

# **GRADUATE POLICY AND PROGRAM HANDBOOK**

**DEPARTMENT OF AGRICULTURAL, FOOD, AND  
RESOURCE ECONOMICS**

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## I. PURPOSE

This document describes the graduate programs offered by the Department of Agricultural, Food, and Resource Economics and the criteria and procedures used for admitting students to them. The requirements of the master's and Ph.D. programs are set forth, along with policies and guidelines pertaining to student advising, evaluation of academic performance, research integrity, student conduct and conflict resolution, and graduate assistantships. Program timetables and a checklist of administrative forms and deadlines are also included. Additional information about the graduate program can be found on the department's website, [www.afre.msu.edu](http://www.afre.msu.edu) and an intranet site available to the department's graduate students

Appeals concerning interpretation of this document may be referred to the department chairperson for determination.<sup>1</sup> Under extremely unusual circumstances a student or a guidance committee may petition the faculty representatives on the Graduate Policy Committee of the department for a waiver or modification of these policies for the specific student, subject to approval by the department chairperson.

## II. OVERVIEW

### A. Introduction to Graduate Education

The graduate program is an important part of the Department of Agricultural, Food, and Resource Economics. Substantial physical and financial resources, as well as faculty effort, are devoted to the program and to the creation of an intellectual environment conducive to effective learning.

Students entering graduate school assume responsibility for their own academic and professional development with the support of the faculty. Formal learning situations such as classes and thesis research are important in the student's development and preparation for post-degree responsibilities. Additional development is expected through individual study and thought, interaction with other students and faculty and by taking advantage of other learning opportunities such as seminars and professional meetings.

To facilitate the personal development of graduate students, the department's program is flexible and permits some freedom of action by both students and faculty. Though some common requirements must be satisfied, a range of programs can be developed to fit individual interests and needs. Programs can emphasize agricultural, food, and resource economics theory, research methods, and measurement of economic variables. Programs can also emphasize the study of applied problems and the analysis of decision making by both private and public factors.

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<sup>1</sup> The department chairperson may assign some of the duties described in this document to the associate chairperson.

It is important that the overall direction of the student's program be developed at an early date. To this end, students must select a major professor and guidance committee and submit a course program before the end of the second semester of enrollment.

## **B. Overview of Graduate Programs**

1. Master's program. Two M.S. degrees in agricultural, food, and resource economics are offered: Plan A minimum 30 credits with a 6-credit thesis and no minor field, and Plan B minimum 33 credits with a 3-credit research paper and a 6-credit minor field. A final oral examination is required for both Plan A and Plan B programs.
2. Ph.D. program. The Ph.D. degree requires three fields: economic theory (courses in the Economics Department), a field in applied microeconomics (one required AFRE course), and a major field in agricultural, food, and resource economics (development economics, environmental and resource economics, or food and agricultural economics). Students take written qualifying examinations in microeconomic theory and econometrics. They present a required research paper at a graduate research symposium, defend a research proposal, complete a dissertation and defend it at a final oral examination.
3. [Interdepartmental Specialization in Environmental and Resource Economics.](#) This specialization is available as an elective to students enrolled in a master's or doctoral program in one of several departments of the College of Agricultural and Natural Resources, including the Department of Agricultural, Food, and Resource Economics. The specialization is administered by an interdepartmental coordinating committee of environmental and resource economics faculty from these departments. The requirements for this specialization involve completion of courses and, at the doctoral level, passing of a written qualifying examination. In most cases the course requirements for a master's or doctoral degree in agricultural, food, and resource economics can be met in a way that also satisfies the requirements for the resource economics specialization. Successful completion of the requirements for the specialization will be indicated by a notation on the student's transcript.

## **C. General Policies**

University and College policies and guidelines are an important part of the context within which our departmental policies are developed. Important references to these broader policy documents include the following:

1. *Academic Programs*  
<http://www.reg.msu.edu/AcademicPrograms/>  
This document includes sections on:
  - Graduate Education
  - Graduate Study in the College of Agriculture and Natural Resources

2. *Graduate Student Rights and Responsibilities (GSRR)*, available as part of the *Spartan Life Student Handbook and Resource Guide*.  
<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>
3. *Guidelines for Graduate Student Advising and Mentoring Relationships*.  
<http://grad.msu.edu/publications/docs/studentadvising.pdf>
4. *Research and Scholarly Integrity*.  
Graduate School resources: <http://grad.msu.edu/researchintegrity/>  
Research Integrity Officer: <https://rio.msu.edu/>
5. Student records include the academic file (grades, degree program forms, academic correspondence), the assistantship/fellowship file (appointment forms), and the Apersonnel file@ (for students appointed as TAs under the terms of the GEU/MSU contract). Access to student records is governed by:
  - The provisions of FERPA (Family Educational Rights and Privacy Act)
  - MSU's *Guidelines Governing Privacy and Release of Student Records*  
<http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp>

### III. ADMISSIONS CRITERIA, REQUIREMENTS AND PROCEDURES

#### A. Admissions Criteria

Admission to the graduate program is based on three main criteria:

1. Ability to complete the degree requirements successfully and in a reasonable time period. This is evaluated based on the entire application, including:
  - a. Record of previous academic training and performance (course program, grades, length of time to degree, and date of degree).
  - b. Statement of purpose.
  - c. TOEFL and GRE scores.
  - d. Letters of recommendation.
  - e. Previous research or work experience that is relevant to the applicant's proposed area of interest.
2. Match between the applicant's background, interests and educational objectives, and the department's research, teaching and outreach programs.

3. The applicant's contribution to the diversity and balance of the department's graduate student body.

## **B. Specific Admissions Requirements**

1. M.S. applicants must have already received the equivalent of a bachelor's degree. They are expected to have taken introductory economics, intermediate microeconomics, introductory statistics, and at least one semester of calculus. Successful M.S. applicants will generally have at least a 3.0 grade point average (where 4.0 is best) in their undergraduate program. Academically talented undergraduate students at MSU may apply for dual enrollment toward a graduate degree during their final two years of bachelor's degree study (details under [Academic Programs](#).)
2. In most cases, Ph.D. applicants will have received or be close to finishing the equivalent of a master's degree. They are expected to have taken another semester of calculus or linear algebra beyond the M.S. admission requirements, and master's-level courses in mathematics for economists, microeconomics, statistics, and econometrics. Successful Ph.D. applicants will generally have at least a 3.5 grade point average (where 4.0 is best) in their master's program. In some cases, highly qualified candidates who have completed a bachelor's degree with sufficiently advanced coursework may be admitted directly into the doctoral program.
3. The university's minimum overall TOEFL score for regular admission is 80, with no sub scores below 19 (22 for the writing section). The minimum score for provisional admission is 68.
4. While GRE scores must be submitted for review along with other application materials, the department has no minimum GRE scores required for admission.

## **C. Admissions Procedures** see [details](#) on-line.

1. Students are strongly advised to enter the program in Fall Semester, but applications are also accepted for Spring Semester (January) and Summer Semester (mid-May).
2. Students may apply directly to the master's program.
3. Students may enter the doctoral program in one of three ways:
  - a. Students who have obtained or expect to obtain a master's degree from another department or from another institution may apply for direct admission to the doctoral program. (see III.B.2)

- b. Students who have obtained or expect to obtain a bachelor's degree with coursework that is sufficiently advanced may apply for direct admission to the doctoral program.
  - c. Students currently enrolled in the department's master's program may request a transfer to the doctoral program by submitting a transfer request form, signed by the major professor. This request requires approval of the department and the college. Transfer should be requested no earlier than the end of the first year of the student's program. A decision on the request may be postponed until later in the student's second year in order to obtain additional information bearing on the student's likelihood of success in the doctoral program.
4. Provisional admission:
- a. Students who lack preparation in a particular area but who are otherwise admissible may be admitted provisionally. Necessary remedial work and deadlines for completing it will be stated in the admissions letter. Regular status will be granted when the provisions have been completed.
  - b. Admission or transfer from the M.S. to the doctoral program will be provisional until all requirements for the master's degree are completed.

#### IV. ADVISING

Graduate students receive academic advising from a guidance committee of faculty members, including a major professor and (if the student so chooses) a research supervisor other than the major professor.

##### A. Eligibility of Faculty for Advising

1. Graduate student advising is normally the responsibility of regular faculty members. As defined in the *Faculty Handbook* (p. 7), regular faculty of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit to the University shall be a member of the regular faculty.
2. Others who may serve in an advising role include the following:
  - a. An emeritus or nontenure stream faculty member may serve:
    - on a particular graduate student's guidance committee or M.S. oral examination committee as one of the required regular faculty members, or
    - as the chairperson (major professor) of the student's guidance or examination committee, or
    - as the thesis or dissertation advisor.



For emeritus and nontenure stream faculty, approval is required by the department chairperson. For nontenure stream faculty, approval by the college and the Dean of the Graduate School is also required. One nontenure stream faculty member who has been so approved may serve as one of the required members on a guidance committee or as a voting member of the examination committee. On committees that exceed the minimum size, additional approved non-tenure system committee members are allowed so long as their number does not exceed the number of regular faculty members (per MSU Academic Programs rules at <http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s394> ).

- b. An MSU faculty member who has been advising a student may continue in that role after leaving MSU for other employment, with the approval of the department.
  - c. Persons from other institutions may serve only as nonvoting members of the guidance or examination committee unless they have been approved by the Dean of the Graduate School using the same procedure applied to nontenure stream MSU faculty members.
3. The number of persons who are not MSU regular faculty may not exceed the number of regular faculty on the guidance or examination committee.

#### **B. Major Professor**

- 1. New students are assigned a temporary major professor by the department chairperson. A student may request a specific temporary major professor.
- 2. The student is responsible for selecting a permanent major professor by the end of the second semester of residence (or within the first semester for an MSU undergraduate with dual enrollment in the graduate program). The student's selection of a major professor is subject to approval by the department chairperson. If necessary, the student may request the department chairperson to assist in identifying a suitable major professor.
- 3. As outlined more fully in the *Guidelines on Advising and Mentoring of Graduate Students*, the major professor's role is to advise the student on developing a program plan, selecting a research topic and implementing and publishing the research, and developing professional skills. The major professor should provide intellectual support and guidance to the student, give regular feedback to the student on his/her academic progress, and facilitate the student's career development.
- 4. A major professor who is unable or unwilling to continue in that role may resign. The student then selects a new major professor as soon as possible, subject to

approval by the department chairperson. When feasible, the major professor who is unable to continue will assist the student in identifying a suitable replacement.

5. A major professor who is temporarily unable to serve in that role should, in consultation with the student, designate another person to act as major professor during the period, and notify the student and the department chairperson accordingly.
6. A student whose educational objectives change may request a different major professor, subject to approval by the department chairperson.

### C. Guidance Committee

1. The guidance committee must be selected by the student, in consultation with the major professor, and submitted for the approval of the Graduate Program Director by the end of the student's second semester.
  - a. For a master's student, the guidance committee consists of three or more Michigan State University regular faculty members. A majority of the guidance committee members must have appointments in the Department of Agricultural, Food, and Resource Economics. The guidance committee is responsible for grading the student's final oral examination.
  - b. For a Ph.D. student, the guidance committee consists of four or more Michigan State University regular faculty members. A majority of the guidance committee members must have appointments in the Department of Agricultural, Food, and Resource Economics.
  - c. The student may change the guidance committee at a later time, subject to approval by the Graduate Program Director.
  - d. While the majority of the student's guidance committee must have appointments in the Department of Agricultural, Food, and Resource Economics, students are encouraged to seek members from outside the Department when such members can offer special expertise relevant to their programs.
2. As outlined more fully in the *Guidelines on Advising and Mentoring of Graduate Students*, the guidance committee including the major professor counsels the student in the development of career objectives and a relevant program of study consistent with the individual's career objectives, periodically assesses the student's progress and performance, and determines if the student has met the standards for the degree. Many students desire and could benefit from teaching, extension activities or research responsibilities in addition to their thesis or dissertation research. The guidance committee is responsible for encouraging or requiring such experience commensurate with the student's interests and professional goals.

#### **D. Research or Dissertation Supervisor**

1. The candidate and major professor may designate another faculty member to act as research supervisor (M.S. program) or dissertation supervisor (Ph.D. program), subject to approval by the department chairperson. The research or dissertation supervisor becomes a member of the guidance committee. Other faculty members may be added to the guidance committee, or the guidance committee may be reconstituted, for purposes of guiding and evaluating the student's research.
2. The research/dissertation supervisor, if one is designated, will have primary responsibility for advising the student during the development of the M.S. Plan B paper or thesis or Ph.D. dissertation. Otherwise, the major professor will fulfill this responsibility. Advice should be given on problem definition, data collection methods, analytic content, and structure and style of the final product. Where special help is needed, the research/dissertation supervisor or major professor should suggest how it can be obtained. He or she should also clarify with the student any specific needs for reports and appropriate journal articles, as well as authorship of, and responsibility for, joint publications.

#### **E. Professional Development**

The major professor and guidance committee members should encourage and assist the student to take advantage of learning opportunities outside the classroom, and to develop professional skills that are important for a career in agricultural economics. Attendance at seminars and research proposal or thesis/dissertation presentations and participation at professional meetings provide important opportunities for learning about current research or policy issues and methods of analysis, for sharpening critical thinking, and for developing a network of acquaintances who can serve as future colleagues. Students are therefore expected to participate regularly in such learning experiences. In addition, the student's advisors should assist in creating opportunities for the student to develop writing, speaking, presentation and computer skills, and other skills and experiences that would contribute to effective teaching, if that is relevant to the student's intended career. Students are expected to be active in pursuing such skill-building opportunities. For many students, professional development opportunities may include travel abroad. Students traveling abroad are encouraged to use the following MSU resources:

- a. The MSU Travel Clinic can advise on health risks or recommended immunizations. <http://www.travelclinic.msu.edu/>
- b. The International Studies and Programs website provides information related to safety around the world. <http://isp.msu.edu/travel/>
- c. Assistance with travel funding may be available via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card.

Students are also encouraged to take advantage of career and professional development resources available from the MSU Graduate School. A description of these resources is available at: <http://grad.msu.edu/careerservices/>

#### **F. Student Responsibilities**

The responsibility of faculty to adhere to university and department policies and to provide effective advising and mentoring of graduate students is accompanied by a set of responsibilities incumbent on students. As outlined more fully in the *Guidelines on Advising and Mentoring of Graduate Students* and in the [GSRR](#), the responsibilities of students that contribute to good student-advisor relationships include learning and adhering to university and department policies, following principles of honesty, integrity, and collegial behavior during course work, research and publication-related activities, and keeping the major professor and guidance committee regularly informed of progress toward degree completion.

### **V. MASTER'S PROGRAM DEGREE REQUIREMENTS**

#### **A. Introduction**

1. The M.S. degree program in agricultural, food, and resource economics reflects recognition that the background and post-degree plans of students vary widely. Despite this, all students are expected to obtain sufficient economic theory, mathematics and statistics to interpret economic data effectively and to obtain practical research results for themselves and others. They are also expected to develop a general familiarity with the content, approaches and historical development of agricultural economics and its supporting disciplines. The requirements of the M.S. degree are summarized in Table 1.
2. Students who plan to acquire a Ph.D. degree should develop the M.S. program as an integral part of their total graduate program. This is particularly important in areas of study where substantial prerequisites are required.

#### **B. Course Program**

1. Two broad programs are offered under the designations of Plan A and Plan B. With advice and consent of the guidance committee, the student develops and files with the department a Plan A or Plan B program of study, consistent with the guidelines below. The program of study must be filed by the end of the second semester of residence, and must be approved by the department chairperson and college dean.
2. The department recognizes that program changes may be necessary at a later date as the student and guidance committee re-examine the program. Requested changes

in the program should be submitted in writing by the major professor to the department chairperson for department and college approval.

3. AFRE 801, AFRE 802 and AFRE 805 are required.<sup>2</sup> In addition, a minimum of 12 other course credits in agricultural economics, with at least 9 at the 800-900 level, is required under both Plan A and Plan B (Table 1).
4. A second field of 6 course credits is designated for Plan B. This field is normally outside the Department of Agricultural, Food, and Resource Economics and is in addition to minimum credit requirements in economics.

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<sup>2</sup>Whenever a course number is specified it is understood that the phrase A or equivalent applies, including a higher-level course on the same material.

**Table 1: MINIMUM REQUIREMENTS FOR M.S. PROGRAM**

Course Requirements a/	Semester Credits	
	Plan A	Plan B
<b>Agricultural, Food, and Resource Economics Field</b>		
AFRE 800/900-level courses other than AFRE 801 & AFRE 805	9	9
Elective b/	3	3
<b>Second Field</b> (in or outside AFRE)	0	6
<b>Economics</b> (AFRE 805 or EC 812A)	3	3
<b>Quantitative Methods</b>		
Statistics (AFRE 802)	3	3
Mathematics for economists (AFRE 801)	3	3
Elective quantitative methods course, as approved by the guidance committee and department	3	3
<b>Research:</b> Thesis for Plan A (AFRE 899); research, case study, or problem-solving project paper for Plan B (AFRE 899)	6	3
<b>Total Credits</b>	30	33
<b>Other Requirements:</b>		
<ul style="list-style-type: none"> <li>– Minimum GPA of 3.0 in the student's approved course program, and 3.0 grades in each required quantitative methods course</li> <li>– Minimum of 18 credits (excluding research) in courses at the 800 or 900-level</li> <li>– Final oral examination</li> <li>– Completion of RCR requirements (Plan A only)</li> </ul>		
a/ Whenever a course number is specified it is understood that the phrase Aor equivalent@ applies, <u>including a higher-level course on the same material</u> .		
b/ Including suitable 400-level ABM, EEP, or FIM courses or courses in other departments as approved by the guidance committee and the department.		

5. A minimum of 30 credits including research (33 credits if Plan B) with a grade point average of at least 3.0 is required. University regulations generally do not permit counting 300-level courses. The guidance committee may require collateral courses that are not included in the minimum credits or in the grade point average. A maximum of 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred from courses taken at another institution, or in another master's degree program at Michigan State University.
6. A minimum of 18 credits (excluding research credits) must be in courses at the 800 or 900 level.
7. A minimum of 9 credits in quantitative methods courses, consisting of 3 credits of mathematics for economists (AFRE 801), 3 credits of mathematical statistics for applied economics (AFRE 802), and one elective 3-credit quantitative methods course.
8. The student demonstrates competence in quantitative methods by achieving at least a 3.0 grade in each of the courses taken to satisfy the three quantitative methods requirements.

### **C. Research**

1. The research requirement depends on the choice of Plan A or Plan B option.
  - a. Plan A requires a thesis, based on 6 credits of research earned in AFRE 899. This option is appropriate for students who wish to emphasize research experience during the M.S. program.
  - b. Plan B requires a research paper, based on 3 credits of research earned in AFRE 899. This option is appropriate for students who wish to emphasize course work during the M.S. program.
  - c. The guidance committee has latitude in determining what constitutes a Plan A thesis or Plan B research paper. In general, a thesis will make an original contribution to the field and is likely to involve analysis of primary data, perhaps collected by the student. A Plan B paper may take many forms, including a case study of a firm or industry, or a literature review and research proposal, and is more likely to involve analysis of secondary data.
2. Plan A students must complete RCR requirements (Appendix D), and all students must ensure that they comply with the university requirements and guidelines pertaining to use of human subjects and vertebrate animals in research, and to safe use of hazardous materials.

- a. Students whose master's Plan A or Plan B research will involve human subjects will need to apply on-line (<http://www.humanresearch.msu.edu/>) to obtain prior approval from the University Institutional Review Board (IRB). Examples of research involving human subjects include interviews, surveys, behavioral or educational testing, observation of individual or group behavior, or the use of existing data on human subjects, including publicly available data. In most cases, research based on primary or secondary survey data whose collection had the consent of those surveyed and did not place them under any risk, and whose use does not reveal their identities, will receive quick and favorable review. The IRB office should be contacted for more specific information about review procedures and the types of research requiring review. Examples of applications for IRB review are available from the department office.
- b. Students whose research involves vertebrate animals should adhere to the guidelines of the Animal Use & Care Program (<http://www.animalresearch.msu.edu/>).
- c. Guidelines for protection of the environment and regulatory compliance are available from the Office of Environmental Health and Safety (<http://www.orcbs.msu.edu/>).

#### **D. Final Oral Examination**

1. The MS student's guidance committee is also the student's final oral examining committee. The candidate is expected to provide members of the examining committee with a copy of the thesis or Plan B paper at least two weeks before the oral examination. This thesis defense should be announced to all faculty and graduate students at least a week in advance. The student must be registered for a minimum of one credit in the semester in which the final oral examination is taken.
2. The oral examination should be scheduled so that all members of the examination committee may attend. If necessary, other modes of faculty participation such as through conference telephone call or written questions and comments may be adopted with the approval of the department chairperson. If travel to participate in the defense represents a significant hardship for the student, the student may petition the examination committee and department chair for a remote defense.

Approved remote defenses are subject to the following conditions:

- i. The student must present a seminar that is viewable (either recorded or in person) by the examination committee and other people on the MSU campus.
- ii. The student must be interactively examined.
- iii. Logistical arrangements for the defense are the responsibility of the student and committee.



3. The oral examination is a comprehensive evaluation of the candidate's qualifications for the M.S. degree. At the discretion of the major professor, the examining committee may give a written examination in addition to the oral. Since masters= programs vary markedly, the oral examination will vary, but in each case the examination will attempt to determine if the candidate has achieved a minimum level of competence in the general area of agricultural, food and resource economics and a comprehensive knowledge of the major area of emphasis. The examination will normally begin with a public presentation by the student of his/her thesis or Plan B paper, but the examination is not limited to a defense of the thesis or the Plan B paper. Consistent with College policy, interested faculty members not on the examination committee may participate without vote during the examination that follows any public presentation of the student's research. Graduate students may not attend this examination, however.
4. A majority vote to pass is sufficient for successful completion of the examination requirement for a Plan A or Plan B master's degree. In the event of a tie vote, the department chairperson will arrange for another assessment to break the tie. If the student is required to make revisions in the thesis or Plan B paper, the faculty member designated by the examining committee to review the revised work is expected to do so in a timely manner, normally within four weeks following the date the revised work is delivered to the faculty member. If the student does not receive a response within four weeks, the student should contact the faculty member or major professor, and if necessary may request assistance from the department chairperson in obtaining a timely decision on the acceptability of the proposed revisions.
5. The examining committee also evaluates the candidate's potential for performance in a Ph.D. program. The major professor is responsible for transmitting this recommendation to the department chairperson.

**E. Preparation and Submission of Final Research Paper or Thesis**

1. The document should be prepared using the master's thesis formatting guidelines prescribed by the Graduate School (<http://grad.msu.edu/etd/>).
2. The research supervisor must approve the final version of the document. An electronic copy of the document must be submitted to the Graduate School via ProQuest (<http://grad.msu.edu/etd/>). An electronic copy of the document approved by the Graduate School must also be submitted to the Department Office before the degree will be certified. The student should also provide copies to the major professor, the research supervisor (if different from the major professor), and any other members of the guidance committee indicated by the major professor.
3. The student is responsible for submitting all required forms to the graduate school and the department.

**F. Recognition of Outstanding M.S. Thesis/Plan B Research Paper**

Each year the Department selects the outstanding M.S. thesis or Plan B research paper and recognizes the student's research efforts by placing his/her name on a plaque displayed in the department. In addition, the student honored will receive a monetary award of at least \$250, the amount to be adjusted periodically by the department on the recommendation of the Graduate Policy Committee.

## **VI. PH.D. PROGRAM DEGREE REQUIREMENTS**

### **A. Introduction**

1. University regulations require students to be in residence on campus for two consecutive semesters after first enrollment for doctoral degree credit. Students must complete at least six credits of graduate work in each of the two resident semesters. Students must also register for and successfully complete 24 credits of doctoral dissertation research (AFRE 999). The requirements of the Ph.D. degree are summarized in Table 2.
2. Students who enter the master's program in agricultural, food, and resource economics and who subsequently transfer to the doctoral program will be expected to complete the master's degree in agricultural, food and resource economics. Subject to approval of the student's guidance committee and with explicit acknowledgment, selected material from the M.S. Plan B paper may be incorporated into the dissertation. All requirements for the M.S. Plan B degree must be met.
3. Prior research experience is helpful in preparing a doctoral student to complete the dissertation successfully. Students entering the doctoral program without having completed a master's thesis, research paper, or equivalent, will be encouraged to identify, in consultation with their guidance committees, ways of obtaining appropriate research experience prior to beginning their doctoral dissertation research.

**Table 2. Minimum Requirements for Ph.D. Program**

<b>Course Requirements a/</b>	<b>Semester Credits</b>
Microeconomic theory (EC 812A and 812B)	7
Econometrics (EC 820A and 820B)	6
Applied microeconomics (AFRE 900A or 900B)	3
Major field in agricultural, food, and resource economics b/	9
Advanced course requirement (at least 6 credits must be AFRE 800 or 900 level courses)	12
Dissertation research (AFRE 999)	24
<b>Total Credits</b>	<b>61</b>

**Other Requirements:**

- Successful completion of qualifying examinations in microeconomic theory and econometrics
- Successful completion of a research paper/comprehensive exam requirement.
- Completion of seminar requirement
- Presentation and successful defense of the research proposal
- Presentation and successful defense of the dissertation at the final oral examination
- Completion of RCR requirements

a/ Where a specific course is listed, the phrase Aor equivalent@ applies, including a higher-level course on the same material.

b/ Including at least one 900-level course.

**B. Course Program**

1. The student is responsible for filing a course program via GRADPLAN (<https://gradplan.msu.edu>) no later than the end of the third semester of doctoral study. The course program must be approved by the guidance committee, department chairperson, and college dean. The program may be modified later to respond to changing academic opportunities or career interests. Requested changes in the program should be submitted in writing by the major professor to the department chairperson for department and college approval.
2. A grade point average of 3.0 in the student's approved course program is required before the student can be certified for graduation. Collateral courses are not included in this calculation.

3. Graduate credits may be transferred from other accredited institutions of similar quality if they are appropriate to a student's program. Only graduate-level courses in which a 3.0 (B) grade was received will be considered for transfer, except in the case of dual degree programs involving the College of Law, where grades of 2.0 are accepted. There is no maximum number of course credits that may be transferred.
4. Course work is organized around four required fields and an advanced course requirement. The four fields are microeconomic theory, econometrics, applied microeconomics, and a major field in agricultural, food, and resource economics. The advanced requirement consists of 12 credits, with at least 6 credits being AFRE 800 or 900 level courses. The same course may not be used to meet more than one of these requirements.
4. The microeconomic theory field is intended to provide Ph.D.-level training via 2 courses consisting of 7 credits. The recommended courses are EC 812A (Microeconomics I) and 812B (Microeconomics II). Students demonstrate competence in microeconomic theory by passing a written qualifying examination (see VI.C below).
5. The econometrics field consists of two recommended courses (EC820A and 820B). Students demonstrate competence in econometrics by passing a written qualifying examination (see VI.C below).
6. The field in applied microeconomics consists of AFRE 900A or AFRE 900B (3 credits total).
7. The major field in agricultural, food, and resource economics provides a specialization within agricultural, food, and resource economics, normally related to the student's probable dissertation area. A minimum of 9 credits is required. The available fields are:<sup>3</sup>
  - a. Development Economics
  - b. Environmental and Resource Economics
  - c. Food and Agricultural Economics
8. The advanced coursework requirement is to assure a broad foundation of knowledge. A minimum of 6 of the 12 credits must be AFRE 800 or 900 level courses.

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<sup>3</sup> For details on relevant courses and course requirements in each field, see the Department web pages on Ph.D. fields at [http://www.afre.msu.edu/graduate/phd\\_program](http://www.afre.msu.edu/graduate/phd_program).

9. Additional courses may be required by the guidance committee, particularly to remedy deficiencies or to assure the student's competence in view of career objectives relative to previous academic study and work or other learning experiences.

### C. Qualifying Examinations

1. Written qualifying examinations are required in microeconomic theory and econometrics. Students satisfy the examination requirements by taking the microeconomics and econometrics parts of the Economics and Economic Methods (EEM) examination, which is prepared and graded by the Economics Department with final grade determination by an AFRE EEM examination committee appointed by the department chairperson.<sup>4</sup> These parts of the EEM exam are based on EC 812A, EC 812B, EC 820A, and EC 820B.
2. The written qualifying examinations are scheduled twice annually, near the beginning of Summer and Fall Semesters. Students must be registered in the semester in which written qualifying examinations are taken. The microeconomic theory and econometrics parts of the EEM exam are normally taken together following completion of the relevant course work (see VI.C.1), but this is not required. See section VII.C.4.b for academic progress guidelines and requirements related to taking and passing the written qualifying examinations.
3. The written qualifying examinations will be evaluated as follows:
  - a. The microeconomics and econometrics parts of the EEM exam are graded A, B, or F. Doctoral students in Agricultural, Food, and Resource Economics must receive a grade of at least B (including B minus) on both parts.
  - b. Following all written qualifying exams, students will receive written notification of their results from the department chairperson.
  - c. A passing grade, as defined above, must be earned on each written qualifying examination. A maximum of two tries is allowed on each examination. Two failures of a given examination constitutes unsatisfactory academic progress and normally leads to termination of the student's program (see section VII.C.6). A

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<sup>4</sup> M.S. students are free to take this exam. A failing grade will count as an attempt should the student later request transfer into the PhD program, irrespective of the date of transfer. A passing grade will not guarantee admission or transfer to the Ph.D. program, but will count as meeting the requirements for the exam provided the student applies and is admitted into the PhD program within eighteen months of the exam date. Students who are admitted or transfer to the PhD more than eighteen months after a successful attempt will need to retake and pass the exam.

student may petition the Graduate Policy Committee to be allowed to take an exam a third time if there is evidence that special circumstances (serious medical conditions or other extraordinary circumstances outside the student's control) have directly and adversely affected his/her qualifying examination performance.

**D. Full Time Status**

1. Full time status for doctoral students is defined as a minimum of 6 credits, reducing to 1 credit for those students who:
  - a. Have successfully completed all examinations and are actively engaged in dissertation research: or
  - b. Are doing department-approved off-campus fieldwork related to preparation of their dissertation.

**E. Research Paper and Comprehensive Exam Requirement**

1. As part of their comprehensive exam requirement, students must produce a paper that demonstrates original research based on a sound synthesis and critical assessment of the state of economic research in a particular area. The original research component, which must go beyond a literature review, should be sufficiently well-developed that, with reasonable revisions, it would result in a publishable paper. The paper is encouraged to be used subsequently as a dissertation chapter. Accordingly, the rules of co-authorship for dissertation chapters apply.
2. The research paper is evaluated by a Research Paper Committee comprised of at least three AFRE faculty members, one of whom is appointed by the Graduate Program Director. Additional members may be added, including qualified faculty with appointments outside AFRE. However, the number of non-AFRE members cannot exceed the number of AFRE members.
3. Students are required to present the paper at an AFRE graduate research conference organized in spring semester by the Graduate Program Director. Students must submit their written paper to all committee members, with a copy to the Academic Program Coordinator for the Graduate Program, at least two weeks prior to the date of the graduate research conference.
4. Research Paper Committee members must provide feedback to the student, including any required revisions to the paper, within one week after presentation at the graduate research conference. Students must complete any required revisions by the end of the semester the paper was presented.

5. A student's performance on both the written paper (including revisions, if required) and paper presentation constitutes their comprehensive exam for the Ph.D. program. The comprehensive exam is graded by the student's Research Paper Committee. Based on a majority vote with at most one dissenting member, the student receives a Pass/Fail grade on the comprehensive exam. A fail means the student is no longer in good academic standing.
6. When the student has completed their comprehensive exam, the student's major professor reports the results (pass or fail) by submitting a Record of Comprehensive Examinations form to the Academic Program Coordinator for the Graduate Program.
7. If the comprehensive exam is failed, a second attempt can be arranged by the student and the student's Research Paper Committee in consultation with the Graduate Program Director. A maximum of two attempts is allowed for the comprehensive exam.
8. Students must complete their comprehensive exam by the end of the spring semester of their third year.

#### **F. Seminar Requirement**

1. Students must attend at least 6 AFRE (or joint with AFRE) seminars during a single academic year before the end of their fourth year in the Ph.D. program.

#### **G. Research Proposal Requirement**

1. Each Ph.D. candidate is required to circulate a written dissertation research proposal and to present a department seminar on the proposed research at an early stage in the research process. The principal purpose is to help gain feedback from the guidance committee, other faculty and graduate students, and to ensure that the proposed research problem and methodology are appropriately specified. The candidate must be physically present at a location on the MSU campus for the proposal seminar; remote presentation of proposals is not allowed.
2. Following the seminar, the research proposal must be approved by majority vote of the guidance committee. If the proposal is not approved, the student must present a revised proposal, also for approval by majority vote. A maximum of two tries is allowed, and approval must be obtained before the end of the student's fourth academic year. The major professor should report the guidance committee's evaluation of the proposed research by submitting a completed copy of the Ph.D. Research Proposal and Seminar Report Form to the department office.

#### **H. Doctoral Dissertation**

1. A doctoral dissertation that is based on original research which makes a significant contribution to knowledge is required for the degree. By University regulation, each student must register for a minimum of 24 credits and no more than 36 credits of AFRE 999B Doctoral Dissertation Research prior to awarding of the degree. The guidance committee and student have wide latitude in determining the design and format of the dissertation, but in any case the dissertation should be designed so as to facilitate publication of the results. A common alternative to the traditional dissertation is a set of three related essays written in journal article format and combined in one volume with an introduction and concluding chapter that highlight the essays= common research focus and principal findings.
2. Essays that the student has co-authored while in the doctoral program may be included provided the student is the senior author and the major professor certifies the work to be substantially the work of the student. All co-authors must be recognized in a leading footnote to each co-authored essay. If the essay has been submitted for publication elsewhere, the authors should be listed in the order on the submitted document.
3. Students reprinting previously published copyrighted material, wholly or in part, must follow MSU thesis guidelines (<http://grad.msu.edu/etd>).
4. Students must complete Responsible Conduct of Research (RCR) requirements (see Appendix D) and ensure that they comply with the university requirements and guidelines pertaining to research involving human subjects, vertebrate animals, and environmental health and safety (see section V.C.2).

#### **I. Final Oral Examination**

1. Upon completion of the dissertation research, the major professor schedules and chairs a two-hour final oral examination for the student's defense of the dissertation. The thesis defense should be announced to all faculty and graduate students at least a week in advance in the department's newsletter or by e-mail.
  - a. The examination should be scheduled to permit attendance of all guidance committee members. If a member other than the major professor or the dissertation supervisor cannot attend the examination, other modes of faculty participation such as through conference telephone call or written questions and comments may be adopted with the approval of the department chairperson. A minimum of four approved graduate faculty members of the guidance committee must attend the examination. If travel to participate in the defense represents a significant hardship for the student, the student may petition the examination committee and department chair for a remote defense. Approved remote defenses are subject to the following conditions:
    - i. The student must present a seminar that is viewable (either recorded or in person) by the examination committee and other people on the MSU



- campus.
  - ii. The student must be interactively examined.
  - iii. Logistical arrangements for the defense are the responsibility of the student and committee.
- b. The final oral examination cannot be conducted before the dissertation is in final draft form. The student should submit the draft dissertation to guidance committee members at least two weeks prior to the examination date. The student must be registered for a minimum of one credit during the semester in which the final oral examination is taken.
  - c. **Research Presentation Requirement.** Each candidate is required to make a twenty- to thirty-minute presentation of his/her research prior to the normal two-hour period of the final oral examination. The research presentation is open to all. Only Ph.D. guidance committee members may attend the subsequent oral examination.
2. On the basis of the dissertation and the student's defense of it, the guidance committee either approves or rejects the dissertation. Approval may be subject to conditions. A three-fourths majority vote of the voting examiners, with not more than one dissenting vote from among the Michigan State University regular faculty members of the guidance committee, is sufficient to approve the dissertation and pass the candidate. The candidate may be passed subject to additional work that must be approved by one or more members of the examining committee and the major professor. If the student is required to make revisions in the dissertation, the faculty member designated by the examining committee to review the revised work is expected to do so in a timely manner, normally within four weeks following the date the revised work is delivered to the faculty member. If the student does not receive a response within four weeks, the student should contact the faculty member or major professor, and if necessary may request assistance from the department chairperson in obtaining a timely decision on the acceptability of the proposed revisions.

#### **J. Preparation and Submission of Final Dissertation**

1. The dissertation must be prepared according to the formatting guidelines prescribed by the Graduate School. (<http://grad.msu.edu/etd/>).
2. The dissertation supervisor must approve the final version of the document. An electronic copy of the dissertation must be submitted to the Graduate School via ProQuest (<http://grad.msu.edu/etd/>). An electronic copy of the dissertation approved by the Graduate School must also be submitted to the Department Office before the degree will be certified. The student should also provide copies to the major professor, the dissertation supervisor (if different from the major professor) and any other members of the guidance committee indicated by the major professor.

3. The student is responsible for submitting all required forms to the graduate school and the department.

#### **K. Recognition of Outstanding Ph.D. Dissertation**

Each year the Department selects the outstanding Ph.D. dissertation. The student's recognition and monetary award are the same as for the author of the outstanding M.S. thesis or Plan B research paper (see section V.F).

### **VII. DEPARTMENT POLICIES: ACADEMIC PERFORMANCE**

#### **A. Introduction**

Careful screening during the admissions process results in selection of students who are well prepared for the program. The faculty and department staff strive to support them and facilitate their success in every way possible. Consequently, only a small number of students encounter significant academic difficulty. At the same time, the integrity of the program and the rights of the student require clear and equitable criteria and procedures for evaluating academic performance. These criteria and procedures are set forth in the rest of section VII.

#### **B. Grades**

1. Following university policy, a minimum cumulative grade point average of 3.0 in the student's approved course program is required. A grade of 3.0 or better is required in each course used to satisfy the minimum quantitative methods requirements for the M.S. program (see V.B.9). A grade of 3.0 or greater is also required in each course used to establish the student's major field and the student's cumulative GPA for their major field courses must be greater than 3.0.
2. Department and college approval is required to repeat any course in which a grade of 2.0 or 2.5 is earned. When a course is repeated, the last grade replaces the previous grade in computing grade point averages. A course may be repeated only once.
3. A student may have no more than two deferred course grades (identified as DF-Deferred) outstanding at any one time, other than for research credits (AFRE 899, and 999).
4. **DF-Deferred grades: The required work must be completed and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

### C. Academic Progress: Review Procedures and Criteria

1. All graduate students are entitled to evaluation of their academic progress, performance, and professional potential@ (GSRR 2.4.8). Regular meetings of students with their guidance committees are encouraged as a constructive and effective means of providing this information, and of addressing any concerns which the student may have.
2. A formal annual review of all graduate students will also be conducted. The procedures for this review are as follows:
  - a. Each student should meet with his/her guidance committee (or major professor if a committee has not yet been designated) to discuss progress, achievements, concerns, and plans for the future. For students with assistantship appointments, the relationship between the student's assistantship assignment and academic program should be discussed. Among other information, the review will take into account the following indicators of student progress:
    - grade point average
    - course load
    - number of deferred courses
    - program completion progress (see section C.4 below)
  - b. The results of the review, including comments from both the student and faculty members involved, must be recorded on the appropriate form and submitted to the department chairperson by March 1. The department chairperson may discuss the results of the review with the student's guidance committee in order to reach a joint agreement on the assessment.
  - c. The results of the review will be communicated to the student in writing by the department chairperson, with copies for the major professor and the student's educational record. If the student wishes to challenge the results of the review, he/she may send the challenge in writing to the department chairperson, for inclusion in the student's educational record. Students have the right to inspect their own educational records (GSRR 3.2.3).
3. The academic progress and performance of a student may also be evaluated at other times of the year, e.g., following qualifying or comprehensive examinations.
4. Detailed program timetables and progress milestones for both master's and doctoral students are contained in Annex A. University time limits are contained in the document [Academic Programs](#). The Department's progress milestones are intended to encourage timely degree completion by students, and to permit clear and equitable evaluation of students' academic progress.
5. Unsatisfactory Academic Progress:

- a. Unsatisfactory progress, which leads to the loss of Good Academic Standing, falls into two categories:
  - 1) Category 1: Grades. When grade deficiencies arise, the student will be given a written warning by the department chairperson in which the condition(s) and the time period for resolving the deficiencies are spelled out. If the conditions are not met within the specified time period, the student will receive an evaluation of unsatisfactory academic progress. An illustrative but not exhaustive list of academic difficulties of this type follows:
    - a) The student's cumulative grade point average in his/her approved course program falls below 3.0. The student will be given two semesters in which to bring his/her GPA up to 3.0.
    - b) The student needs to retake a course, either because a grade below 2.0 was earned, or because a grade below 3.0 was earned on a course used to satisfy the quantitative methods requirements. The student will be given an appropriate period, based on course scheduling, in which to retake the course.
    - c) The student accumulates three deferred (DF) course grades. The student will be required to convert the deferred grades to satisfactory numerical grades (2.0 for graduate credit; 3.0 for the specified courses in mathematics, statistics, and econometrics) within an appropriate period, normally one semester, based on instructor or course availability.
  - 2) Category 2: Timeliness. Students must satisfy particular requirements within a given time period. Students are responsible for knowing these requirements and how to meet them. No warning letters will be sent to students who fail to meet such a requirement on the first try, or who delay action to the point that a second try cannot be completed within the stipulated deadline. The academic difficulties indicated below will lead directly to an evaluation of unsatisfactory academic progress.
    - a) A doctoral student does not does not succeed in passing the written qualifying examinations in microeconomic theory and econometrics prior to the beginning of the third academic year, with a limit of two tries on each examination.
    - b) A doctoral student does not succeed in passing the research paper requirement (comprehensive exam) by the end of spring semester of the third academic year.

- c) A doctoral student does not succeed in obtaining a GPA greater than 3.0 in their major field courses prior to the beginning of their fourth academic year, with a limit of two attempted fields.
- d) A doctoral student does not obtain approval for his/her research proposal before the end of fall semester of the fourth academic year in the Ph.D. program, with a limit of two tries.

Time spent during approved leaves of absence (e.g., military service, family obligations, financial difficulties, serious medical conditions, or to accept professionally related employment for an extended period away from the university) will not be counted when evaluating academic progress. Deadlines may also be reasonably extended if the student has an approved part-time plan of study. University time limits continue to apply. Decisions regarding leaves of absence and part-time plans of study shall be made by the department chairperson after consultation with the student's guidance committee. A written record of any approved adjustments to a student's academic progress timetable will be placed in the student's academic file.

- b. Students whose academic progress is unsatisfactory will be reviewed by the department chairperson, in consultation with the student's guidance committee.<sup>5</sup> This review will have one of two possible outcomes:
  - 1) Unless special circumstances are sufficient to justify continuation, the student's program will be terminated. Special circumstances include serious medical conditions, pregnancy, or extraordinary situations outside the student's control, that directly and adversely affect academic performance.
  - 2) If special circumstances are sufficient to provide a legitimate explanation for the student's unsatisfactory performance, and if there is a reasonable prospect that the student will regain a satisfactory level of academic performance, the student will be given a written notice of condition(s) to meet and a time period in which to meet them. The student's unsatisfactory progress evaluation will remain in force and, in accordance with MSU graduate program academic policies, the student will be ineligible for departmental assistantship or fellowship support during this period. Successful completion of these conditions will restore the student's good academic standing and eligibility for departmental assistantship or fellowship support. Failure to meet these conditions will result in termination of the student's program without further review.

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<sup>5</sup>In the case of a student who has petitioned the Graduate Policy Committee (GPC) for permission to take a qualifying or comprehensive examination a third time, the review will be conducted by the GPC.

6. Dismissal from the Program. While such cases are expected to be infrequent, a student with unsatisfactory academic performance or progress may be dismissed from the program at the end of any semester, based on the procedures discussed in section 5 above. In the event of a dismissal, the department chairperson will notify the student, the student's major professor, and the dean of the college. A student who is dismissed from the doctoral program will have the option of switching to the master's program. In such cases, the department chairperson will inform the student in writing of the time period in which the master's degree requirements must be completed.

#### **D. Appeal Process**

As noted in section I, under extremely unusual circumstances a student or a guidance committee may petition the Graduate Policy Committee of the department for a waiver or modification of these policies for the specific student, subject to approval by the department chairperson. Students may also follow the grievance procedure specified in section IX below and further elaborated in section 5.3 of the [GSRR](#).

### **VIII. DEPARTMENT POLICIES: RESEARCH INTEGRITY**

- A. The document [Guidelines for Integrity in Research and Creative Endeavors](#) is provided to all faculty members and new graduate students. The concepts and principles contained in this document are reviewed during the orientation program for new students. Students and faculty members share responsibility for ensuring adherence to these guidelines.
- B. The above guidelines (p. 12) outline and discuss eight key principles for research integrity:
  1. Honesty in proposing, performing, and reporting research, including storing and documenting primary data.
  2. Recognition of prior work.
  3. Confidentiality in peer review.
  4. Disclosure of potential conflicts of interest.
  5. Compliance with institutional and sponsor requirements.
  6. Protection of human subjects and humane care of animals in the conduct of research.
  7. Collegiality in scholarly interactions and sharing of resources.
  8. Adherence to fair and open relationships between senior scholars and their coworkers.

Principles 1, 2, 6, and 7 are most commonly relevant for graduate students. Section V.C.2 above contains more information on guidelines for protection of human subjects and vertebrate animals in the conduct of research.

- C. Violations of the principles of responsible conduct of research may range from questionable research practices to misconduct. As defined in the research integrity guidelines (p. 14), misconduct includes Afabrication (making up data and recording or reporting them), falsification (manipulating research materials such that the research is not accurately represented in the record), and plagiarism (appropriation of another person's ideas, processes, results, or words without giving appropriate credit).@
- D. Disciplinary action associated with a finding of misconduct may include dismissal of a student or revocation of a degree.

## IX. DEPARTMENT POLICIES: STUDENT CONDUCT AND CONFLICT RESOLUTION

- A. The GSRR (1.2) notes that graduate students have both rights and responsibilities. Rights include the right to learn. Responsibilities include the responsibility to refrain from interfering with the rights of others, harassing other students, faculty or staff, or misusing department resources.
- B. Students share with faculty the responsibility to maintain an atmosphere conducive to teaching and learning, to maintain the integrity of scholarship and grades, and to maintain standards of professional behavior and relationships based on mutual trust and civility (GSRR 2.3). Failure on the part of a student to meet these responsibilities may result in dismissal from the program.
- C. The procedure for resolving conflicts between a graduate student and his/her major professor or guidance committee, or between the student and another faculty member or department administrator, is outlined in general in Article 5 of the GSRR and more specifically in the Department By-Laws, Article VI, Section 3.a.7. Essential elements of the procedure are as follows:
  - 1. It is recommended that the student first seek resolution and redress informally through discussion with the appropriate individual(s). Students are also encouraged to contact the University Ombudsperson, who can provide independent and confidential advice.
  - 2. If informal resolution cannot be obtained, a formal written grievance may be sent to the department chairperson, who will convene a department hearing board following the Graduate Student Academic Grievance Hearing Procedures in Annex C. Details on initiating formal grievance procedures may be found at <http://www.msu.edu/unit/ombud/>.
  - 3. The findings of the department hearing board may be appealed to the college-level hearing board (GSRR 5.4.12).

## X. GRADUATE ASSISTANTSHIP POLICY<sup>6</sup>

### A. Basis for and Terms of Appointment

#### 1. Types of Assistantships

Departmental assistantships include teaching or research assistantships. Assistantship responsibilities are differentiated by the type of assistantship received. Assistantships, regardless of type, are expected to provide a learning experience that will contribute to the student's total graduate program.

##### a. Teaching Assistantships

Teaching assistants assist a faculty member to present a course. In so doing the assistant gains an understanding of the teaching process. Assistants may take major responsibility for a course or a section of a course. In such a case a faculty member will be responsible for the grade distribution and will also be available to provide advice and guidance to the graduate assistant. Alternatively, a teaching assistant may assist students, develop exercises and/or examinations, and grade papers under the direction of the faculty member. Various intermediate arrangements may be specified for any particular teaching assistantship.

##### b. Research Assistantships

Research assistants work on approved and funded projects in the department. The student is expected to perform whatever reasonable research tasks the assistantship supervisor may assign. A student may transfer from one assistantship supervisor to another if such a transfer is acceptable to both the new supervisor and the department. The assistantship activities may contribute directly or indirectly to the preparation of a Plan B paper, M.S. thesis, or Ph.D. dissertation.

##### c. Other Assistantship Responsibilities

Regardless of the source of funding, graduate assistants are expected to contribute to the professional activities of the department.

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<sup>6</sup>This policy covers only research assistants and teaching assistants who by virtue of their duties are excluded from the Graduate Employees Union (GEU) bargaining unit (coded on the appointment form as R and TE, respectively). Excluded categories of graduate assistants are listed in Article 4 of the GEU contract at <http://grad.msu.edu/2011-2015GEUContract.pdf>. Union teaching assistants (coded as T) are governed entirely by the policies and procedures set forth in the GEU contract.



## 2. Criteria for Selection

Assistantship recipients are selected from those submitting applications based on the needs of the department, the applicant's previous academic record, work experience, letters of recommendation and Graduate Record Examination scores. To be employed as a TA, international students must meet a minimum standard of English language fluency (see <http://www.tap.msu.edu/ita/englishtesting.aspx>). In addition to these criteria, the department takes into account the quality of the previous educational institution, the potential of the student with respect to research accomplishment and future professional achievement, and the student's area of research interest relative to the availability of funds for specific research projects.

## 3. Stipends

Stipends are established each year prior to Fall Semester. Stipend information can be obtained in the Department office. Stipends are subject to taxation in accordance with Federal and State laws.

## 4. Assistantship Obligation of the Student

Acceptance of a graduate assistantship creates an obligation to perform research, teaching or other activities in furtherance of departmental programs. For example, students with a one-half time appointment are expected to spend one-half time (20 hours per week) on these activities. The department attempts to allow the student flexibility in meeting this obligation. If the student puts greater emphasis on course work during a given semester, then more time on assistantship duties at other times is required to discharge the assistantship obligation.

Before leaving Michigan State University, graduate assistants are to deliver draft publications as appropriate, given the assistantship duties. These draft publications may be journal articles, extension leaflets, computer software documentation, etc. The assistant and the supervisor should agree on the nature of appropriate publication and the designation of authorship as part of the assistantship planning process. Students who publish assistantship-related research after leaving campus are expected to appropriately acknowledge the sources of financial support for that research.

## 5. Assistantship Obligation of the Department

The duties of the assistant will be supervised by a qualified person. The graduate assistant is provided a desk and office space (to the extent permitted by the space available to the department) and access to a computer as needed for assistantship work. Specific desk assignments are made by the Graduate Student Organization. Supplies for use in fulfilling assistantship responsibilities are also furnished.

The graduate assistant is allowed 14 days (10 working days) of vacation time annually, plus University holidays. Semester breaks are considered duty time. The assistantship supervisor should be informed of vacation plans and may request rescheduling if the timing interferes with fulfillment of assistantship obligations.

## 6. Duration of Appointment

This section applies to graduate assistants who are officially enrolled as students in agricultural, food, and resource economics and funded by the department. Students in other departments may be appointed as graduate assistants. Their appointments terminate as stated on the appointment form. Requests for extension must be in the department office at least four weeks prior to the end of an appointment.

The annual review of assistantship performance is conducted during March. The purpose of this review is to assess performance of graduate assistants and to review funding availability for the next academic year. Each graduate assistant's accomplishments and concerns, and the assistantship supervisor's evaluation of the student's assistantship performance, will be reported on the graduate student annual review form and submitted to the department chairperson by March 1. Graduate assistants are notified by March 31 of the status of their assistantships for the next year.

Assistantships supported by general research funds will typically be of short duration (1-3 semesters). Such assistantships are used primarily to support students during their first year, with the expectation that subsequent appointments will be funded under a specific contract- or grant-funded research project, or to support students who are in transition from one specific research project to another, or whose specific research funding has run out towards the end of their program.

Teaching assistantships are normally offered on a one-semester only basis with no plans for renewal. All assistantships awarded on contracts and grants are subject to the availability of funding from that particular contract or grant and may terminate earlier than the number of semesters specified below.

To ensure that funds are used effectively, and that assistants move toward completion of their programs, the department limits the number of semesters (including Summer Semester) a student can hold a graduate assistantship or fellowship. For the student on an M.S. program, the limit is six semesters. For the student embarking on a Ph.D. program, the limit is twelve semesters. For a student on a program leading to both an M.S. degree and a Ph.D. degree at Michigan State University, the limit is 15 semesters.

Graduate assistantships awarded to M.S. students are not automatically extended if a student is permitted to transfer to the Ph.D. program. Continuation of the assistantship should be requested in writing by the student. The department will confirm the extension in writing, if approved.

A student who is unable to complete the program in the allotted time may request an extension of the assistantship. The request will be reviewed by the department chairperson. Each case will be considered individually, taking into account the recommendations of the assistantship supervisor, the quality of the student's graduate course program, the amount of work involved in a thesis project, the productivity of the graduate assistant and other pertinent factors.

#### 7. Outside Work for Pay

The assistantship represents an obligation for the student to perform various duties of benefit to the department in return for financial assistance. It is assumed that these duties in combination with the normal course of studies will amount to a full-time load.

Outside work for graduate assistants is discouraged. Before beginning outside employment the assistant should discuss with the assistantship supervisor the outside employment and how the assistantship obligations will be fulfilled.

### **B. Termination of Appointment**

1. The assistantship will terminate upon degree completion. A student who wishes to terminate an assistantship prior to that time should notify the assistantship supervisor and department office.

2. Substandard Performance

The department may terminate a graduate assistantship for substandard performance or inability to perform expected duties. Substandard performance may be brought to the attention of the department chairperson by the assistantship supervisor or by the normal annual review of assistantship performance. Academic difficulty will result in a review of the student's overall situation by the department (see section VII.C, Academic Progress: Review Procedures and Criteria).

Whenever questions of assistantship performance arise, the department chairperson will consider each case on its merits, giving consideration to the student's assistantship productivity, course pattern and grades, recommendations of faculty, number of deferred or repeat credits and any other pertinent evidence. If a student's academic program is terminated, the assistantship is terminated.

3. Violations

The department may also terminate an assistantship in cases of violation of the General Student Regulations contained in the [Spartan Life](#) handbook, or of the subsection concerning *Graduate Student Rights and Responsibilities* (GSRR).@ This

action may be initiated by the department chairperson or by the student's major professor or assistantship supervisor.

#### 4. Budgetary Constraints

The department may also terminate assistantships for budgetary reasons. Should this be necessary, continuing graduate assistants will be given some priority over new appointees depending on their qualifications to perform the required activities.

### C. Grievance Procedure

Graduate assistants may follow the normal department grievance procedure as specified by the [GSRR](#) and the [Office of the Ombudsperson](#).

### D. External Fellowships

Receipt of externally funded fellowships by students who have written their own applications worth at least \$20,000 (direct costs) now makes the students eligible to be considered for an in-state tuition rate. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution, agency, or foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. For more information contact the MSU Graduate School (<http://grad.msu.edu/funding/>) or the department's Director of Graduate Studies.

## ANNEX A: GRADUATE PROGRAM TIMETABLES

The following are milestones to be used for degree program planning. Specific criteria for determining satisfactory academic progress are contained in Section VII, Academic Performance, and the deadlines required for maintaining satisfactory progress are highlighted below in boldface text.

### **M.S. Program**

#### Year 1

- Fall and Spring Semesters: course work, including mathematics, statistics, and economics requirements
- Summer Semester:
  - . course work or internship

#### Year 2

- Fall Semester: course work
- Spring Semester: final course work and start of Plan A thesis or Plan B research paper
- Summer Semester:
  - . completion of Plan A thesis or Plan B research paper

### **Ph.D. Program**

#### Year 1

- Fall and Spring Semesters
  - . course work including econometrics and/or microeconomic theory
- Summer Semester:
  - . microeconomics and/or econometrics qualifying exams in May<sup>7</sup>
  - . course work, internship, and/or research
  - . retake of microeconomics and/or econometrics qualifying exams in August (if needed)

#### Year 2

- Fall and Spring Semesters:
  - . course work including econometrics and/or microeconomic theory (if needed), applied microeconomics, and field courses
- Summer Semester:
  - . microeconomics and/or econometrics qualifying exams in May (if necessary)
  - . course work, internship, and/or research
  - . retake of microeconomics and/or econometrics qualifying exams in August (if needed)

#### Year 3

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<sup>7</sup> Ph.D. students with recent master's-level courses in economics, mathematics, and statistics, especially students transferring from MSU master's programs in agricultural, food, and resource economics or economics, will often be able to prepare themselves to pass the microeconomics and statistics/econometrics exams at the end of their first academic year.

- Fall Semester
  - . course work
  - . work on research paper
- Spring Semester:
  - . course work
  - . complete research paper requirement/comprehensive exam
- Summer semester:
  - . meeting with guidance committee to discuss dissertation research plan
  - . preparation/presentation of research proposal

#### Year 4

- . dissertation research
- . if necessary, complete coursework
- . dissertation proposal must be approved by the end of Year 4

#### Year 5

- . complete dissertation and remaining course requirements (if necessary)

## ANNEX B: CHECKLIST OF FORMS BY STAGE OF PROGRAM a/

[Forms in brackets are needed only in the situation indicated]

Semester	M.S. Program	Ph.D. Program
<b>Year 1</b>		
Fall		
Spring	<input type="checkbox"/> Major professor <input type="checkbox"/> Guidance committee <input type="checkbox"/> Course program <input type="checkbox"/> Grad. student annual review (March 1)	<input type="checkbox"/> Grad. student annual review (March 1)
Summer	<input type="checkbox"/> [Request to transfer to Ph.D. program]	
<b>Year 2</b>		
Fall	<input type="checkbox"/> [M.S. research supervisor] <input type="checkbox"/> [IRB application, if needed] b/	<input type="checkbox"/> Major professor <input type="checkbox"/> Guidance committee <input type="checkbox"/> Course program (file via GRADPLAN; <a href="http://grad.msu.edu/gradplan/">http://grad.msu.edu/gradplan/</a> )
Spring	<input type="checkbox"/> Grad. student annual review (March 1)	<input type="checkbox"/> Grad. student annual review (March 1)
Summer	<input type="checkbox"/> Final oral exam report <input type="checkbox"/> Electronic copy of thesis/Plan B, electronic abstract to Grad School and Department <input type="checkbox"/> Application for graduation <input type="checkbox"/> Forwarding address	
<b>Year 3</b>		
Spring		<input type="checkbox"/> Grad. student annual review (March 1) <input type="checkbox"/> Record of Comprehensive Exams (via GRADPLAN)
<b>Year 4</b>		
Fall		<input type="checkbox"/> Research proposal and seminar report <input type="checkbox"/> [Ph.D. dissertation supervisor] <input type="checkbox"/> [IRB application, if needed] b/
Spring		<input type="checkbox"/> Grad. student annual review (March 1)
<b>Year 5</b>		
Fall		<input type="checkbox"/> Dissertation Final Defense form (via GRADPLAN) <input type="checkbox"/> Electronic dissertation & abstract to Grad School and Department <input type="checkbox"/> Application for graduation <input type="checkbox"/> Forwarding address

a/ Forms are available at the AFRE Administrative Materials intranet site or from the Graduate Secretary, Rm. 202, Morrill Hall of Agriculture. Forms in **bold** are available from the Graduate School On-line Forms Web site: <http://grad.msu.edu/forms>. GRADPLAN database may be accessed at <https://gradplan.msu.edu>.

b/ Application available at: <http://www.humanresearch.msu.edu/>

## ANNEX C: GRADUATE STUDENT ACADEMIC GRIEVANCE HEARING PROCEDURES

### Department of Agricultural, Food, and Resource Economics

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

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The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the Department of Agricultural, Food, and Resource Economics has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

#### I. JURISDICTION OF THE DEPARTMENT OF AGRICULTURAL, FOOD, AND RESOURCE ECONOMICS HEARING BOARD:

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

#### II. COMPOSITION OF THE HEARING BOARD:

- A. The Department's Hearing Board pool shall be constituted of members of the Graduate Policy Committee (GPC), which includes both faculty members and graduate students, from the current year and those from the two previous academic years who remain at MSU. The department chairperson or representative will be excluded from the Hearing board pool. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)
- B. The Hearing Board shall consist of a faculty Chair, two graduate students and two faculty members. The Chair of the Hearing Board shall vote only in the event of a tie. The Chair



of the Hearing Board shall be the chair of the current GPC, unless conflicts of interest arise, in which case the first alternative will be the previous GPC chair and the second alternative the prior GPC chair. The Hearing Board Chair will select Hearing Board members by lot from among graduate student and faculty members in the Hearing Board pool who are not eligible to be Chair and among whom there are no conflicts of interest (See GSRR 5.1.2, and 5.1.5.).

- C. The Department will train hearing board members about these procedures and the applicable sections of the GSRR as needed, when a Hearing Board is constituted. (See GSRR 5.1.3.)

### **III. REFERRAL TO THE HEARING BOARD:**

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)
- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

### **IV. PRE-HEARING PROCEDURES**

- A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within 5 class days, the Chair of the Hearing Board will:
  - 1. forward the request for a hearing to the respondent;
  - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification;
  - 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee. (See GSRR 5.1.7.)
  - 4. send the Hearing Board members a copy of the request for a hearing and the written response, and send all parties a copy of these procedures.
- C. Within 5 class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
  - 1. accept the request, in full or in part, and promptly schedule a hearing.
  - 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
  - 3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- E. At least 5 class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- F. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the

Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)

- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)
- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

## **V. HEARING PROCEDURES:**

- A. The Hearing will proceed as follows:
  - 1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
    - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
    - In hearings in which a graduate students seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.

- All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "preponderance of the evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)
3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or hear the case in the respondent's absence. (See \ GSRR 5.4.9-b.)
4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.
8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.

10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

## VI. POST-HEARING PROCEDURES

### A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

### B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on a "preponderance of the evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within 3 class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)
2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "preponderance of the evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within 5 class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing

Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within 5 class days. (See GSRR 5.5.2.2, 5.4.12.3, and 5.5.2.2)

C. Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within 5 class days following notice of the decision, or 5 class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

**VII. APPEAL OF THE HEARING BOARD DECISION:**

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within 5 class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "preponderance of the evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

**VIII. RECONSIDERATION:**

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

**IX. FILE COPY:**

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

## ANNEX D: RESPONSIBLE CONDUCT OF RESEARCH (RCR) PLAN

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

The plan below represents AFREs' plan, which incorporates the basic university requirements.<sup>8</sup>

### **For all graduate professional, master's and doctoral students:**

#### **1) Year 1**

All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program:

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

*Completion of this requirement will be tracked in SABA*

#### **2) Discussion-Based Training**

All graduate and graduate professional students must complete 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years. The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

*For master's Plan A and PhD students, completion of this requirement will be recorded by the department in GradInfo as "Initial" training.*

### **For Master's plan A and doctoral students:**

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<sup>8</sup> Students who are supported by NSF, NIH, or USDA grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant. Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. These modules may be completed as part of the training requirements below.



**In addition to 1 and 2 above, master's plan A and doctoral students will complete:**

**3) Year 2**

Within the first 2 years of enrollment in their program, master's plan A and doctoral students will complete 3 additional MSU online training modules, to be selected from the following list:

- CITI Collaborative Research
- CITI Conflicts of Interest
- CITI Data Management
- CITI Financial Responsibility
- CITI Mentoring
- CITI Peer Review
- IACUC Tutorial for Animal Care Training (in <http://Train.ORA.msu.edu>)
- Human Research Protection/ IRB Certification (in <http://Train.ORA.msu.edu>)
- Rigor and Reproducibility Course (in production)

*Completion of this requirement will be tracked in SABA.*

**In addition to 1, 2 and 3 above, doctoral students will complete:**

**4) Annual Refresher Training**

Starting in year 3, all doctoral students must complete 3 hours of annual refresher training; this can include discussion-based training and online courses beyond the 7 required in basic training.

*Completion of this requirement will be recorded by the department in GradInfo as "Annual" training.*

Approved by Faculty (October 21, 2016)