

**GRADUATE PROGRAMS
IN
AGRICULTURAL AND APPLIED ECONOMICS
AT
TEXAS TECH UNIVERSITY**

September 2023

This handbook contains information about graduate programs in Agricultural and Applied Economics. It supplements but does not substitute for the current Texas Tech University Undergraduate/Graduate Catalog. **All Agricultural and Applied Economics graduate students should familiarize themselves with the information contained in both documents.**

TABLE OF CONTENTS

INTRODUCTION	3
ADMISSION REQUIREMENTS	3
MASTER OF SCIENCE DEGREE PROGRAMS	5
MASTER OF AGRIBUSINESS PROGRAM	9
DOCTOR OF PHILOSOPHY DEGREE PROGRAM	11
FINANCIAL ASSISTANCE	14
DEPARTMENTAL POLICIES	14
IMPORTANT ACADEMIC AND PROFESSIONAL OPPORTUNITIES AND OBLIGATIONS	21
APPENDIX A: Graduate Courses in Ag. And Applied Economics	22

1.0 INTRODUCTION

The Department of Agricultural and Applied Economics offers graduate programs leading to a (1) Master of Science in Agricultural and Applied Economics (thesis and non-thesis), (2) dual Master of Science and Doctor of Jurisprudence (in cooperation with the Texas Tech University Law School), (3) Master of Agribusiness, and (4) Doctor of Philosophy in Agricultural and Applied Economics. The Master of Science and the Master of Agribusiness degree programs are also integrated into Accelerated Bachelor's-to-Master's (150-hour) programs. Students in the accelerated programs get an early start on the coursework for the master's degree by completing up to three graduate courses (9 hours), which are used to fulfill senior-level course requirements for the undergraduate. The Master of Science and Doctoral programs in Agricultural and Applied Economics are science, technology, engineering, or mathematics (STEM) designated degree programs.

Graduate programs in Agricultural and Applied Economics seek to satisfy the following objectives: (1) provide an in-depth education in economic theory and methods of analysis, and (2) provide experience in applying theory and analytical methods to contemporary problems. Therefore, the study of economic theory, economic institutions, and quantitative and other research methods is emphasized in our graduate programs. We place heavy emphasis on the use of theory and quantitative techniques in addressing applied problems. Graduates of our program have a strong record of performance in business, academics, and government.

2.0 ADMISSIONS

The three general criteria that are used to evaluate your application for admission and to award competitive scholarships and assistantships in our department are (1) past academic performance, (2) test scores, and (3) individual profile as reflected in work experience, recommendation letters, and a Statement of Purpose explaining your background and motivation for pursuing graduate education in Agricultural and Applied Economics. We do not review test scores, GPA, recommendation letters, or job history as individual items, but a review is made of the entire admissions packet by faculty. **Incomplete admissions packets will not be considered for admissions.**

3.0 APPLICATION PROCESS

You must complete the *Graduate School application* on the Graduate School webpage at <http://www.depts.ttu.edu/gradschool/admissions/howtoapply.php>, including **all** uploaded materials. The standardized test requirements for our degree programs are shown below. These test scores must be provided as a part of the Graduate School application. Note that these standardized test scores are not required if you have completed an undergraduate degree in our department or are a current student applying to one of our accelerated Bachelor's- to Master's (150-hour) programs. Although the Graduate School does not require the GRE or GMAT, it is a department requirement. GRE or GMAT scores are part of the application packet and are not considered individual items but part of the packet. The test requirements for each program are

listed below. The Graduate School application website does not require all transcripts to be uploaded; however, to be considered for admission to our department, you must submit copies of **all** transcripts.

Degree Program	Test Requirement
Master of Science (thesis or non-thesis)	GRE
Master of Agribusiness	GRE or GMAT
Joint Master of Science and Doctor of Jurisprudence	LSAT
Doctor of Philosophy	GRE

3.1. Graduate Application Process

The Graduate School application process is described in the Texas Tech University Undergraduate and Graduate Catalog and on the Graduate School Website at <http://www.depts.ttu.edu/gradschool/admissions/ProspectiveStudents.php>. The Graduate School will not defer an incomplete graduate school application to the department for review. You must submit all the documentation required by the Graduate School directly to them for us to review your file.

All the application components are submitted electronically through the Graduate School application website. We require: (1) a written Statement of Purpose for graduate study (no more than two pages); (2) three formal letters of reference, (3) GRE scores, and (4) curriculum vitae. All of these should be uploaded on the website. **DO NOT EMAIL or MAIL-IN THESE DOCUMENTS.**

The department does **NOT** accept formatted letters (such as only completing the questions section on the Graduate School website) as the sole recommendation letter. All recommendation letters must be formal, typewritten letters on letterhead where possible, which your referees must upload on the website. We do not accept recommendation letters from applicants. For any questions about the application process, you may contact us at:

AAEC Graduate Coordinator
Agricultural & Applied Economics Department
P.O. Box 42132
Lubbock, TX 79409
806-742-2821
AAEC.grad.admin@ttu.edu

3.2. Admission

Once your Graduate School application is complete, a panel of department faculty members will review the application and make an admission decision and, if applicable, a funding recommendation. The Graduate Coordinator makes final admission decisions. Funding decisions are made by the Graduate Coordinator or by individual faculty members, depending upon the availability of funds. **Funding decisions are complete and final.** If you are not offered funding and choose to attend, you must plan to attend and pay for your education. (See further information on funding and scholarships in the Financial Assistance section of the handbook).

4.0 MASTER OF SCIENCE DEGREE PROGRAMS

We offer a Master of Science (M.S.) degree with thesis and non-thesis options. Both options are also available under the Accelerated Bachelor's-to-Master's (150-hour) degree programs. In addition, we cooperate with the Texas Tech University Law School to offer a joint Master of Science/Doctor of Jurisprudence (M.S./J.D.) degree.

The M.S. degree in Agricultural and Applied Economics provides training in economic theory and methods of analysis, with an emphasis on addressing applied economic problems. Students who select the thesis option are expected to demonstrate competency as economic analysts by completing a thesis, which is a work of original research.

The non-thesis option requires more coursework than the thesis option. Considerable flexibility is incorporated into the non-thesis option so that the student can focus on elective courses in an area of concentration of their choosing.

The Accelerated B.S./M.S. (150-hour) program allows qualified students pursuing a Bachelor of Science in Agricultural and Applied Economics in our department to work concurrently on their B.S. and M.S. degrees. Students in the program get an early start on the coursework for the master's degree by completing up to three graduate courses (9 hours), which are used to fulfill senior-level course requirements for the undergraduate. Application to the accelerated program should be made during the first semester of the junior year; the application process is available by contact with the graduate program coordinator in the department.

The joint M.S.-J.D. degree provides students who want to practice law in an agribusiness and/or natural resource setting with graduate training in economics. Those who select this option must already be admitted to the Law School.

4.1. Prerequisites

A student entering the M.S. degree program must have completed an accepted bachelor's degree program or be an Agricultural and Applied Economics undergraduate admitted into the Accelerated B.S./M.S. (150-hour) program. Undergraduate requirements that normally will have been

completed, earning a grade of B or better, before beginning M.S. graduate coursework include the following courses or their equivalent.

- Basic Calculus (MATH 1331)
- Intermediate Microeconomic Theory (AAEC 3315)
- Intermediate Macroeconomic Theory (ECO 3311)
- Regression Analysis (AAEC 4302)
- In addition, computer literacy is expected of all applicants.

A student who has not satisfactorily completed the above requirements may be required to do so before or during the first semester of the graduate program. This prerequisite coursework will not count toward the M.S. degree requirements.

4.2. Credit Hour Requirements

The Master of Science program in Agricultural and Applied Economics consists of a minimum of 30 hours of graduate credit for the M.S. thesis option and 36 hours of graduate credit for the M.S. non-thesis option. Requirements for Master's degrees through the Accelerated B.S./M.S. (150-hour) programs (thesis or non-thesis) are the same as for students who enter the graduate program after completing an undergraduate degree. The only difference is the integration of the undergraduate and graduate curriculum in a way that can be considerably more time and cost-efficient than when the degrees are pursued sequentially rather than contemporaneously.

4.3. Substitution for Core Courses

Except for unusual situations, substitutions for core courses are not permitted. Requests for substitutions for core courses must be initiated by the student and submitted, with written justification, to the department Graduate Coordinator. The department Graduate Coordinator makes final decisions on substitutions for core courses taught outside our department. Decisions on core courses taught inside the department are made by the current instructor of the core course being replaced and must be approved by the student's advisory committee.

4.4. Thesis Proposal and Proposal Defense

Information on the Thesis Proposal and Proposal Defense is provided in Section 8.0 of this Handbook.

4.5. Professional Paper Requirement for Non-thesis Students

M.S. non-thesis students must complete a professional paper demonstrating an understanding of economic concepts and analytical methods covered in their coursework. The student's advisor will supervise the development of this paper.

All students attempting an M.S. non-thesis degree are responsible for reporting and communicating with their advisor promptly before their date of presentation or defense. Waiting until the last minute to submit paperwork is not professional or acceptable behavior. Additionally, non-thesis students must complete their professional presentation by the final date for the defense of a thesis as published on the Texas Tech Website in the semester of intended graduation.

4.6. Final Examination for M.S. Thesis

The final examination will be conducted by the student's advisory committee of three departmental faculty. This examination is an oral defense of the student's thesis. The exam will begin with a public presentation of the student's research. After the public presentation, and a question-and-answer period, the guests will be asked to leave the room, and the student's committee will ask further questions, provide comments on the thesis, and determine whether the student has completed the examination.

Public announcements of exams will be made through the department's Graduate Secretary. Exams must be announced at least two weeks before the exam date.

4.7. Final Examination for M.S. Non-Thesis

The final examination will be conducted by the student's advisory committee. This examination is an oral defense of the student's professional paper. The exam will begin with a public presentation of the student's professional paper. After the public presentation, and a question-and-answer period, the guests will be asked to leave the room, and the remaining faculty will ask further questions, provide comments, and determine whether the student has completed the examination.

4.8. Degree Program Course Requirements

Tables 1 and 2 show the course requirements for the Master of Science and the joint Master of Science/J.D. programs. Courses listed specifically by number are core courses.

Table 1: M.S. Degree Program in Agricultural and Applied Economics			
Course Number¹	Course Title	Thesis Option	Non-thesis Option
		Credit Hours	
AAEC 5303	Advanced Production Economics	3	3
AAEC 5307	Applied Econometrics I	3	3
AAEC 5310, AAEC 6310 or AAEC 6315	Advanced Market Analysis, Demand and Price Analysis, or Applied Microeconomics I	3	3
AAEC 5321	Research Methodology in Economics	3	-----
ECO 5311 or AAEC 5316	Macroeconomic Theory and Policy or International Agricultural Trade	3	3
ECO 5312	Microeconomic Analysis	3	3
AAEC 6000	Master's Thesis	6	-----
AAEC Electives		6	12
General Electives		-----	9
Total Credit Hours		30	36

¹Numbered courses are core courses.

Table 2: Joint M.S.-J.D. Program in Agricultural and Applied Economics¹		
Course Number²	Course Title	Credit Hours
AAEC 5303	Advanced Production Economics	3
AAEC 5307	Applied Econometrics I	3
AAEC 5310, AAEC 6310 or AAEC 6315	Advanced Market Analysis, Demand and Price Analysis, or Applied Microeconomics I	3
AAEC 5312	Agribusiness Analysis	3
AAEC 5318	Finance and Agribusiness Sector	3
AAEC and/or ECO Electives		9
Law School Electives		12
Total Credit Hours		36

¹Must be approved by the Law School.

²Numbered courses are core courses.

5.0 MASTER OF AGRIBUSINESS DEGREE PROGRAM

The Master of Agribusiness (MAB) degree program is designed to meet the growing need for agribusiness professionals with advanced conceptual and quantitative training. The degree program provides a unique blend of analytical and business capabilities from both the Department of Agricultural and Applied Economics and the Rawls College of Business. This program is designed to be completed in four semesters of full-time study; **however, we now offer a completely online degree program**. A capstone of this program is a professional internship designed to apply program concepts in a professional setting.

The Accelerated B.S./MAB (150-hour) program allows qualified students pursuing a Bachelor of Science in Agricultural and Applied Economics in our department to work concurrently on their B.S. and MAB. Students in the program get an early start on the coursework for the master's degree by completing up to three graduate courses (9 hours), which are used to fulfill senior-level course requirements for the undergraduate. Application to the accelerated program should be made during the first semester of the junior year; the application process is available by contact with the graduate program coordinator in the department.

5.1. Prerequisites

Students entering the MAB degree program must have completed an accepted bachelor's degree program or must be students who have been admitted into the Accelerated B.S./MAB program.

5.2. Credit Hour Requirements

The MAB program consists of a minimum of 36 hours of graduate credit. A candidate for the Master of Agribusiness degree must complete 6 elective hours of graduate 5000-level courses and will need approval by the student's advisor and the MAB Coordinator.

5.3. Substitution for Core Courses

Except for unusual situations, substitutions for core courses are not permitted. Requests for substitutions for core courses must be initiated by the student and submitted, with written justification, to the MAB Coordinator. Final decisions on substitutions for core courses taught outside our department are made by the MAB Coordinator. Decisions on core courses taught in the department are made by the current instructor of the core course being replaced and must be approved by the student's advisory committee.

5.4. Internship Overview

One of the key aspects of the MAB is the requirement of an internship with a high-quality organization. The internship includes key aspects of career development to achieve long-term professional success. To be eligible for an internship, a student must be a MAB student enrolled in good standing and have completed at least nine hours in their MAB program. Each candidate's application will be reviewed by the MAB Committee.

Students must be enrolled in 6 internship hours while completing this internship. The 6 hours can be completed in one long semester, 3 hours in each summer session, or 6 hours in one summer session. Students may not do their internship in their final semester..

5.5. Final Examination

A committee of three departmental faculty will conduct an oral examination after all other requirements for the degree have been completed. MAB students will typically present a project completed during their internship. The presentation should demonstrate an understanding of agribusiness, marketing, management, and analytical methods covered in their degree program. Further, students should be able to articulate the effectiveness of their internship experience and current career goals.

5.6. Degree Program Course Requirements

Table 3 shows the course requirements for the Master of Agribusiness degree. Courses listed specifically by number are core courses.

Table 3: Master of Agribusiness Degree Program		
Course Number¹	Course Title	Credit Hours
AAEC 5325	Applied Regression and Least Squares Analysis in Agricultural Sciences	3
AAEC 5310	Advanced Market Analysis	3
AAEC 5312	Agribusiness Analysis	3
AAEC 5318	Finance and Agribusiness Sector	3
ECO 5310	Price and Income Theory	3
MGT 5371	Managing Organizational Behavior and Organizational Design	3
MKT 5360	Marketing Concepts and Strategies	3
AAEC 5320 or AAEC 5330 or BLAW 5390	Agribusiness Law, Natural Resource Law or Legal, Regulatory, and Ethical Environment of Business	3
Approved Electives		6
AAEC 5000	Professional Internship	6
Total Credit Hours		36

¹Numbered courses are core courses.

6.0 DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The doctoral program in Agricultural and Applied Economics is designed to develop a broad-based competence in economic theory and techniques of quantitative analysis. Dissertation research of students in our department usually addresses applied problems using contemporary economic theory and analytical methods. Students completing our program have demonstrated a high degree of success in academics, business, and government.

Two options are offered for the Doctor of Philosophy in the Agricultural and Applied Economics program. The first option does not require a minor. The second option includes a minor in Family Financial Planning—a joint Ph.D. program between the Department of Agricultural and Applied Economics and the College of Human Sciences. Completion of the Doctoral program in Agricultural and Applied Economics with a minor in Family Financial Planning qualifies graduates to take an exam administered by the Certified Financial Planning Board of Standards to become Certified Financial Planners.

6.1. Prerequisites

Most students will have completed the requirements for an M.S. degree or its equivalent before admission to the doctoral program. If the Master's degree does not meet the prerequisite requirements for entering our Master of Science program (see Section 4.1) then those requirements must be met to enter the Ph.D. program. Some exceptional students will be offered the opportunity to pursue a Ph.D. directly from a Bachelor's program. In this case, see the Graduate Coordinator for course and program requirements.

Background in algebra, partial and total differentiation, integration, and basic matrix or linear algebra operations are very useful to perform well in course and research work.

6.2. Credit Hour Requirements

The doctoral program requires a minimum of 60 credit hours of coursework beyond the baccalaureate degree and at least 12 credit hours of dissertation research (AAEC 8000).

6.3. Transfer of Credit

Transfer of graduate credit from other academic institutions may be allowed. The transfer request must be initiated by the student and supported by the student's committee chair. Transfer decisions are made by the department Graduate Coordinator and must be approved by the Graduate School. Information required in support of transfer requests includes academic transcripts and course catalog descriptions of each course proposed for transfer. Course syllabi may also be requested to support transfer decisions.

6.4. Substitution for Core Courses

Substitutions for core courses are allowed only under unusual circumstances. *Requests for substitutions for core courses must be initiated by the student and his or her committee chair, to the department Graduate Coordinator. Final decisions on substitutions for core courses taught outside our department are made by the department Graduate Coordinator.* Decisions on core courses taught in the department are made by the current instructor of the core course being replaced.

6.5. Ph.D. Comprehensive Examination

The purpose of the Ph.D. comprehensive examination is to test the student's ability to integrate knowledge from various subject matter areas and apply appropriate concepts and tools to issues and problems relevant to the discipline. The comprehensive exam is administered by a departmental committee twice yearly, in May and August, and is taken at the end of the first full year of coursework. The exam has two parts which are taken separately. Part 1 of the exam focuses on econometric methods, and Part 2 covers microeconomic theory. Students have two opportunities to pass both parts of the exam. If both parts of the exam are passed on the first attempt, then the student has completed this degree requirement. If one or both parts of the exam are failed on the first attempt, the student ***must*** retake the failed part(s) at the next offering. A second failure of *either part* of the comprehensive exam will result in dismissal from the student's Ph.D. program.

6.6. Qualifying Examination and Admission to Candidacy

Graduate school rules require that all doctoral students complete a Qualifying Examination for admission to candidacy for the doctor's degree. In the Department of Agricultural and Applied Economics, the Dissertation Proposal Defense serves as the Qualifying Exam. Students are allowed two attempts to complete this examination successfully. Failure to satisfactorily complete the examination on a second attempt will result in dismissal from the Ph.D. program. Further information on the Dissertation Proposal and Proposal Defense is provided in Section 9.0 of this Handbook.

6.7. Final Examination

All doctoral candidates are required to pass a public final oral examination which is usually over the general field of the dissertation. Candidates should consult the Graduate School for details regarding the scheduling of the final examination. After the final examination, the professor conducting comprehensive exams will send a written notification of the results to the Graduate Secretary for the student's graduate file.

Doctoral candidates, with their major advisor, are required to find their own Dean's Representative for the Graduate School for their defense, and it must be someone outside of the department.

Public announcement of exams will be made through the department Graduate Secretary. Exams **must** be announced at least four weeks before the exam date, without exception.

6.8. Degree Program Course Requirements

Table 4 shows the course requirements for the Ph.D. program. Listed core courses are required. Four subject matter field courses and twelve hours of committee-approved electives are required. In some cases, teaching practicum hours are available for TAs, on a case-by-case basis. All students are required to have a minimum of 12 research hours. Note, there is an option to add a Personal Financial Planning program certification in consultation with the Department of Personal Financial Planning.

Table 4: Ph.D. Program		
Ph.D. in Agricultural and Applied Economics		
Course Number	Course Title	Credit Hours
REQUIRED CORE CLASSES		
AAEC 5303	Advanced Production Economics	3
AAEC 5307	Applied Econometrics I	3
AAEC 5321	Research Methodology in Economics	3
AAEC 6301	Applied Macroeconomics	3
AAEC 6305	Dynamic Economic Optimization	3
AAEC 6311	Applied Econometrics II	3
AAEC 6312	Applied Econometrics III	3
AAEC 6315	Applied Microeconomics I	3
ECO 5312	Microeconomic Theory	3
ECO 5313	Mathematical Economics	3
SUBJECT MATTER FIELD COURSES (choose 4)		
AAEC 6301	Microeconomic Theory II	3
AAEC 6302	Food, Ag., and Nat. Resource Policy Analysis	3
AAEC 6308	Advanced Natural Resource Economics	3
AAEC 6310	Demand and Price Analysis	3
AAEC 6316	Advanced International Trade and Policy	3
TEACHING/RESEARCH HOURS (total of 18 hours)		
AAEC 8000	Doctor's Dissertation	12
Electives		18
Total Credit Hours		72

7.0 FINANCIAL ASSISTANCE

A limited number of graduate assistantships are awarded on a competitive basis each year. Only students in the M.S. thesis option and the Ph.D. program are eligible for these assistantships. Teaching assistantships require the student to serve as an instructor for undergraduate courses or laboratories under faculty supervision. Research assistantships require the student to assist on one or more research projects under faculty supervision.

Teaching Assistantships: We have no formal teaching assistantships to offer; however, teaching assistantships can be awarded on an ad hoc basis for limited periods. This option is solely offered to Ph.D. students and is limited.

Graduate assistantships require that the student work 20 hours per week. Assistantships are considered half-time employment, and the student is responsible for the work hours and the work output. A graduate assistant does not accrue annual leave. Each M.S.-thesis option student who is on a half-time graduate assistantship is required to register for 9 credit hours each regular semester, and 6 credit hours over the summer sessions. Ph.D. students who are on half-time graduate assistantships are required to register for 9 hours in each regular semester and 3 hours in each summer session. *A graduate assistant is expected to remain free from other employment because of being employed for 20 hours and has an expectation of at least 20 hours per week in preparation for academic classes and research.*

Assistantship stipends follow University guidelines and are subject to change each year. Students must maintain a 3.0 GPA or better and satisfactorily perform assigned duties to retain a graduate assistantship. Performance is reviewed each semester.

A limited number of scholarships are available. All scholarships are competitive and limited to financial necessity and academic achievement. Contact the department Graduate Secretary or the Scholarship Coordinator for more information.

8.0 DEPARTMENT POLICIES

The following are department policies of particular importance to graduate students.

8.1 Advisory Committee

An advisory committee chair should be selected during the student's first semester in the graduate program. The student and committee chair will jointly select other members of the advisory committee. Advisory committees for M.S. and MAB students must have a minimum of three faculty members, at least two of whom must be graduate faculty members in the Department of Agricultural and Applied Economics. Advisory committees for Ph.D. students must have at least four faculty members, one from outside the department.

8.2 Academic Integrity

Academic honesty and integrity are integral parts of your professional reputation and important elements of a successful research career. Plagiarism, cheating, and other forms of academic

dishonesty will not be tolerated in our programs. Students are expected to adhere to the highest standards of academic honesty both while in our program and after. If you have questions about what constitutes academic dishonesty, please consult **Section B of the Texas Tech University Student Handbook located at**

<https://www.depts.ttu.edu/dos/Studenthandbook2022forward/StudentHandbook2022-2023.pdf>.

Failure to adhere to academic honesty standards will result in dismissal from our academic programs and, depending on the Graduate School, dismissal from the University.

8.3 Degree Plan

All students **MUST** file a degree plan. M.S. and MAB students must file a degree plan within the first six months of entering the program. Ph.D. students must file a degree plan within the first year of study. The student and committee chair should work out a tentative plan, which will be discussed and approved by the full advisory committee. Degree plans must be approved and signed by the department Graduate Coordinator. Degree plan changes are not submitted until the final semester of study. These will be submitted in writing to the Graduate Secretary.

8.4 Registration

All students are responsible in the long semester for enrolling during pre-registration. It is unprofessional to wait until the last minute to register for courses and causes unnecessary work for the staff to remind students to meet their obligations. Both funded and non-funded students should meet this responsibility. There are **deadlines** in the Academic Calendar for enrolling in a payment plan before the start of each semester. Failure to make a payment or enroll in a payment plan can cause course enrollment to be dropped and your ability to enroll in specific coursework to be limited. Funded students risk losing funding or being unable to have fees waived based on not meeting departmental requirements and maintaining continuous enrollment.

Graduate School policy is for 9 hours to be considered a full-time student; all funded students are required by departmental policy to enroll in at least 9 hours in each long semester and 6 hours during the summer sessions.

Please note that all students doing research must enroll in either AAEC 6000 (Master's Thesis) or AAEC 8000 (Doctor's Dissertation) in their final semester to be eligible to graduate, as per the Graduate School requirement.

IMPORTANT NOTE: There are some additional requirements for international students in relation to Visa issues and course registration. It is the responsibility of the student to make sure they are in compliance with all conditions from the TTU Office of International Affairs in regard to your Visa requirements.

8.5 Summer Enrollments

As per university and Graduate School policy, **all current students doing research** (M.S. thesis

and Ph.D.), must enroll in summer hours once they have begun to do research. For Ph.D. students, this time frame generally begins after completing comprehensive exams.

Funded M.S. and Ph.D. students must carry 3 hours in each summer session regardless of their status of doing research. This is because you must be a registered student on a research assistantship. Both funded and non-funded students doing research are required by Graduate School policy to carry a minimum of 3 hours during at least one summer session once they have begun their research, to maintain continuous enrollment. There are no exceptions to this policy.

8.6 Incomplete Grades

At times, a professor will enter a grade of Incomplete for coursework. You are expected to complete the coursework on time so a grade change can be entered for the course. Failure to complete the coursework in the time frame allotted by the Graduate School or the instructor will automatically result in a grade of F.

8.7 Research Topic

Students working on M.S.-thesis and Ph.D. degrees should begin discussions on possible research topics with their committee chair and other committee members during the first semester of their program.

8.8 Thesis and Dissertation Proposals

Each M.S.-thesis or Ph.D. candidate will develop a formal written thesis or dissertation proposal. The proposal should include a title, a statement of the problem and rationale for the proposed research, a statement of objectives, hypotheses to be tested, a review of the literature, and detailed methods and procedures of the study. Proposals must also include a conceptual framework, if applicable, that applies relevant economic theory to an analysis of the research problem.

After your committee chair approves your draft proposal, you need to distribute copies to the other advisory committee members. You should allow at least two weeks for the committee to review and evaluate the proposal before your proposal is defended.

8.9 Proposal Defense

Under the direction of your committee chair, you should prepare an oral presentation of your thesis or dissertation research proposal. This presentation is expected to be formal and scholarly. Your presentation should include a clear rationale for the proposed research, a concise statement of objectives, hypotheses, conceptual framework, and a detailed description of the methods and procedures of the proposed study.

You should be prepared to defend your proposal during a question-and-answer period following the oral presentation. When the questioning has concluded, the committee will determine whether

you have satisfactorily completed the defense/exam. They will also decide what modifications, if any, should be made to the proposal before proceeding with the research. All committee recommendations at the proposal stage should be appropriately reflected in the final thesis or dissertation submitted in preparation for the final examination.

Dissertation proposal defenses must be conducted a **minimum** of four months before the final dissertation defense, as required by the Graduate School.

8.10 Preparation of Thesis or Dissertation

In preparing even the earliest draft of the thesis or dissertation, you should follow style conventions currently accepted by the department and Graduate School. You should meet with your committee regularly while preparing your thesis or dissertation and in preparation for your defense.

8.11 Required Documents

The following forms are required by the Graduate School and can be obtained from the Graduate Secretary, and need to be submitted to the Graduate Secretary following completion of the work:

M.S. (thesis and non-thesis), MAB, and Ph.D. are required to submit a Defense Notification Form.

M.S. non-thesis and MAB students must submit a Comprehensive Exam Form after presenting their professional papers.

For a dissertation proposal defense, Ph.D. students must submit a Qualifying Exam Form (Proposal Defense Form).

After a thesis or dissertation defense, M.S. thesis and Ph.D. students must submit Oral Exam and Thesis/Dissertation Approval Forms. In addition, Ph.D. students are required to submit a Dean Representative Report Form.

Ph.D. students are required to submit Yearly Doctoral Progress Report Forms that are completed by their faculty advisor and signed by the student and advisor.

8.12 Final Requirements for Graduation

Students within nine months of completing their graduate degree programs are advised to consult the Graduate School website and personnel in the Graduate School for information on graduation requirements and deadlines. *Students are responsible for meeting all of these requirements and deadlines.*

8.13 Student Responsibility

All new students are assigned a temporary advisor when they arrive to begin their program of study, but it is their responsibility to get with faculty members who are working in areas they have an interest in to find a **permanent advisor** to work with. Once a student has chosen a permanent advisor, they should notify the Graduate Secretary of this change so that their files

and records can be updated with the correct information.

All students are responsible for maintaining and regularly checking their Texas Tech email accounts and responding promptly to all emails from faculty and staff. The University requires the use of Tech email for all official communication.

All students are responsible for **meeting all deadlines** as required by the Department and the Graduate School. Please be responsible and check the university's **Academic Calendar** each semester for deadlines related to your specific degree plan and for Graduate School. The Academic Calendar can be accessed at the following link:

<http://www.depts.ttu.edu/officialpublications/calendar/>.

Be sure to check the Graduate School's website for deadlines as well. The Graduate School Event Calendar can be accessed at the following link: <https://portal.grad.ttu.edu/events/>. While *the Graduate Secretary will send out reminders of deadlines, it is ultimately the student's responsibility to meet these deadlines.*

8.14 Course Registration

Students will be assisted by their advisor in determining course schedule, and in their first semester with the process of navigating the registration process. After that time, students are expected to register for courses during Advanced Registration for the next semester, and not wait until right before the semester begins. The faculty and staff *cannot register students*, as it violates University policy. All registration is done through Raiderlink, using students' eRaider credentials, under the MyTech tab. In the event of a prerequisite error or need for special permission to register for a course, please email the instructor of the course to request an override and copy the Graduate Secretary so that it may be entered once it is approved. For any courses outside of the department for which an override is needed, the student is responsible for emailing the course instructor to request an override. The student should always provide their R# to that instructor in the original email and copy the Graduate Secretary on the email.

8.15 Resources Available to Graduate Students

The Graduate Student Center is located in the west basement of the Administration building, <https://www.depts.ttu.edu/gradcenter/>. The center contains a wide range of facilities, including a computer lab, meeting space, and workspace, and is open to all graduate students and postdoctoral fellows 24/7 year-round. You would need a Tech ID or Mobile ID app on your phone or tablet to use the Center resources. It also provides Library Research Assistance, Statistical Consulting Services, and the Graduate Student Writing Center.

8.16 Professional Ethics and Publications

All student research conducted at Texas Tech University is a joint product of Texas Tech, the advisor, and the student. Therefore, any work product produced because of that research must

carry the advisor (at a minimum) as co-author and should have the statement "work completed at Texas Tech University" in the acknowledgments section of the paper. Do not submit papers with names of faculty members or colleagues as co-authors without their knowledge and permission. Each co-author should have the opportunity to review and provide comments before submission of any paper as a matter of courtesy and professional ethics. Do not submit papers to conferences without first getting permission from your advisor and a commitment to fund travel (unless you intend to pay for the travel yourself) from your advisor or the department. The department encourages student participation in conferences and other activities, but resources are limited, and therefore, we cannot fund travel for everyone that might submit and get a paper accepted.

8.17 Campus Parking

Campus parking requires a TTU parking permit which is not included in tuition and fees. For permit costs refer to:

<https://www.depts.ttu.edu/parking/Resources/Transparency/PermitCosts.php>.

Transportation and Parking Services offers a free car clinic three times per year: during fall break, spring break, and in the summer. It provides a basic check-up for vehicles, and there is an ePermit giveaway. Parking without a permit on campus can result in multiple fees charged to your account, as no paper ticket is issued, but it is available through your online parking account. Failure to be responsible for parking tickets can result in an inability to purchase the next permit and being turned over to a collection agency.

8.18 Offices and Computers

Graduate student office space is assigned by the department Graduate Coordinator. All funded students are provided office space. Other M.S. and Ph.D. students are assigned office space if available. Office space should be used, or it may be reassigned. Please note that students funded by the Free Market Institute have offices provided by FMI until their names appear on the private office space list.

All office space is allocated on an as-available basis and is limited to students doing research, whether thesis or dissertation. Private office spaces are available only for funded PhD students, and this space is very limited. Private offices are assigned based on a continuously maintained list of when students are accepted into the Ph.D. program. There is **no guarantee** that any student will receive private office space during their program due to its limited availability.

Once office space is assigned, if it is not used by the student, it will be reassigned, and the student would have to wait until further office space becomes available. Students cannot and will not share their office keys or loan them to another student. Once you complete the program, office keys must be turned in to the main office.

The department has computer facilities that are available to all graduate students. Students with office spaces are often furnished with a computer. Students should use these computers for academic purposes only. Any relocation of departmental computers will be done by the department's IT support staff at the request of the Graduate Coordinator.

Computer usage for anything other than professional and educational purposes can result in the loss of access to a computer. **Do not download** any item without express permission from your graduate advisor and departmental IT support staff. Do not move or relocate any computer, as these are the university's property and are maintained expressly by departmental IT support staff.

Students have access to computers in their own office space, and these are wired for remote access. This must be set up by IT support staff in the department.

8.19 Copying and Office Supplies

Office supplies are to be used for faculty and staff and are for departmental business, not for students' coursework or personal use. Printer cartridges and paper are supplied to students for research. Other supplies are not for student use. You are responsible for supplying all your other office supplies.

The department copy machines are restricted to staff and faculty use. Graduate students gain access to the copy machines only when approved by the student's committee chair or work supervisor. The copy machines are intended to support research and teaching activities and are not intended for copying coursework material or books.

Excessive use of printing or copying material can result in restricted access for students. Do not print out manuals or any copyrighted materials without the express approval of your graduate advisor and the Graduate Coordinator. Printing and copying are maintained by departmental IT support staff.

8.20 Vacations

There are no excused absences from campus and work as a research assistant. You are expected to work even when enrolled in thesis and dissertation hours over the summer. Funded students are expected to maintain continuous enrollment. Absences from campus **MUST** be approved by the student's advisor and must be reported to the Graduate Secretary before the student leaves campus. If a requested absence conflicts with departmental needs, it may be denied.

8.21 Personal Hygiene

In Lubbock during the summer, the heat can often lead to sweating that results in body odors that unfortunately are shared with other students, faculty, and staff nearby. Please be courteous to others and remember to take regular baths/showers (at least once a week) using appropriate soaps or body washes. Please use deodorant or antiperspirant (deodorants are available without chemicals if chemical exposure is of concern). Do not overindulge in perfume/cologne/aromatic incense/lit candles, etc. Perfumes and incense only compound the intensity of odors in close spaces with which coworkers and fellow students must contend. (FYI: lit candles and incense violate university policy due to the open flame/burning embers).

Please understand that this is not a critique of anyone or any cultural practice but simply information about cultural expectations and a reminder that your choices impact others around you. Thanks for your cooperation.

9.0. IMPORTANT ACADEMIC AND PROFESSIONAL OPPORTUNITIES AND OBLIGATIONS

9.1 Graduate Student Association

The department has an active and productive Graduate Student Association (GSA). This GSA organizes a departmental seminar series, sponsors Friday coffees, and has several social events throughout the year. The GSA also maintains a webpage on the department website. This webpage contains information about upcoming events, the lecture series, conferences, and profiles and vitae of participating graduate students. All graduate students are strongly encouraged to participate in this organization actively.

9.2 Professional Societies

Graduate students are encouraged to join and participate in the activities of professional societies. Most societies have reduced dues for students. You should attend professional meetings whenever possible. Students serving on committees or delivering papers may receive at least partial travel expense reimbursement from department and/or graduate school sources. Such reimbursement is subject to the availability of funds. Thus, early application is important.

9.3 Seminars

Student attendance is required at departmental seminars unless the student is in a class scheduled at that time.

9.4 Travel and Student Support

Students are encouraged to submit their manuscripts for consideration in outside conferences in their area of study. This process should be done with the full knowledge and participation of the student's major advisor. You must have the approval of your major advisor before submitting any paper for publication or presentation. Acceptance to a conference does **not** guarantee that funding for travel will be available for student travel. Funding support from the department is limited and not guaranteed for every trip. You are required to request Graduate School travel funding for at least one trip per year. You must meet with the Graduate Secretary a minimum of 30 days in advance to submit a travel application for any travel related to your research and presentations.

APPENDIX A

GRADUATE COURSES IN AGRICULTURAL AND APPLIED ECONOMICS

AAEC 5000	Professional Internship
AAEC 5301	Special Study in Agricultural and Applied Economics
AAEC 5302	Food and Agriculture Sector Public Policy
AAEC 5303	Advanced Production Economics*
AAEC 5304	Applied Logistics
AAEC 5305	Applied Behavioral Economics
AAEC 5306	Agribusiness Analytics*
AAEC 5307	Applied Econometrics I*
AAEC 5308	Natural Resource Economics
AAEC 5309	International Economic Development in Food and Fiber Sectors
AAEC 5310	Advanced Market Analysis*
AAEC 5312	Agribusiness Analysis*
AAEC 5313	Microcomputer Applications in Agribusiness and Research*
AAEC 5314	Environmental Economics and Policy Analysis
AAEC 5315	Property Appraisal
AAEC 5316	International Agricultural Trade*
AAEC 5317	Financial and Commodity Futures and Options*
AAEC 5318	Finance and the Agribusiness Sector
AAEC 5319	Advanced Agribusiness Enterprise Management
AAEC 5320	Agribusiness Law
AAEC 5321	Research Methodology in Economics
AAEC 5325	Applied Regression and Least Squares Analysis in Agricultural Sciences*
AAEC 5330	Natural Resource Law
AAEC 6000	Master's Thesis*
AAEC 6301	Applied Microeconomics
AAEC 6301	Microeconomic Theory II
AAEC 6302	Food, Agriculture, and Natural Resource Policy Analysis*
AAEC 6305	Economic Optimization*
AAEC 6308	Advanced Natural Resource Economics*
AAEC 6310	Demand and Price Analysis*
AAEC 6311	Applied Econometrics II*
AAEC 6312	Applied Econometrics III*
AAEC 6315	Applied Microeconomic Analysis I*
AAEC 6316	Advanced International Trade and Policy
AAEC 7000	Research*
AAEC 7200	Teaching Practicum
AAEC 8000	Doctor's Dissertation*

Courses with an asterisk are STEM-designated.

WEBSITE

For more information about the department, please visit the Department of Agricultural and Applied Economics homepage at

<http://www.aaec.ttu.edu>

Or email us at

AAEC.grad.admin@ttu.edu

For more information about the Graduate School please visit the Graduate School homepage at:

<http://www.depts.ttu.edu/gradschool/>