dropping courses. A calendar is printed each spring for the next academic year and copies may be obtained from the Graduate College, 330 Administration Building. The dates are also available

in 304 Mumford Hall. Since the Graduate College does not accept changes after these dates, except for justifiable reasons, any change made after the deadline date must be clearly justified by the student's major adviser in a note accompanying the Change of Program Form. In addition, a record of all courses dropped after the deadline plus the reasons for the action must be given to the Department Head and placed in the student's file, so this will be available for future reference by authorized personnel.

Enrollment Requirements. Students who are enrolled at the University of Illinois Urbana-Champaign campus during spring or fall semesters may advance enroll for the following semester. Specific instructions may be obtained from the student's major adviser or the Assistant Head for Teaching. For registration or advance enrollment, each student must complete the Program Request Form and have it signed by his major adviser. For advance enrollment, the completed form must be given to the Assistant Head for Teaching.

All graduate students majoring in Agricultural Economics must register in Section A of Agricultural Economics 491 each semester they are in residence in this Department. Normal and maximum credit loads appropriate for the various kinds of graduate appointment are specified in Memorandum #14 dated April 11, 1974 from Dean George Russell to Executive Officers of Graduate Departments. All graduate advisers in the Department of Agricultural Economics were provided a copy. The maximum credit load cannot be exceeded except under unusual circumstances and on petition to the Graduate College at the time of registration. Petitions received after the tenth day of instruction will not be considered.

IV. Program of Study for the Master's Degree

Courses and Units. No specific courses are required, but the program must include a minimum of eight units. At least three units must be at the

400 level. Two of these three must be in Agricultural Economics and can be for 499 (thesis) credit. In addition, the Master's Degree program must include a minimum of:

1. Two units in Economics (at least one of which is in economic theory).
2. Four units in Agricultural Economics, including thesis and course work.
3. Two units of electives, to achieve a minimum of six units of course work.

Ordinarily, two units of credit are earned with the M.S. thesis, although there is no maximum limitation so long as the minimum of six units of course work is fulfilled.

Gradepoint. To qualify for an advanced degree, the Graduate College requires a gradepoint average of at least 3.75 (where A=5.00) for all graduate work completed on this campus.

Major and Minor. The official major for all Master's Degrees in this Department is Agricultural Economics. Although this may be unofficially modified by specific areas of emphasis through the selection of courses and thesis topics, no official minor is required or recorded.

Thesis and Examinations. Except in unusual circumstances (e.g., previous research experience evidenced by a graduate thesis, published work evaluated as comparable to an acceptable Master's thesis, or outstanding graduate scholastic performance), each candidate for the Master's Degree will be required to write a thesis. The Head of the Department, upon written recommendation of the student's advisory committee, determines whether the thesis is to be waived and the amount of additional course work that is to be taken in lieu of a thesis, and will inform the student and his adviser, with a copy for the student's file. Waiver of thesis does not ensure successful completion of the Master's Degree and is not equivalent to a waiver of the degree.

If the student writes a thesis, the advisory committee will examine the student orally on the thesis and a general knowledge of his field, before the thesis can be approved and submitted to the Graduate College. If the Master's thesis is waived, the student's advisory committee will conduct a comprehensive examination covering the student's program to determine his qualification for the Master's Degree. In either case, the committee will submit a written report to the Head of the Department stating the results of the examination as "pass" or "fail", also making a recommendation about the student's potential for completing a Ph.D. Degree and evaluating the student's academic strengths and weaknesses. The thesis must be submitted to the Head of the Department one week before it is due in the Graduate College Office. The oral examination must be scheduled so as to permit the above sequence.

With regard to the format of the thesis, the Graduate College has the responsibility for ascertaining that certain minimum requirements are met. A leaflet detailing the Graduate College requirement is available in the Graduate College Office. The remainder of the format check is incumbent upon our Department and is exercised by the student's major adviser (thesis supervisor). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding the thesis are available in other publications. A "Graduate College Calendar" which may be obtained in 330 Administration Building, lists the timetable to be followed.

Time Limit. All requirements for a Master's Degree must be completed within five years after first registration in the Graduate College.

Continuation for the Ph.D. Degree. At least three months prior to completing the Master's program, any student desiring to continue on for the Ph.D. in this Department should file for admission to the Ph.D. program by

completing the regular form, "Application for Graduate Appointment", and submitting it to 304 Mumford Hall. The Department will evaluate the student's credentials and inform him/her in writing of the decision regarding admission to the Ph.D. program and financial support during this study program.

V. Program of Study for the Ph.D. Degree

Courses and Units. The program must include a minimum of 24 units including:

1. Three units of economics courses, with at least one unit each of micro and macro theory at the 400 level; one of these could also fulfill part of requirement (2) below. (See information concerning the economic theory examination in Section VI, Ph.D. Examinations, under "Qualifying (written preliminary)", pages 13 and 14.)
2. A quantitative and research methods requirement to be fulfilled in one of two ways:
 - a. Two-and-one-half units of quantitative and research methods (one of these, if in Economics, could also fulfill part of requirement (1) above).
 - b. Pass the course sequence of Ag Ec 341a, 341b, 441a and 441b which are all new courses initiated in the fall and spring semester of 1976-77 under temporary numbers and each carrying one-half unit of credit.
3. Eight units of thesis research in Agricultural Economics.
4. Ten-and-one-half units (or eleven units under 2b above) of electives from this or other departments including any courses from the Master's Degree (maximum of eight units) not used to meet the Ph.D. requirements specified above.

Approved graduate courses completed here or elsewhere, or graduate credit for a Master's Degree (up to eight units), may be used to fulfill part of the Ph.D. course requirements. However, a minimum of six units of course work (including Ag Ec 491, but excluding Ag Ec 499) must be taken after passing the examination for the Master's Degree. No student will be accepted as a candidate for a Ph.D. Degree without having completed an acceptable Master's Degree at this or another university.

Grade point. To qualify for an advanced degree, the Graduate College requires a grade point average of at least 3.75 (where A=5.00) for graduate work completed on this campus.

Major and Minor. The official major for the Doctor of Philosophy taken in this Department is Agricultural Economics. A minor area of specialization, related group of courses in one or more departments, may be taken to broaden the total program or supplement the major, but it is not required. Also, it is not officially recorded except on oral or final examination forms. However, the major adviser should be aware of a student's choice in this matter. If the minor is outside the major department, its content and the examination (if required) must be approved by the department(s) or division concerned. For example, the Economics Department offers a written preliminary examination at the minor level. The Economics Department administers the written preliminary examination and provides staff representation on the oral examining committees.

Thesis. A thesis is required in which the student demonstrates the capacity for independent research on a topic within his major field of study. Its topic must be reported to the Graduate College at the time of the preliminary (oral) examination. If there is a substantial change in the thesis topic, this must be reported to the Graduate College on a form available in the Graduate College Office.

The student's selection of a thesis topic and its acceptance by the student's advisory committee are among the most important steps in meeting the requirements for the Ph.D. Degree. At the time a student has tentatively selected a thesis topic and feels prepared to defend his choice of topic and method of research, he notifies his major adviser who, with the student's advisory committee, arranges a seminar to examine the thesis proposal in

depth before any substantial analysis and thesis writing is done. The seminar must be arranged to be taken no later than the time the student completes the equivalent of three units of registration for thesis credit. This includes registration prior or current to the term in which the oral preliminary examination is held. Maximum time may be calculated as a fraction of term(s).

This same committee also serves as the final examination committee, if available at the time. The seminar is conducted for the Agricultural Economics Department Faculty, but is open to anyone. It must be scheduled on the calendar of the Head of the Department. The time, place, and topic of the seminar will also be sent to the Editor of the Departmental Newsletter at least two weeks in advance of the date of the seminar so that persons wishing to attend may be informed. The student's committee determines whether the thesis topic is acceptable, and this finding is made a matter of record by means of a letter from the major adviser to the Head of the Department. If the committee finds the topic acceptable, the final evaluation of the thesis, with reference to the degree requirement, will be based on the adequacy with which the topic is treated and not on the appropriateness of the topic selected.

With regard to the format of the thesis, the Graduate College has the responsibility for ascertaining that certain minimum requirements are met. The Graduate College will send a copy of its regulations regarding the thesis to each candidate at the time the preliminary examination committee is appointed. The remainder of the format check is incumbent upon our Department and is exercised by the student's major adviser (thesis supervisor). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding thesis (e.g., timetable)

are shown in other publications available from the Graduate College Office.

Languages. No foreign languages are required by the Department for the Ph.D. Degree, although a knowledge of one or more foreign languages is sometimes important to the educational objectives of the student. The student's adviser may set such language requirements as he deems necessary. "To Learn A Foreign Language", a discussion concerning the value of and procedures for developing foreign language competency, is on file in 305 Mumford Hall.

Time Limit. A candidate for the Ph.D. Degree who does all his/her graduate work at this University must complete all requirements within seven calendar years after first graduate registration. A candidate with a Master's Degree received elsewhere or a graduate of this University whose study is interrupted between the M.S. and Ph.D. program must complete all requirements within six years of the first registration for the Ph.D. Degree. A candidate for the Ph.D. is required to take a second preliminary examination if more than five years elapse between the preliminary and final examinations.

VI. Ph.D. Examinations

Ph.D. students majoring in Agricultural Economics must satisfactorily complete the following examinations (in addition to those required in course work): qualifying (written preliminary), preliminary (oral), and final (oral).

Qualifying (written preliminary). A written qualifying examination must be passed in three areas:

1. Economic Theory.
2. Agricultural Economics--One examination in each of two of the subject

matter areas of the student's choice from among the eight areas of study listed on page 2.

The written examination in economic theory is administered by the Department of Economics which also sets forth its nature and purpose. It must be passed at either the major or minor level, as chosen by the student, before the other two written examinations may be taken. It may not be taken before successful completion of the Master's oral examination.

Beginning in the Fall Semester of 1979, the minor examination will be based on materials covered in Economics 402 and 403. To prepare for the major-level examination, most students will take Economics 402, 403, 404, and 405, and examination questions will be solicited from all faculty who taught these courses in the most recent two years.

The written preliminary examinations in the eight subject matter areas in Agricultural Economics will be offered two times a year, approximately three weeks following the end of each semester. The Department Head will establish and announce the time of each examination. The purpose of these examinations is to evaluate the student's comprehension of the knowledge encompassed in these subject matter areas (as indicated by the courses offered in each area) and his/her ability to apply this knowledge to economic problems.

All students writing an examination in a given subject matter area in a given examination period will be administered the same examination by the same committee. A student must write both Agricultural Economic examinations in the same examination period unless an examination is being repeated.

The faculty assigned to each subject matter area is responsible for developing, administering and evaluating the preliminary examinations

written in that area. Not later than July 1 of each year, the chairperson of each subject matter group will provide to the Department Head a written list of the names of three or more faculty in that group who will function for both examinations offered in that area during the coming academic year. A majority must be members of the Graduate Faculty. The list will also designate an examination chairperson for each of the two examining periods. The same examination committees will function throughout a given academic year with rotation of membership from year to year as deemed appropriate by the faculty of each group. The examination committees will be listed in Faculty Facts.

If a member of an examination committee is unable to perform the duties described above, the Department Head will designate an alternate member. All members of the committee will read all of the examination papers and the committee decision, based on a majority vote, will be reported within two weeks. The chairperson reports the results of each examination in writing to the Department Head as "pass" or "fail" with a copy to the student and his major adviser.

A student who fails a written qualifying examination in Agricultural Economics may retake it by writing the regular examination given in any subsequent examination period, if recommended by the initial examining committee. A student will not be allowed to take a written qualifying examination in Agricultural Economics a third time. A student who fails a written qualifying examination in economic theory may retake it in any subsequent examination period but may not take it a third time. All written qualifying examinations must be passed before the student takes the oral preliminary examination.

Preliminary (oral). The purpose of the oral preliminary examination is to evaluate the student's ability to orally indicate comprehension of the knowledge encompassed in the student's required and elected courses, to apply it to economic problems, to amend weaknesses revealed in the written preliminary examinations, to initially characterize a dissertation research endeavor, and to productively purpose the dissertation stage of the Ph.D. Degree. The examination must be taken within 30 days after passing the last written qualifying examination. Prior to the oral examination, the student must have completed all requirements except the thesis (see "Courses and Units" under Section V) including:

1. The minimum of sixteen units of graduate credit.
2. Removal of all excused and deferred grades (other than Ph.D. thesis units).
3. All requirements of the major and minor departments.

Within this 30-day period, the Department Head, in consultation with the major adviser, will recommend to the Dean of the Graduate College the oral preliminary examination committee and its chairperson. Subject to Graduate College requirements, this committee of three or more faculty members will include any member of the Department, plus a representative of the Economics Department, and may include a representative of any other department. Departments are encouraged to recommend appointment of members from other universities. Emeritus members of the UIUC Graduate Faculty are eligible to serve. At least a majority of this committee, including the chairperson, must be members of the Graduate Faculty. The Department Head will appoint the chairperson of the oral examining committee. The student's major adviser shall be a member of the committee but may not serve as chairperson.

The chairperson is responsible for scheduling the examination and notifying the membership of the time and place.

The decision made at the oral preliminary examination must be unanimous and the results must be reported to the Graduate College as "pass", "adjourn", or "fail". If agreement cannot be reached, it is the responsibility of the chairperson to consult with the Dean of the Graduate College. If a student is allowed to take the oral preliminary examination for the second time, the committee shall be appointed anew in the same way as indicated above.

The topic the student intends to propose for his doctoral dissertation will be announced at the oral preliminary examination. Other procedural requirements relating to the thesis are described in Section V, under "Thesis".

The student need not be registered at the time of the preliminary oral examination; however, a Ph.D. candidate must register each full term after successfully completing the oral examination until the 24-unit credit requirement has been completed. Candidates in absentia are not required to register provided the above requirement has been fulfilled, but in such a case, must apply for readmission and be registered during the term in which the final examination is taken.

Final (oral). The final examination following completion of the thesis will be conducted in accordance with procedures outlined by the Graduate College and in the previous sections of this publication entitled, "Academic Advising--Final Ph.D. Committee" and "Program of Study for the Ph.D. Degree--Thesis". The purpose of this examination is to evaluate the student's performance in the dissertation research and his/her ability to use the

knowledge gained in graduate study in a professional manner in the field of Agricultural Economics.

The chairperson is responsible for scheduling the final examination and notifying the membership of the time and place.

The decision made at the final examination must be unanimous, and the results must be reported to the Graduate College as "pass", adjourn", or "fail". Each committee member must also indicate that the dissertation has been read and approved. If the committee does not agree on a recommendation, the chairperson must confer with the Dean of the Graduate College. Following passage of the final examination, the thesis must be submitted to the Head of the Department at least one week before it is due in the Graduate College.

VII. Student Grievances

Any graduate student believing that he/she has received unfair treatment in connection with any of the above examinations or any other matter involving the departmental program may bring such a grievance before the Department Faculty and Student Grievance Committee. Procedures to be followed are outlined in Faculty Bylaws of the Department of Agricultural Economics, pages 4-6, available in 305 Mumford Hall.

VIII. Credit and Non-Credit Course Alternatives and the C. I. C. Scholar Program

Transfer Credit. A doctoral candidate with a Master's Degree accepted from another university automatically receives the equivalent of eight

units of credit. A student who has graduate courses completed elsewhere but who does not have a Master's Degree may use the official forms to petition for transfer of credit with a recommendation from each of the following members of the University of Illinois Department of Agricultural Economics: the Head of Department, the major adviser, and the staff member designated to examine the student in the course work in question. The petition must also be approved by the Graduate College in order to transfer credit.

Extramural and Correspondence Courses. Extramural graduate course credit up to two units completed within the State of Illinois may be applied toward a Master's Degree only, and then only when approved before registering for the course by the adviser and when it is part of an integrated program. Correspondence courses may not be used to fulfill any course unit requirements for a graduate degree, but may be useful in removing deficiencies.

Credit/No Credit Option. The credit/no credit option has been extended to graduate students by the Graduate College, with the limitation that two units of graded course work (not including thesis and noncredit seminar) must be completed for every one unit on the credit/no credit option. Further departmental policy provides that a graduate student with a major in Agricultural Economics is permitted to take any course within the above ratio on a credit/no credit option except: (1) for the Master's Degree candidate, the specified two required units of Economics, and (2) for the doctoral candidate, the specified three required units of Economics and the specified two-and-one-half units of quantitative and research methods

(two units if the specified course sequence in Agricultural Economics is selected). Election of the credit/no credit option requires approval of the major adviser and completion of the "Credit/No Credit Option" form no later than the first eleven weeks of instruction (four weeks for the eight-week summer session). Once elected, the credit/no credit option may be removed by completion of a second "Credit/No Credit Option" form no later than the first eleven weeks of instruction (four weeks for the eight-week summer session). There is no difference between credit/no credit courses and graded courses concerning course load and units of credit.

Auditing Courses. A student may audit any course for which he files a separate audit form with the Records Office, following approval of the instructor involved and the Graduate College. Such official audit courses earn no credit but are entered on the transcript. Audits are not to be entered on the Program Request Form.

C. I. C. Scholar Program. The Committee for Institutional Cooperation program offers the opportunity for degree candidates at Illinois to take selected courses at ten other midwestern institutions. To benefit from special offerings or facilities at these other institutions, the student must obtain approval from his major adviser, the Head of Department, and the Graduate College. He must also have an endorsement from the host institution. The student must register at the University of Illinois for the work being taken at the cooperating institution. Additional information is available from the Graduate College in the publication "C. I. C. Traveling Scholar Program for Graduate Students".

IX. Graduate Minor in Agricultural Economics

Master's Degree Level. No official recognition is given to a minor at this level of graduate study in Agricultural Economics; however, extensive opportunities exist for a Master's program in other fields to be strengthened by courses selected in Agricultural Economics and Rural Sociology.

Ph.D. Degree Level. For a Ph.D. student in another field to qualify for a Ph.D. minor in Agricultural Economics, he must complete two units in Agricultural Economics and/or Rural Sociology, one being at the 400 level, and have this part of his course program planned under the guidance of a staff member appointed by the Head of the Department of Agricultural Economics.

X. Graduate Appointments

Types. Applications for graduate appointment may be filed with the application for admission or at any time during the degree program. An applicant who loses in his/her initial competition for a graduate appointment may reapply at a later time by completing the regular form, "Application for Graduate Appointment", and submitting it along with possible new letters of reference to 304 Mumford Hall. There are several kinds of graduate appointments which carry varying amounts of financial support. Competition for these makes it particularly important to submit the application as early as possible. Some of the more common types of financial assistance available are described below.

Fellowships. University and special memorial fellowships provide stipends of from \$2500 to \$3000 for eleven months, with exemptions from tuition and all regular fees assessed at the time of registration. Fellowship holders may, with approval, accept a part-time teaching or research assistantship to a maximum of one-quarter time, but must at all times carry a full program of course work (four units or equivalent).

Tuition and Fee Waivers. These awards carry exemption from tuition and service fees, require registration for at least three units, and permit part-time employment. They are offered in University-wide competition, and are awarded to students with strong academic credentials.

Assistantships. The most common appointment is the graduate research assistantship for one-half time, with tuition and service fee exemption, permitting a maximum course load of 3 1/2 units per semester. The normal eleven-month stipend (fiscal 1978-79) is \$5465 for students with a Bachelor's Degree and \$5720 for students with a Master's Degree. Normally, applications for assistantships far exceed the number that can be awarded. Research assistants are selected on the basis of qualification for contribution to research projects in the Department. Limited opportunities are available for teaching assistantships. Appointments of more than one-half time are offered when experience warrants greater professional responsibility. Assistantships of less than one-half time may be offered under special circumstances.

Students on assistantships are expected to contribute to research or teaching in the Department, through the assigned project supervisor, to the extent of the time specified in their appointment. Supervision is usually given by the leader of the research project to which the student is assigned or by the professor in charge of the course, in the case of a teaching assistant. The assistantship supervisor and academic adviser need not be the same. The assistantship research may be applied toward the student's thesis, depending somewhat on his ability to identify and formulate his research interest early in his program. Staff members are responsible for providing equitable work loads for all graduate assistants.

Recommendations for the continuation of assistantship appointments are solicited each year from project supervisors and academic advisers. The

contribution made to the research project or the teaching assignment is a major factor in determining this continuation.

Assistantship funds are necessarily limited and compete with other uses for research funds. In order to provide assistance to as many students as possible, the following time limitations generally apply to assistantships:

1. Graduate assistantship appointments of any amount will be limited for Master's Degree candidates to no more than three semesters plus contiguous summer periods. Reappointment during this period is contingent on meeting the minimum standards for continuation in the Graduate College and on satisfactory performance of the responsibilities assigned. The three semesters need not be consecutive. Master's Degree candidates anticipating continuation toward doctoral study are still subject to these limitations until their thesis has been deposited at the Graduate College.
2. Graduate assistantship appointments of any amount for doctoral candidates who have completed their Master's Degree here or an acceptable Master's Degree elsewhere will be limited to no more than two calendar years prior to passing all preliminary examinations and a maximum of three calendar years for completion of all Ph.D. requirements. Reappointments within these time periods are contingent on meeting the minimum standards for continuation in the Graduate College and on satisfactory performance of the assistantship responsibilities. The two or three-year limitations do not require that the appointment be held during consecutive semesters.
3. Fellowship or Non-Support Followed by Assistantship--The remaining time limit of assistantship support for students accepting assistantships who had previously held fellowships or were on non-support status shall not exceed the time limit remaining if the student had held on assistantship over the entire period of degree work.
4. Extensions, at the same or a reduced stipend level, beyond these limits may be made, but should not be anticipated without written approval by the Department Head.

Part-Time Workshops. Depending on the need for research assistance in the Department and the abilities and needs of students, hourly work may be offered over a period of several months. The student does not receive a waiver of tuition and fees. The experience and monetary benefits may be similar to that received on an assistantship and this employment alternative offers considerable flexibility. Arrangements should be worked out with individual faculty members.

USDA Appointments. During most years, several students will be on USDA graduate trainee appointments. These range from full study programs (on a leave basis for selected career professionals) to part-time, work-study programs arranged to suit the mutual interests of students and the USDA. Information concerning these appointments is available from USDA economists associated with the Department.

Student Loans. Several different loan funds are available, often at less than current market interest rates, from the Student Loan Office. Some carry partial cancellation for subsequent teaching.

XI. Petitioning

Any deviation from policy or procedures stated herein or from other regulations must be approved in writing by the Head of the Department; or if a Graduate College policy, by its Dean on an official petition form available at the Graduate College or in the Departmental Office.

XII. Publication of Student Research

Students are encouraged to carry their research (particularly theses) or teaching work to the publication stage in the Department or College, or in professional media. Such publication offers the possibility of communication to the public as well as the profession, provides useful experience, and demonstrates professional performance. A new outlet is the North Central Journal of Agricultural Economics which is currently edited in this department. Considerable responsibility rests with the thesis adviser in implementing this process, which could add greatly to the student's professional experience. Publication alternatives within the Department include the following:

1. AE (Agricultural Economics)--a numbered series.
2. AE(T)--An AE series pertaining to teaching resources.

3. Economics for Agriculture--a numbered series in specified topic areas.
4. RSM--Rural Sociology subject matter in a numbered series.
5. Experiment Station Bulletins.
6. Cooperative Extension Circulars.
7. RSE--Rural Sociology subject matter in numbered series, particularly for Extension use.
8. Farm Management Facts and Opinions--a numbered series issued approximately once a month.
9. AERR--a monograph research series that is numbered.
10. Conference proceedings.
11. Illinois Agricultural Economics Staff Paper.

XIII. Secretarial and Other Auxiliary Services

Some auxiliary service is normally available for graduate students on assistantships or USDA appointments, or for those with assignments in the Department specifically connected with teaching and research responsibilities. All arrangements should be made through the faculty member supervising the student's work. The final copy of the thesis is the responsibility of the student.

Office space and equipment are provided, within the limitations of departmental resources. Due to severe office space limitations, the Department is not able to provide desk space for all graduate students. The Head of the Department has currently delegated the assignment of these limited desk spaces for all graduate students (except USDA appointees who are handled on a staff-allocation basis) to the officers of the Agricultural Economics Graduate Student Organization who follow these priorities: (1) doctoral students on assistantships, (2) master's students on assistantships, (3) doctoral students on fellowships, (4) master's students on fellowships, (5) doctoral students not on appointment, (6) master's students not on appointment.

Computer service is available to graduate students on three bases:

- (1) work in connection with a research project to which a student is assigned

is normally covered by the project budget and should be cleared first with the faculty member supervising the project and second with the Department services manager, (2) work in connection with a course may be covered by prior arrangement on the part of the instructor and can be cleared with the Department services manager, (3) work in connection with thesis research, not on a Department project, must be arranged by clearing first with the major professor and second with the Department services manager.

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